



# 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

## TOWN COUNCIL MEETING

Notice of meeting to be held on Thursday 26<sup>th</sup> November 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 29<sup>th</sup> October 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. **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> October 2020. **(Paper B)**
- 9.2a Approval of Accounts – Payments – 16<sup>th</sup> October to 15<sup>th</sup> November 2020. **(Paper C)**
- 9.2b Approval of Accounts – Receipts – 16<sup>th</sup> October to 15<sup>th</sup> November 2020. **(Paper D)**
- 9.3 To receive an update regarding current debtors to the Town Council **(see recommendation sheet)**
- 9.4 To receive the certificate for the end of the external audit **(Paper E)**
- 9.5 To consider sponsoring an award for Mildenhall College Academy **(Paper F)**

**10. Financial Matters 2021/22**

- 10.1 To receive and consider the proposed budget for the Full Council for the 2021/2 financial year. **(Paper G)**

**11. General Matters**

- 11.1 Update from Town Manager regarding Action Sheet. **(Paper H)**
- 11.2 To receive an update on Town Council noticeboards. **(Paper I)**
- 11.3 To receive an update regarding tree management. **(see recommendation sheet)**
- 11.4 To receive an update on the Jubilee Centre Clock. **(Paper J)**
- 11.5 To consider a Health and Safety proposal. **(Paper K)**

**12. Communications and Events Committee**

- 12.1 To receive the minutes from the meeting of this committee from the 5<sup>th</sup> November 2020 **(Paper L)**
- 12.2 To receive an update regarding the Christmas event.

**13. Planning Committee**

- 13.1 To receive the minutes from the meeting of this committee from the 10<sup>th</sup> November 2020 **(Paper M)**
- 13.2 To decide whether or not to begin the process of producing a Neighbourhood Plan for the Town.

**14. Amenities and Operations Committee**

- 14.1 To receive the minutes from the meeting of this committee from the 2<sup>nd</sup> November 2020 **(Paper N)**
- 14.2 To discuss parking issues on St. Andrews Road.
- 14.3 To consider the recommendation of this committee to name the MUGA the Jubilee Play Area.
- 14.4 To discuss the repair and cleaning of the War Memorial **(see recommendation sheet)**

**15. Establishment and Policy Committee**

- 15.1 To receive the minutes from the meeting of this committee from the 12<sup>th</sup> November 2020 **(Paper O)**
- 15.2 To adopt the Community Engagement Strategy **(Paper P)**

**16. Cleaner, Greener, Safer Working Group**

- 16.1 To consider the quote regarding a Disability Access Audit **(Paper Q)**

**17. Cemetery Extension Working Group**

- 17.1 To receive the notes from the meeting held on 16<sup>th</sup> November 2020 **(Paper R)**
- 17.2 To appoint a new Chairman for this working group.
- 17.3 To appoint a new Vice-Chairman for this working group.

**18. Facilities Review Task and Finish Group**

18.1 To receive the notes from the meeting held on 18<sup>th</sup> November 2020 (**Paper S**)

**19. 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.**

**20. To consider an update on the Mildenhall Messenger**

**21. Exchange of information**

**22. Time and Venue of next Council meeting on Thursday 10<sup>th</sup> December 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 20<sup>th</sup> November 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.)