



# 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 7<sup>th</sup> April 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 13th January 2022 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 most recent webstats report (**Paper C**).
  - 5.3 To receive the most recent Social Media report (**Paper D**).
  - 5.4 To suggest articles for the Mildenhall Messenger.
  - 5.5 To discuss a Welcome Back Funding strategy.
  - 5.6 Verbal update on Lark in the Park.
  - 5.7 To receive the draft customer feedback survey and to agree on communication (**Paper E**).

- 5.8 To receive the marketing plan produced by the Projects Officer (**Paper F**).
  - 5.9 To approve the strategy to run a campaign to increase attendance at Council meetings (**Paper G**).
  - 5.10 To agree on a format for the Annual Town Meeting (Forum).
  - 5.11 To gather ideas or aspirational objectives for this Committee.
6. **To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt with after the item that confirms details of the next meeting.**
7. Update on Mildenhall Messenger contract
8. Exchange of information
9. **Time and Venue of next meeting to be set at the Annual Meeting of the Town Council in May 2022.**

## **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 1<sup>st</sup> April 2022