



# 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 28<sup>th</sup> April 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 31<sup>st</sup> March 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. **Report from RAF Mildenhall Base.**
10. **Financial Matters 2021/22**
  - 10.1 Bank Reconciliation – up to 31<sup>st</sup> March 2022. **(Paper B)**
  - 10.2a Approval of Accounts – Payments – 1<sup>st</sup> to 31<sup>st</sup> March 2022. **(Paper C)**
  - 10.2b Approval of Accounts – Receipts – 1<sup>st</sup> to 31<sup>st</sup> March 2022. **(Papers D)**
  - 10.3 To receive an update regarding current debtors to the Town Council **(see recommendation sheet)**
  - 10.4 To receive the 4<sup>th</sup> quarterly budget monitoring report 1<sup>st</sup> January to 31<sup>st</sup> March 2022 **(Paper E)**
  - 10.5 To approve a quote for £1,500 regarding the Jubilee Fields pump **(Paper F)**
11. **General Matters**
  - 11.1 Update from Town Manager regarding Action Sheet. **(Paper G)**
  - 11.2 Verbal update on Lark in the Park 2022.
  - 11.3 To consider and approve the quotes for a replacement item of play equipment **(Paper H)**
12. **Planning Committee**
  - 12.1 To receive the minutes from the meeting of this committee from the 12<sup>th</sup> April 2022 **(Paper I)**
  - 12.2 To note the Planning Scheme of Delegation paper **(Paper J)**
13. **Communications and Events Committee**
  - 13.1 To receive the minutes from the meeting of this committee from the 7<sup>th</sup> April 2022 **(Paper K)**
  - 13.2 Verbal update on the Annual Town Meeting (Forum) 2022.
14. **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 transacted If resolved, such items to be dealt after the item that confirms details of the next meeting.**
15. To receive approval of confidential minutes of the Full Town Council Meeting held on 31<sup>st</sup> March 2022 from those members present at the meeting. **(Paper L)**
16. To approve the job application pack for a staffing position **(Paper M)**
17. Update on Council communications.
18. **Exchange of information**
19. **Time and Venue of next Council meeting on Thursday 26<sup>th</sup> May 2022 at 6pm 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 22<sup>nd</sup> April 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.)