



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 5th November 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. 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 10th September 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 an update regarding the Christmas celebrations.
 - 5.3 To discuss and approve a Community Engagement Policy **(Paper C)**.
 - 5.4 To receive the draft web statistics report **(Paper D)**.
 - 5.5 To receive an update regarding the Mildenhall Messenger.

5.6 To approve a communication strategy encouraging regular hirers to return, when possible, to the Jubilee Centre **(Paper E)**.

6. Finance Matters

6.1 To discuss and recommend to the Establishment and Policy Committee the budget pertaining to this committee **(Paper F)**.

7. Exchange of information

8. Time and Venue of next Council meeting on Thursday 4th February 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 30th October 2020