



Needham Market Town Council

Town Council Minutes

12.03.2025

Place: Green Room of the Needham Market Community Centre, School Street, Needham Market.

Present Councillors:

John Reardon (Chairman)

Tina Cooke

Chris Goodchild

Kevin Hunter

Martin O'Shea

Martin Ost

Amanda Reardon

Mike Norris

Lee Cornish

G. Sinnerton

Officers:

Town Clerk, Shannon Smith

And one member of the public, co-option nominee Gerardine Blake.

Before the meeting started Councillors stood and observed a minute's silence in the memory of Ann Stainton, a highly valued member of staff and the wider community - who had sadly passed away.

Co-option to Vacancy of Office for Parish Councillor & Declaration of acceptance of Office

NMTC/25/72 CO-OPTION TO VACANCY OF OFFICE FOR PARISH COUNCILLOR & DECLARATION OF ACCEPTANCE OF OFFICE

A nomination was received to fill the Needham Market Town Councillor vacancy by co-option.

RESOLVED To receive and approve the nomination of Gerardine Blake.

RESOLVED That the Declaration of Acceptance of Office be signed.

Moved: Cllr G. Sinnerton
Seconded: Cllr T. Cooke

NMTC/25/73 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors T. Lawrence, I. Mason, and R. Darnell.

RESOLVED That the apologies be received and approved.

NMTC/25/74 MINUTES

The minutes of the meeting 15th January 2025 were received.

RESOLVED That the minutes of the meeting 15th January 2025 be received and approved.

NMTC/25/75 INTERESTS

Cllrs J and A. Reardon declared a non-pecuniary interest in minute NMTC/25/88 as they were both members of the Raft Race committee.

RESOLVED That the interests be received and approved.

NMTC/25/76 QUESTIONS AND STATEMENTS FROM THE PUBLIC

It was agreed to defer this item until after 7:30pm in case members of the public did not realise the early start.

NMTC/25/77 TOWN CLERK'S REPORT

The Town Clerk's report on matters arising was received.

The Town Clerk informed members that she had seen a request online from a parent seeking work experience for her teenager. She asked members whether offering work experience would be something the council would support.

Members agreed that this would be beneficial, but the council needed to ensure the appropriate safeguarding procedures were in place.

RESOLVED To receive the report.

RESOLVED For the Town Clerk to investigate the project further and pursue if safeguarding could be ensured.

Moved: Cllr M. Norris
Seconded: Cllr L. Cornish

NMTC/25/78 COMMITTEE REPORTS

The following committee reports were received from the committee chairperson:

- a) Community & Assets

A report was received from Cllr C. Goodchild. He informed members that the repairs on the Crowley Park younger persons play area were still be pursued and should be taking place shortly.

A report was also received from Cllr A. Reardon on behalf of the civic events group. She informed members that the hedge planting over the middle school field but it had unfortunately had already been vandalised. She sought approval for expenditure of £2060 for the proposed VE day plans, which included the purchase of a commemorative beacon. She also sought specific approval for the purchase of the £560 commemorative beacon bowl.

RESOLVED To approve an expenditure of £2060 for the VE day plans.

Moved: Cllr A. Reardon
Seconded: Cllr T. Cooke

RESOLVED To approve the expenditure of £560 for a commemorative beacon.

Moved: Cllr A. Reardon
Seconded: Cllr M. Ost

b) Finance & Governance

Cllr T. Cooke informed members that her discussion points would be covered later in the meeting through the newspaper item.

c) Planning

A report was received from Cllr M. O'Shea. He informed members that only a small number of minor planning had been received. He also informed members that the Neighbourhood Plan Review process was moving forward, and the office was in the process of completing paperwork to access grant funding.

RESOLVED To receive and approve the reports.

Moved: Cllr A. Reardon
Seconded: Cllr M. Norris

NMTC/25/79 COUNTY AND DISTRICT COUNCILLOR REPORTS

The reports were previously circulated.

NMTC/25/80 ACCOUNTS FOR PAYMENT AND CONFIRMATION

The accounts for payment and confirmation were received.

RESOLVED To receive and approve the payments.

Moved: Cllr M. Ost
Seconded: Cllr G. Sinnerton

NMTC/25/81 APPOINTMENT OF INTERNAL AUDITOR

The proposal to appoint SALC as the council's internal auditor for 2024/2025 was received.

RESOLVED To appoint and approve SALC as the council's internal auditor for 2024/2025.

Moved: Cllr C. Goodchild

Seconded: Cllr M. Norris

NMTC/25/82 MEETING SCHEDULE 2025/2026

Four options for the proposed meeting schedule for 2025/2026 were received. Members discussed the benefits and drawbacks of each option at length.

