



# 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 8<sup>th</sup> September 2022 at 7.00pm in  
Heathland Room, Jubilee Centre, 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 16<sup>th</sup> June and 7<sup>th</sup> July 2022 from those members present at the meeting. (Papers A and B)**
- 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 co-opt Members to this committee.**
- 6. To elect a Vice-Chair for this committee.**
- 7. General Matters**
  - 7.1** Update from Town Manager regarding Action Sheet. **(Paper C)**
  - 7.2** To review the Asset Management Plan **(Paper D)**
  - 7.3** To review all current Council by-laws **(Paper E)**

- 7.4 To consider and recommend to the Full Town Council the insurance coverage provider **(Paper F)**
- 7.5 To agree a structure for producing the next Council Strategic Plan **(Paper G)**
- 7.6 Verbal update on Neighbourhood Plan progress
- 7.7 To consider and recommend to the Full Town Council the Tree Policy **(Paper H)**
- 7.8 To consider and recommend to the Full Town Council the Emergency Plan **(Paper I)**
- 7.9 Update on land management issues **(Paper J)**
- 7.10 To set budget aims for the 2023/4 financial year.

8. **Exchange of information**

9. **Time and Venue of next committee meeting to be Thursday 17<sup>th</sup> November 2022 at 7pm in the Main Hall of The Jubilee Centre.**

## **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 2<sup>nd</sup> September 2022