



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 5th May 2022 at 7.00pm in Fenland Room, 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. **To receive approval of minutes of the Meeting held on 17th February 2022 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. **General Matters**
 - 5.1 Update from Town Manager regarding Action Sheet. **(Paper B)**
 - 5.2 Update on legal representation regarding leases and land management **(Paper C)**
 - 5.3 Verbal update on Emergency Plan.
 - 5.4 To recommend the Earmarked Reserves to the Full Town Council **(Paper D)**

6. Policy Matters

To review and make recommendations to the Full Town Council on the following documents:

- 6.1 Standing Orders (Paper E)**
- 6.2 Financial Regulations (Paper F)**
- 6.3 Health and Safety Policy (Paper G)**
- 6.4 Staff Handbook (Paper H)**
- 6.5 Media Communications Policy (Paper I)**
- 6.6 Lone Working Policy (Paper J)**
- 6.7 Code of Conduct (Paper K)**
- 6.8 Risk Management Policy (Paper L)**
- 6.9 Business Continuity Plan (Paper M)**

7. Exchange of information

8. Time and Venue of next committee meeting to be decided at the Annual Town Council meeting 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 29th April 2022