



# 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 9<sup>th</sup> June 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 7<sup>th</sup> April 2022 from those members present at the meeting. (Paper A).**
5. **To co-opt Members onto this committee.**
6. **To elect a Vice-Chair for this committee.**
7. **To review and recommend to the Full Town Council the Terms of Reference for this committee. (Paper B)**
8. **General Matters**

- 8.1 To receive the updated Action Sheet (**Paper C**).
- 8.2 To receive the most recent webstats report (**Paper D**).
- 8.3 To receive the most recent Social Media report (**Paper E**).
- 8.4 To receive the initial report on customer contact (**Paper F**).
- 8.5 To discuss alternatives for the Mildenhall Messenger.
- 8.6 Review of Lark in the Park.
- 8.7 To agree a structure and date for the Community Showcase event.
- 8.8 To note the date for the RAF Honington Band Concert.
- 8.9 To gather ideas or aspirational objectives for this Committee.

**9. Exchange of information**

**10. Time and Venue of next meeting on Thursday 20<sup>th</sup> October 2022 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 1<sup>st</sup> June 2022