



# MILDENHALL HIGH TOWN COUNCIL

The Pavilion, Recreation Way, Mildenhall, Suffolk, IP28 7HG  
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Town Manager: Mark Knight

## TOWN COUNCIL MEETING

Notice of meeting to be held on Thursday 24<sup>th</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 Full Town Council Meeting held on 16<sup>th</sup> July and 30<sup>th</sup> July (2) 2020 from those members present at the meeting. (Papers A, B and C)**
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. **Report from:**
  - Mayor
  - Deputy Mayor
6. **Report from County Councillor.**
7. **Report from designated District Councillor.**
8. **Report from RAF Mildenhall Base.**

**9. Financial Matters 2020/21**

- 9.1 Bank Reconciliation – up to 31<sup>st</sup> August 2020. **(Paper D)**
- 9.2a Approval of Accounts – Payments – 16<sup>th</sup> July to 15<sup>th</sup> September 2020. **(Paper E and F – to follow)**
- 9.2b Approval of Accounts – Receipts – 16<sup>th</sup> July to 15<sup>th</sup> September 2020. **(Paper G – to follow)**
- 9.3 To receive the list of current debtors to the Town Council **(see recommendation sheet)**

**10. General Matters**

- 10.1 Update from Town Manager regarding Action Sheet. **(Paper H)**
- 10.2 To receive a request for authorisation from the Town Manager regarding the Cemetery Extension Project **(see recommendation sheet)**
- 10.3 To receive the quarterly LCRS Risk Assessment report **(Paper I)**
- 10.4 To discuss an approach from West Suffolk Council regarding land management **(see recommendation sheet)**
- 10.5 To receive a report from the Mildenhall Twinning Association

**11. Communications and Events Committee**

- 11.1 To note the minutes of the meeting held on the 10<sup>th</sup> September 2020 **(Paper J)**
- 11.2 To ratify the Terms of Reference for this committee. **(Paper K)**
- 11.3 To ratify a decision regarding the Merry Mildenhall Event **(see recommendation sheet)**.
- 11.4 To ratify a quote regarding the Christmas Tree **(Paper L)**
- 11.5 To ratify a quote regarding a decorating service **(Paper M)**
- 11.6 To ratify a quote regarding the Council regalia **(Paper N)**
- 11.7 To ratify the budget proposal for this committee **(Paper O)**

**12. Planning Committee**

- 12.1 To note the minutes of the meetings held on the 11<sup>th</sup> August and 8<sup>th</sup> September 2020, and discuss the request from the Mildenhall Scout Group concerning tree work. **(Papers P and Q)**

**13. Amenities and Operations Committee**

- 13.1 To note the minutes of the meeting held on the 21<sup>st</sup> September 2020 **(Paper R – to follow)**
- 13.2 To ratify the Terms of Reference for the committee **(Paper S – to follow)**
- 13.3 To agree the charges for Council run services for the 2021/2 financial year **(see recommendation sheet)**.

**14. Establishment and Policy Committee**

- 14.1 To note the minutes of the meeting held on the 3<sup>rd</sup> September 2020 **(Paper T)**
- 14.2 To ratify the Terms of Reference for the committee **(Paper U)**
- 14.3 To ratify the decisions made by the committee concerning the Asset Management Action Plan **(Paper V)**
- 14.4 To ratify the Accessibility Policy **(Paper W)**
- 14.5 To ratify the Full Council Functions Policy **(Paper X)**
- 14.6 To ratify the Scheme of Delegation to the Town Manager **(Paper Y)**
- 14.7 To receive a verbal update from the Town Manager regarding a neighbourhood plan.

**15. 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.**

**16. To discuss an update regarding the Mildenhall Messenger**

17. To receive an update regarding planning matters
18. Exchange of information
19. Time and Venue of next Council meeting on Thursday 29<sup>th</sup> October 2020 at 7pm remotely via Zoom unless government advice allows 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 18<sup>th</sup> September 2020

List of non circulated items: (Members can request to see a copy of these items at any time – but these do not merit an agenda item.)