



# 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 30<sup>th</sup> June 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 Meetings held on 26<sup>th</sup> May 2022 from those members present at the meeting. (Paper 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. **Co-option of Councillors**
6. **Report from:**
  - Mayor
  - Deputy Mayor
7. **Report from County Councillor.**
8. **Report from designated District Councillor.**

9. **Report from Police.**
10. **Report from RAF Mildenhall Base.**
11. **Reports from Outside Bodies.**
12. **Financial Matters 2021/2**
  - 12.1 To complete s.1 (Annual Governance Statement) of the Annual Return for 2021/2 **(Paper C)**
  - 12.2 To adopt the accounts for 2021/2 **(Paper D)**
  - 12.3 To complete s.2 (Accounts) of the Annual Return for 2021/2 **(Paper E)**
  - 12.4 To confirm the dates for the Exercise of Electors' Rights **(Paper F)**
  - 12.5 To receive the Internal Audit Report for 2021/2 **(Paper G)**
13. **Financial Matters 2022/23**
  - 13.1 Bank Reconciliation – up to 31<sup>st</sup> May 2022. **(Paper H)**
  - 13.2a Approval of Accounts – Payments – 1<sup>st</sup> to 31<sup>st</sup> May 2022. **(Paper I)**
  - 13.2b Approval of Accounts – Receipts – 1<sup>st</sup> to 31<sup>st</sup> May 2021. **(Paper J)**
  - 13.3 To receive an update regarding current debtors to the Town Council **(see recommendation sheet)**
  - 13.4 To appoint the Internal Auditor for the 2022/3 Financial Year **(see recommendation sheet)**
  - 13.5 To approve the quote for the Christmas Tree **(Paper K)**
14. **General Matters**
  - 14.1 Update from Town Manager regarding Action Sheet. **(Paper L)**
  - 14.2 To receive the most recent LCRS Risk Management report **(Paper M)**
  - 14.3 To reconfirm the Council's position on the Sunnica Energy Farm Development **(see recommendation sheet)**
  - 14.4 To note the requirements under the new LGA Code of Conduct **(see recommendation sheet)**
  - 14.5 To note the ongoing consultation exercise regarding the West Suffolk Local Plan **(Paper N)**
  - 14.6 Verbal update on the West Mildenhall Development
  - 14.7 To consider registering Community Assets **(see recommendation sheet)**
  - 14.8 To consider applying for Quality Council Status **(Paper O)**
15. **Planning Committee**
  - 15.1 To receive the minutes from the meeting of this committee from the 21<sup>st</sup> June 2022 **(Paper P)**
  - 15.2 To adopt the Terms of Reference for this committee **(Paper Q)**
16. **Establishment and Policy Committee**
  - 16.1 To receive the minutes of the meeting of this committee from 16<sup>th</sup> June 2022 **(Paper R)**
17. **Communications and Events Committee**
  - 17.1 To receive the minutes of the meeting of this committee from 9<sup>th</sup> June 2022 **(Paper S)**
  - 17.2 To adopt the Terms of Reference for this committee **(Paper T)**
18. **Amenities and Operations Committee**
  - 18.1 To receive the minutes of the meeting of this committee from 27<sup>th</sup> June 2022 **(Paper to follow)**
  - 18.2 To adopt the Terms of Reference for this committee **(Paper to follow)**
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 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.

**20. Personnel Committee**

**20.1** To receive the minutes of the extraordinary meeting of this committee from 9<sup>th</sup> June 2022 (Paper U)

**20.2** To receive a verbal update regarding a recruitment process.

**21. Exchange of information**

**22. Time and Venue of next Council meeting on Thursday 28<sup>th</sup> July 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 *24<sup>th</sup> June 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.)