



# MILDENHALL HIGH TOWN COUNCIL

The Pavilion, Recreation Way, Mildenhall, Suffolk, IP28 7HG  
Tel: 01638 713493 www.mildenhall-tc.gov.uk email: townmanager@mildenhall-tc.gov.uk  
Town Manager: Mark Knight

## COMMUNICATIONS AND EVENTS COMMITTEE MEETING

Notice of meeting to be held on Thursday 10<sup>th</sup> September 2020 at 7.00pm  
REMOTELY VIA ZOOM,  
for the purpose of transacting the following business.

### AGENDA

#### The Openness of Local Government Bodies Regulations 2014

Under the above regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting. The Council has a Policy, a copy of which will be displayed outside the Council Chamber or other meeting room as appropriate and is available on request

#### WELCOME

1. **Apologies and acceptance for absence**
2. **Declarations of Interest and Dispensations**
  - (a) In accordance with Section 31 of the Localism Act 2011 & the adopted Code of Conduct members should declare any disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in **any item(s) on the agenda**.  
(In the case of disclosable and non-disclosable pecuniary interests the member must withdraw from the meeting room immediately after making representations, answering questions or giving evidence – **Please contact the office should any item need clarification**)
  - (b) Town Manager to report any written requests for dispensation in respect of items on this agenda.
3. **To confirm the Chair of this committee**
4. **Public Participation** (as permitted by Standing Order 3d & 5kxiii)

Members of the public are invited to speak and are **only** permitted to speak at this point in the meeting. (Public participation shall be in accordance with Standing Orders and shall not exceed 3 minutes per individual and 15 minutes in total unless such time is extended by the Chairman of the meeting).
5. To confirm and recommend to the Full Town Council the Terms of Reference pertaining to this committee (**Paper A**)
6. **General Matters**
  - 6.1 Update from Town Manager regarding Action Sheet. (**Paper B**)
  - 6.2 To decide whether or not to hold the Merry Mildenhall event and in what form (**Refer to recommendation sheet**)
  - 6.3 To approve the quote for the Christmas Tree (**Paper C**)

- 6.4 To discuss the possibility of employing a tree decorating service **(Paper D)**
- 6.5 To discuss and recommend to the Full Council the quotes regarding the Council Regalia **(Paper E)**
- 6.6 To discuss a report regarding the future of the Mildenhall Messenger **(Paper F)**

**7. Finance Matters**

- 7.1 To discuss the budgetary requirements of this committee **(Paper G)**

**8. Exchange of information**

**9. Time and Venue of next Council meeting on Thursday 5<sup>th</sup> November 2020 at 7pm in the Fenland Room of The Pavilion (unless government advice dictates otherwise).**

**CLOSE**

Note to Members – Register of Members Interest

Should any change need to be made to your form please be reminded that this should be actioned within 28 days of the change

**THE PUBLIC ARE INVITED TO ATTEND THE ABOVE MEETING**

Mark Knight Town Manager

dated 4<sup>th</sup> September 2020