

MINUTES OF THE ESTABLISHMENT AND POLICY COMMITTEE MEETING HELD ON

THURSDAY 12th NOVEMBER 2020 AT 7.00pm – REMOTELY VIA ZOOM

Present:

- Cllr. Sulman (Chair)
- Cllr. Bristow
- Cllr. Busuttil
- Cllr. Leaman
- Cllr. Power
- Cllr. Shipp

In attendance: Mr M Knight (Town Manager).

1. APOLOGIES AND ACCEPTANCE FOR ABSENCE

Apologies were received and accepted from Cllrs. Bowman and Peachey.

2. DECLARATIONS OF INTEREST

Cllr. Shipp – West Suffolk District Council.

3. TO RECEIVE APPROVAL OF MINUTES OF THE MEETING HELD ON 3rd SEPTEMBER 2020 FROM THOSE MEMBERS PRESENT AT THE MEETING

It was **RESOLVED** that the Council approve the minutes with some minor corrections regarding attendance of the meeting and authorise the Chairman to sign the same proposed by Cllr. Leaman and seconded by Cllr. Shipp. All in favour.

4. PUBLIC PARTICIPATION

None

Signed:

Date:

5. **FINANCE MATTERS**

5.1 To consider the budget recommendations for this committee, the Amenities and Operations Committee, the Communications and Events Committee and RECOMMEND them to the Full Town Council for ratification.

The budget papers were introduced by the Chair and it was confirmed that, subject to any alterations made at this meeting, the papers would be presented to the Full Council on the 26th November for consideration with a view to being fully approved at the Full Council meeting of the 10th December.

It was noted that these papers indicated a £24,000 increase in expenditure for the coming year, but with a £11,000 decrease in expected income. But that for this year only any expected shortfall to be made up from contingency reserves to enable a 0% increase to the precept and the tax burden of the impact of Covid-19 to not be directly placed on the tax payers of Mildenhall.

It was also **AGREED** that the new expenditure for the Christmas Lights were to be sourced from the Merry Mildenhall line for this year and for the £15,000 earmarked reserves for this purpose to be used in subsequent years until the end of the term of this Council where it will be reconsidered.

The Town Manager was also asked to confirm the underspend figure of the 2019/20 financial year.

Members **AGREED** that a 0% increase should be sought for this year in the exceptional circumstances concerning Covid-19, but that in years to come the budget should be examined in more detail, taking into account anticipated projects and responsibilities, to recommend a fiscally responsible percentage increase.

The Town Manager also promised to circulate the tax base figure when this is available.

It was also **AGREED** to reduce line 3900/16 to zero and for the CCTV cameras to be taken from general reserves.

It was then **AGREED** to RECOMMEND to the Full Town Council the budget papers with the one change detailed above. Proposed by Cllr. Busuttil, seconded by Cllr. Power, all in favour.

6. **GENERAL MATTERS**

6.1 Update from Town Manager regarding Action Sheet

The Action Sheet was **NOTED**.

6.2 To receive a report on the Building Management System

The report was noted with a brief explanation from the Town Manager. The system was now being used with full functionality and three members of staff were fully trained on it.

6.3 To receive an update on the Council CCTV provision

The Town Manager gave a verbal report on the project and stated that the two surveys carried out so far have recommended a new base unit with 9 additional cameras to be placed around three Council buildings and the MUGA. It was hoped that the third quote would be received in time to present to the Full Council on the 26th November 2020 and the costs were anticipated to be around £3,000.

7. POLICY MATTERS

7.1 To consider and recommend to the Full Town Council the Community Engagement Policy

The document was discussed and it was **AGREED** to change the description of the definition of the boundaries of the Town to the Town Council Boundaries, and also any reference to specific publications.

It was then **AGREED** to **RECOMMEND** the policy with the alterations detailed above to the Full Town Council for adoption, proposed by Cllr. Leaman, seconded by Cllr. Bristow, all in favour.

8. EXCHANGE OF INFORMATION

Cllr. Leaman reported that the Mallards Bridge project would be going ahead early next year.

Cllr. Busuttil agreed with Cllr. Leaman and also reported that the Town Council would be producing a press release very soon to communicate this to the public.

Cllr. Shipp added that Barton Mills who also donated should be included in this.

Cllr. Sulman also stated that a meeting of the Cemetery Extension Group would be taking place on Monday 16th November 2020.

9. TO SET THE DATE AND TIME OF THE NEXT MEETING

This was set for Thursday 14th January 2021 at 7pm.

The meeting then closed at 7.44pm.

Signed:

Date: