



# 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 20<sup>th</sup> October 2022 at 7.00pm  
in the Fenland Room of The Pavilion, Recreation Way, Mildenhall, IP28 7HG  
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. **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).
4. **To receive approval of minutes of the Meeting held on 9<sup>th</sup> June 2022 from those members present at the meeting. (Paper A)**
5. **To co-opt Members onto this committee.**
6. **Standing Items**
  - 6.1 To receive the updated Action Sheet **(Paper B)**
  - 6.2 To receive the most recent webstats report **(Paper C)**
  - 6.3 To receive the most recent social media statistics report **(Paper D)**
  - 6.4 To gather ideas or aspirational objectives for this Committee.

**7. General Matters**

- 7.1 Verbal update on Merry Mildenhall
  - 7.2 Review of RAF Honington Band Concert
  - 7.3 To discuss a proposal from West Suffolk Council about Mildenhall Christmas Market.
  - 7.4 To discuss and name the new bi-monthly Council publication (**Paper E**)
  - 7.5 Verbal update on website improvements
  - 7.6 To approve the 2023 Events Calendar (**Paper F**)
  - 7.7 Update on implementation of Marketing Plan (**Paper G**)
8. To discuss and recommend to the Establishment and Policy Committee the budget for the committee (**Paper H**).
9. **Exchange of information**
10. **Time and Venue of next Council meeting on Thursday 12<sup>th</sup> January 2023 at 7pm in the Fenland Room of The Pavilion.**

**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 14<sup>th</sup> October 2022