



Needham Market Town Council
Governance & Finance Committee
Minutes – 10th May 2022

Present: Chairperson Cllr Annis, Cllrs Cave, Lea, Norris, O'Shea, Ost, A Reardon, J Reardon, and Stansfield.

The Town Clerk was in attendance.

GF010/22 To receive apologies for absence.

Cllrs Darnell and Phillips.

GF011/22 To receive any Declarations of Pecuniary or Non-Pecuniary Interests by Members.

Cllr Annis – Accounts for Payment

Cllr Stansfield – Accounts for Payment

GF012/22 To approve any dispensations with respect to Disclosable Pecuniary Interests.

None.

GF013/22 To receive and confirm the Minutes of the meeting of the Finance and Governance Section held 8th February 2022.

Cllr Annis proposed the Minutes be adopted. Cllr Norris seconded the proposal. The Committee agreed the proposal.

GF014/22 To consider Accounts for Payment and Confirmation.

Cllr Annis referred the Committee to the Accounts for Payment and Confirmation document that was tabled and a copy of which will be appended to the Minutes and confirmed he had checked all items contained therein and was satisfied they were appropriate to pay.

Cllr Lea proposed the Accounts for Payment and Confirmation be approved. Cllr Ost seconded the proposal. The Committee agreed the proposal.

GF015/22 To consider end of year accounts to 31st March 2022.

The end of year accounts to 31st March 2022 were tabled, a copy of which will be appended to the Minute Book.

Cllr Norris proposed adoption of the end of year accounts to 31st March 2022. The proposal was seconded by Cllr Ost. The Committee agreed the proposal.

GF016/22 To consider adoption of the Model Councillor Code of Conduct 2020.

The Clerk referred to the Code of Conduct 2020, a copy of which will be appended to the Minute Book, and the link to the document provided to Councillors.

Cllr A Reardon proposed the Model Councillor Code of Conduct 2020 be adopted. Cllr Stansfield seconded the proposal. The Committee agreed the proposal.

GF017/22 Update on Governance and Finance Arrangements.

a) To monitor the Council's approved Budget 2021/22 against actual expenditure.

Cllr Annis explained it is too early in the financial year to carry out meaningful assessment.

b) Review of the Council's Financial Management procedures.

Cllr Annis referred to the Council's External Audit due to take place towards the end of May, from which recommendations will be considered.

c) Review of Council's Community Infrastructure Levy priorities and expenditure including adoption of the 2021/22 Annual CIL Report.

There were no issues for review.

The Clerk tabled a Neighbourhood CIL Expenditure Report for the 2021/22 fiscal period, a copy of which will be appended to the Minute Book.

Cllr Ost proposed adoption of the CIL Expenditure Report. Cllr Norris seconded the proposal. The Committee agreed the proposal.

d) Review of Council's Policies.

The Clerk tabled a Health and Safety Policy, a copy of which will be appended to the Minute Book.

Cllr Lea proposed adoption of the Health and Safety Policy. Cllr A Reardon seconded the proposal. The Committee agreed the proposal.

e) Review of the Council's Risk Assessment.

The Clerk reported he was continuing to work on an updated Risk Assessment document whilst, at the same time, managing specific risks as they occur.

GF018/22 To scrutinise any matters referred from, or to, Council's Community & Assets Committee and/or Planning Committee.

Cllr Lea referred to having chaired the past two Community & Assets meetings when neither the elected Chairperson nor his Deputy were present. Councillors felt this was a cause for concern, particularly in light of the numerous projects the Council is involved with.

The Committee discussed the Council's commitment to the procurement and siting of Speed Indicator Devices on the key road routes into Needham Market.

GF019/22 Date, location and timing of the next Governance & Finance Committee meeting.

Cllr Annis confirmed the next meeting date will be agreed at the Annual Town Council Meeting being held on 18th May 2022.

GF020/22 To consider whether, pursuant to Part 1 of Schedule 12A of the Local Government Act 1972, the public should be excluded from the meeting for the business specified below on the grounds that if the public were present during this item, it is likely that there would be the disclosure to them of exempt information. The presenters of the reports proposed to be considered are satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Cllr Annis proposed the next item be held in Camera. Cllr Lea seconded the proposal. The Committee agreed the proposal.

a) To receive a report from the Employment Committee.

Cllr Annis referred to the Employment Committee's review of Contracts of Employment.

Cllr Annis proposed the Committee adopt the Employment Committee's recommendations regarding the Council's Contracts of Employment. Cllr Cave seconded the proposal. The Committee agreed the proposal.

Cllr Annis proposed Council carry out a review of the current Town Council Office accommodation which lacked adequate storage facilities. Cllr Lea seconded the proposal. The Committee agreed the proposal.

The meeting closed at 7.55pm.

Chairperson **Date**