



# 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

## **ESTABLISHMENT AND POLICY COMMITTEE MEETING**

**Notice of meeting to be held on Thursday 3<sup>rd</sup> September 2020 at 7.00pm in  
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. To receive approval of minutes of the Meeting held on 5<sup>th</sup> March 2020 from those members present at the meeting. (Paper A)**
- 4. 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).
- 5. To ratify the Terms of Reference for the Committee (Paper B)**
- 6. General Matters**
  - 6.1 Update from Town Manager regarding Action Sheet. **(Paper C)**
  - 6.2 To receive the Asset Management Action Plan **(Paper D)**
  - 6.3 To receive the LCRS Action Plan **(Paper E)**
  - 6.4 To receive an update on GDPR compliance **(Paper F)**
  - 6.5 To receive an update on the analysis of utilities **(Paper G)**

6.6 To receive the Council's register of Leases and Contracts (**Paper H**)

**7. Policy Matters**

7.1 To consider and recommend to the Full Town Council the following documents:

- a) Full Council Functions (**Paper I**)
- b) Scheme of Delegation to the Town Manager (**Paper J**)

7.2 To recommend to the Full Council the adoption of the Accessibility Policy (**Paper K**)

7.3 To consider producing a Neighbourhood Plan for the town (**Paper L**)

**8. 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 item 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.**

9. To discuss land management issues

10. Exchange of information

11. **Time and Venue of next Council meeting on Thursday 12<sup>th</sup> November 2020 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 28<sup>th</sup> August 2020