



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 30th September 2021 at 7.00pm in
The Jubilee Centre, 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 29th July 2021 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 31st August 2021. **(Papers B and C)**
 - 10.2a Approval of Accounts – Payments – 1st July to 31st August 2021. **(Papers D and E)**
 - 10.2b Approval of Accounts – Receipts – 1st July to 31st August 2021. **(Papers F and G)**
 - 10.3 To receive an update regarding current debtors to the Town Council **(see recommendation sheet)**
 - 10.4 To discuss the tender comparison document and appoint a contractor for the Cemetery Extension Project **(Paper H)**
 - 10.5 To approve the quote from Blue Shed for £1025.40 **(Paper I)**
 - 10.6 To approve the recommendation from the Establishment and Policy Committee to increase the spending limit of the Town Manager to £1,000.
 - 10.7 To receive the Notice of Conclusion of External Audit **(Paper J)**
11. **General Matters**
 - 11.1 Update from Town Manager regarding Action Sheet. **(Paper K)**
 - 11.2 To discuss a move to paperless meeting packs.
 - 11.3 To receive the notes from the Town Forum. **(Paper L)**
 - 11.4 To receive a verbal update on work regarding the West Mildenhall Development **(see recommendation sheet)**
 - 11.5 To sign the Twinning Charter.
 - 11.6 To respond to the West Suffolk Local Plan Review of Services **(Paper M)**
 - 11.7 To receive the most recent LCRS Risk Management Report **(Paper N)**
12. **Planning Committee**
 - 12.1 To receive the minutes from the meetings of this committee from the 10th August and 14th September 2021 **(Papers O and P)**
13. **Amenities and Operations Committee**
 - 13.1 To receive the minutes of the meeting of this committee from 6th September 2021 **(Paper Q)**
 - 13.2 To approve the hire charges for Council facilities for 2022/3 **(see recommendation sheet)**
 - 13.3 To approve an introductory rate for the Council facilities for 2021/2 **(see recommendation sheet)**
 - 13.4 To approve the allotment charges for 2021/2 **(see recommendation sheet)**
 - 13.5 To approve the recommendation from this committee regarding play equipment **(Paper R)**
 - 13.6 To confirm the change of date for the next meeting of this committee.
14. **Establishment and Policy Committee**
 - 14.1 To receive the minutes of the meeting of this committee from 16th September 2021 **(Paper S)**
 - 14.2 To consider and approve the insurance coverage for the Council **(Paper T)**
 - 14.3 To approve the Health and Safety Statements and documents **(Paper U)**
 - 14.4 To approve the Mobile Phone Use Policy **(Paper V)**
15. **Merry Mildenhall Working Group**
 - 15.1 To receive a verbal update from Cllr. Leaman.
 - 15.2 To approve the application forms for the event. **(Paper W)**
16. **Welcome Back Funding Task and Finish Group**
 - 16.1 To receive a verbal progress report from the Mayor.
 - 16.2 To receive and discuss the project update. **(Paper X)**

- 16.3 To receive an update on the Loyal Free Scheme (**Paper Y**)
17. **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.**
18. **To receive approval of confidential minutes of the Full Town Council Meeting held on 29th July 2021 from those members present at the meeting. (Paper Z)**
19. **Facilities Review Working Group**
- 19.1 To receive the notes from the meetings of this group from 9th September 2021 (**Paper AA**).
- 19.2 To consider recommendations from the group (**see recommendation sheet**)
20. **Personnel Committee**
- 20.1 To receive the minutes from the meeting of the 18th August 2021 (**Paper AB**)
21. **Exchange of information**
22. **Time and Venue of next Council meeting on Thursday 28th October 2021 at 7pm in the Main Hall of The Jubilee Centre.**

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 24th September 2021

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.)

Kingsway Closed Cemetery Ecology Report.
Energy Audit for Mildenhall High Town Council.