RESOLVED To accept and approve option 4 with some minor administrative amendments.

Moved: Cllr C. Goodchild

Seconded: Cllr L. Cornish

NMTC/25/83 EASTER EVENT

A report on the proposed Easter event was received.

RESOLVED To receive and approve the event proposal.

Moved: Cllr T. Cooke

Seconded: Cllr M. O'Shea

NMTC/25/84 LOCAL GOVERNMENT AWARD SCHEME

A report was received regarding the Local Government Award Scheme.

RESOLVED To proceed with the Local Government Award Scheme.

Moved: Cllr M. Ost

Seconded: Cllr C. Goodchild

NMTC/25/85 INTERNAL AUDIT UPDATE

The Town Clerk informed members that councillors would soon be set up with .gov.uk emails, which would be beneficial for the internal audit.

RESOLVED That the update be received.

Moved: Cllr A. Reardon

Seconded: Cllr M. Ost

NMTC/25/86 CHRISTMAS LIGHTS

A proposal was received from Cllr A. Reardon.

RESOLVED To approve the requested expenditure of £990 for replacement Christmas trees to situate on lampposts and £2160 for associated lights.

Moved: Cllr A. Reardon

Seconded: Cllr G. Sinnerton

NMTC/25/76 QUESTIONS AND STATEMENTS FROM THE PUBLIC

No members of the public were present.

NMTC/25/87 SKATEPARK

A report was received from Cllr C. Goodchild. He informed members that since the last meeting the skatepark committee had been in discussions with the charity offering funding to extend the deadline, if active engagement was still present.

RESOLVED That the report be received and a 'Skatepark Working Group' be established.

Moved: Cllr C. Goodchild

Seconded: Cllr A. Reardon

NMTC/25/88 DONATION REQUESTS

The following donation requests were received:

- A donation of £50 to the Women's Institute for their help at the Civic Service.
- A donation of £100 to the Stowmarket Chorale for their performance at the Civic Service.
- A donation of £250 to a designated Cancer charity in memory of Ann Stainton.
- A donation of £600 to the Needham Market Library.
- A donation of £280.56 to the Needham Market Raft Race.

Members agreed that considering the potential that the library may be absorbed by Suffolk County Council that the library's grant should be paid in two instalments, the second on the basis that it is still charity run at the time.

RESOLVED That the donation of £50 to the Women's Institute and the donation of £100 to the Stowmarket Chorale be approved.

Moved: Cllr A. Reardon

Seconded: Cllr M. Norris

RESOLVED That the donation of £250 to a designated Cancer charity be approved.

Moved: Cllr M. Norris

Seconded: Cllr M. O'Shea

RESOLVED That the donation of £600 to the Needham Market Library be approved with the condition that the grant be paid in two instalments, the second being paid if it is charity run when the second instalment is due.

Moved: Cllr M. Norris

Seconded: Cllr M. O'Shea

RESOLVED That the donation of £280.56 to the Needham Market Raft Race be approved.

Moved: Cllr G. Sinnerton

Seconded: Cllr M. O'Shea

NMTC/25/89 CCTV

The CCTV contact was reviewed.

RESOLVED That the contract be approved and signed.

Moved: Cllr G. Sinnerton

Seconded: Cllr T. Cooke

NMTC/25/90 TO CONFIRM THE DATE, TIME AND LOCATION OF THE NEXT MEETING

The Town Clerk informed members that the annual meeting would be held on May 14th, 2025, at 7pm in the Green Room at Needham Market Community Centre.

NMTC/25/91 EXCLUSION

RESOLVED Under the Public Bodies (Admissions to Meetings) Act 1960 S.1(2) and in accordance with Standing Order 3(d), the press and public should be excluded from the remainder of the meeting due to the confidential nature of the business to be transacted.

NMTC/25/92 EMPLOYMENT

An update was received from the Town Clerk.

RESOLVED That the report be received.

NMTC/25/93 NEWSLETTER

A report was received on the newsletter from Cllr T. Cooke on behalf of the newsletter working group. She informed members the group proposed to increase advertising costs by a base level of 15% with potential additional charges for pages deemed premium and different sizing options.

RESOLVED That the proposal be received and approved.

Moved: Cllr T. Cooke
Seconded: Cllr L. Cornish

The meeting closed at 20:37 pm.

Chairperson..... Date.....

DRAFT

PRIVATE AND CONFIDENTIAL

NMTC/25/92 EMPLOYMENT

An update was received from the Town Clerk.

She informed members that the town council's street cleaning operative was looking to retire at the end of April and would be handing in his official notice in due course

RESOLVED That the report be received.

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