



Needham Market Town Council

Town Council Minutes

13th November 2024

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

Present Councillors:

Terry Lawrence
John Reardon
Tina Cooke
Graham Cave
Chris Goodchild
Kevin Hunter
Mike Norris
Martin O'Shea
Martin Ost
Amanda Reardon
Geoff Sinnerton

And two members of the public.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors L. Cornish, R. Darnell and I. Mason.

RESOLVED That the apologies be received and approved.

MINUTES

The minutes of the meeting 18th September could not be approved due to not being received, as a result of extenuating circumstances.

INTERESTS

No interests were declared.

QUESTIONS AND STATEMENTS FROM THE PUBLIC

A representative from the skatepark committee addressed the council. She asked whether the council would have interest in discussing potential involvement with the skatepark project at later meetings.

Members confirmed that it is a matter that would be put under consideration in future. The representative was requested to provide the Council the necessary commitment and progress required between the skatepark committee and Council by the significant funder to ensure funding continued past April 2025. The Representative agreed.

APPOINTMENT OF TOWN CLERK AND DATA CONTROLLER

RESOLVED That Shannon Smith be officially appointed as the Town Clerk and Data Controller for Needham Market Town Council.

GENERAL POWER OF COMPETENCE

RESOLVED To approve the Council's use of General Power of Competence.

TOWN CLERK'S REPORT

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

The Clerk asked members whether they wanted to reinstate Financial Regulation 6.2, as this was suspended whilst waiting for the appointment of a Responsible Financial Officer.

The Clerk also asked members whether they viewed the latest NJC pay rise offer as acceptable.

RESOLVED To receive the report.

RESOLVED To reinstate Financial Regulation 6.2.

RESOLVED To approve the NJC pay rise offer.

COMMITTEE REPORTS

The following committee reports were received from the committee chairperson:

- a) Community & Assets
- b) Finance & Governance
- c) Planning

RESOLVED To receive and approve the reports.

NEIGHBOURHOOD PLAN

A verbal report was received regarding the review of the Needham Market Neighbourhood Plan.

Cllr G. Cave reported that due to lack of time for grant approval in 2024/2025, it would be prudent to start the review process in Jan/Feb 2025 to gain grant for 2025/2026 and inform Mid Suffolk the intention to formally review the plan.

RESOLVED To review the Neighbourhood Plan process in early 2025.

CROWLEY PARK

The report on the provision of dog waste bags was received.

It was discussed how the bags were running out of the disposal bins in Crowley Park at an excessive rate, so only one bin was being filled to mitigate this. Members discussed whether this was a necessary service to provide, as many regular dog walkers tended to bring their own.

RESOLVED To use the existing stock of dog waste bags until April and then discontinue the service.

POLICIES

The following policies were received:

- Privacy Policy
- Anonymous Communications Policy
- Training Policy
- Registration of Gifts Policy
- Social Media Policy
- Whistleblowing Policy
- Meeting Attendance Policy
- Fire Safety Policy
- Dignity at Work Policy
- Officer, Member Relations Policy
- Sexual Harassment Policy
- Crime and Disorder Policy
- Vexatious Complaints Policy

RESOLVED That the policies be received and approved with minor typo corrections where necessary.

MSDC TAXI BUS SERVICE

A verbal report was received.

RESOLVED To receive the report

FINANCIAL REGULATIONS

To confirm the Town Council's bank signatories.

RESOLVED That Councillors G. Cave, T. Cooke, T. Lawrence and J. Reardon be confirmed and approved as Needham Town Council's bank signatories.

RESOLVED To appoint the Responsible Financial Officer as the mandate holder.

HIGH STREET PAVING SLABS REPLACEMENT

The report on the proposed replacement paving slabs for the High Street were received.

RESOLVED That the proposed paving slabs be approved.

NEWSLETTER

A verbal report was received.

Members were asked to consider whether the current format of newsletter and its production was the most effective.

RESOLVED To receive the report

OFFICE OPENING HOURS

A verbal report was received.

It was proposed that the office opening days change from Monday and Thursday to Tuesday and Thursday to avoid unnecessary extra closures with bank holidays.

RESOLVED To receive the report and amend the office opening hours accordingly to start in January 2025.

CCTV

A verbal report was received.

RESOLVED To receive the report

SKATEPARK

A verbal report was received.

RESOLVED To receive the report

SUB COMMITTEE

It was proposed that a sub committee be established to deal with all matters relating to the newsletter.

RESOLVED That a newsletter sub committee be formed.

EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: 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.

STAFFING MATTERS

A verbal report was received.

RESOLVED To receive the report

EMPLOYEE STRATEGIC DIRECTION

A verbal report was received.

RESOLVED To receive the report

VAT

A verbal report was received.

RESOLVED To receive the report

The meeting closed at 21:55pm.

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