



# MILDENHALL HIGH TOWN COUNCIL

The Pavilion, Recreation Way, Mildenhall, Suffolk, IP28 7HG  
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Town Manager: Mark Knight

## **COMMUNICATIONS AND EVENTS COMMITTEE MEETING**

**Notice of meeting to be held on Thursday 4<sup>th</sup> February 2021 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. **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 5<sup>th</sup> November 2020 from those members present at the meeting. (Paper A)**
5. **General Matters**
  - 5.1 To receive the updated Action Sheet **(Paper B)**.
  - 5.2 To receive the latest statistics from the Council website **(Paper C)**.
  - 5.3 To receive and consider a paper regarding website development **(Paper D)**
  - 5.4 To discuss ways in which the Council can regularly communicate **(Paper E)**
  - 5.5 To receive and approve the social media calendar for 2021 **(Paper F)**
  - 5.6 To discuss the format of the Annual Town Meeting **(Paper G)**

6. Exchange of information
7. Time and Venue of next Council meeting on Thursday 13<sup>th</sup> May 2021 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 29<sup>th</sup> January 2021