



**Needham Market Town Council**  
**Governance & Finance Committee**  
**Minutes – 8<sup>th</sup> February 2022**

**Present:** Chairperson Cllr Annis, Cllrs Lea, Mason, Norris, O'Shea, Ost, Phillips and Stansfield.

A member of public and the Town Clerk were in attendance.

**GF001/22** To receive apologies for absence.

None.

**GF002/22** To receive any Declarations of Pecuniary or Non-Pecuniary Interests by Members.

None.

**GF003/22** To approve any dispensations with respect to Disclosable Pecuniary Interests.

None.

**GF004/22** The Minutes of the meeting of the Finance and Governance Section held on 9<sup>th</sup> November 2021 had been agreed and adopted at the Full Town Council Meeting held 17<sup>th</sup> November 2021.

**GF005/22** 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 Mason proposed the Accounts for Payment and Confirmation be approved. Cllr Lea seconded the proposal. The Committee agreed the proposal.

**GF006/22** Update on Governance and Finance Arrangements.

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

Cllr Annis reported the monitoring of expenditure is a continuous process and, as the breakdown of the approved budget for 2021/22 does not reflect the change in-year to Council's new Committee structure, detailed budgetary figures are no longer relevant. He assured the Committee the Council's top-level expenditure remained in line with total budget amounts.

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

Cllr Annis reported the Sage current software package, on which the Council's accounts are managed, requires a supplementary licence to create a new account from 1<sup>st</sup> April 2022, in addition to the existing licence which will be maintained for a final year from 1<sup>st</sup> April 2022. At the end of the 2022/23 fiscal period, the original licence will be cancelled as that account will be retained for archive purposes only. The dual licence is necessary to reflect the transition away from the old Section structure financial management to the new Committee structure financial management.

Cllr Mason proposed the Committee approve the £22 per month additional expenditure, from 1<sup>st</sup> April 2022, for an additional Sage software licence. Cllr Lea seconded the proposal. The Committee agreed the proposal.

- c) Review of Council's Community Infrastructure Levy priorities and expenditure.

There were no issues for review.

- d) Review of Council's Policies.

The Clerk reported there were no current policies subject to review.

- e) Review of the Council's Risk Assessment.

The Clerk reported the Annual Crowley Park Children's Playground and the park in general Inspection (RoSPA) had been undertaken. The Council's Risk Register is to be updated to reflect changes to the Council's financial management and other areas of its operations.

**GF007/22** To scrutinise any matters referred from, or to, Council's Community & Assets Committee and/or Planning Committee.

There were no matters for scrutiny.

**GF008/22** Date, location and timing of the next Governance & Finance Committee meeting.

Cllr Annis confirmed the next meeting will take place on Tuesday 10<sup>th</sup> May 2022 at 7pm in the Green Room, Needham Market Community Centre.

**GF009/22** 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 Mason proposed the next item be held in Camera. Cllr Phillips seconded the proposal. The Committee agreed the proposal.

a) To receive a report from the Employment Committee.

Cllr Annis tabled a report on a review of staff pay that included a number of recommendations.

Cllr Annis proposed the Committee adopt the recommendations in the report. Cllr Phillips seconded the proposal. The Committee agreed the proposal.

The meeting closed at 7.55pm.

**Chairman** ..... **Date** .....

