



# 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 26<sup>th</sup> 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 Full Town Council Meeting held on 28<sup>th</sup> April 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. **Report from:**
  - Mayor
  - Deputy Mayor
6. **Report from County Councillor.**
7. **Report from designated District Councillor.**
8. **Report from Police.**

9. **Financial Matters 2022/23**
  - 9.1 Bank Reconciliation – up to 30<sup>th</sup> April 2022. **(Paper B)**
  - 9.2a Approval of Accounts – Payments – 1<sup>st</sup> to 30<sup>th</sup> April 2022. **(Paper C)**
  - 9.2b Approval of Accounts – Receipts – 1<sup>st</sup> to 30<sup>th</sup> April 2022. **(Paper D)**
  - 9.3 To receive the list of current debtors to the Town Council **(see recommendation sheet)**
  - 9.4 To receive and note the Earmarked Reserves **(Paper E)**
10. **General Matters**
  - 10.1 Update from Town Manager regarding Action Plan **(Paper F)**
  - 10.2 Verbal update on Lark in the Park
  - 10.3 To approve the quote for the Christmas Tree **(Paper G)**
  - 10.4 To consider a donation to the West Suffolk Citizens Advice Bureau **(Paper H)**
  - 10.5 To note the minutes from the Annual Town Meeting **(Paper I)**
  - 10.6 To receive an update regarding the Sunnica Energy Farm Development **(Paper J)**
11. **Planning Committee**
  - 11.1 To receive the minutes from the meetings of this committee from the 10<sup>th</sup> May 2022 **(Paper K)**
12. **Establishment and Policy Committee**
  - 12.1 To receive the minutes from the meeting of this committee from the 5<sup>th</sup> May 2022 **(Paper L)**
  - 12.2 To approve the following Council policies:
    - 12.2.1 Code of Conduct **(see recommendation sheet)**
    - 12.2.2 Standing Orders **(see recommendation sheet)**
    - 12.2.3 Financial Regulations **(see recommendation sheet)**
    - 12.2.4 Lone Working Policy **(see recommendation sheet)**
    - 12.2.5 Staff Handbook **(see recommendation sheet)**
    - 12.2.6 Complaints Policy **(see recommendation sheet)**
    - 12.2.7 Risk Management Strategy **(see recommendation sheet)**
    - 12.2.8 Health and Safety Policy and Statement **(see recommendation sheet)**
    - 12.2.9 Safeguarding Policy **(see recommendation sheet)**
    - 12.2.10 Business Continuity Plan **(see recommendation sheet)**
    - 12.2.11 Media Communications Policy **(see recommendation sheet)**
    - 12.2.12 Full Council Functions **(see recommendation sheet)**
    - 12.2.13 Scheme of Delegation to the Town Manager **(see recommendation sheet)**
13. **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 items in view of the confidential and personal nature of the business to be transact. If resolved, such items to be dealt after the item that confirms details of the next meeting.**
14. **To receive approval of confidential minutes of the Full Town Council Meeting held on 28<sup>th</sup> April 2022 from those members present at the meeting. (Paper M)**
15. **Exchange of information**
16. **Time and Venue of next Council meeting on Thursday 30<sup>th</sup> June 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 20<sup>th</sup> May 2022

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.)