



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 31st March 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 24th February 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 28th February 2022. **(Paper B)**
 - 10.2a Approval of Accounts – Payments – 1st February to 28th February 2022. **(Paper C)**
 - 10.2b Approval of Accounts – Receipts – 1st February to 28th February 2022. **(Paper D)**
 - 10.3 To receive an update regarding current debtors to the Town Council **(see recommendation sheet)**
 - 10.4 To receive and ratify the Asset Register **(Paper E)**
 - 10.5 To consider a grant application from the Mildenhall Special Educational Needs support group **(Paper F)**
 - 10.6 To consider a quote for a beacon for the Queen's Platinum Jubilee **(Paper G)**
 - 10.7 To consider a quote for additional CCTV and lighting around Council buildings **(Paper H)**
11. **General Matters**
 - 11.1 Update from Town Manager regarding Action Sheet. **(Paper I)**
 - 11.2 To receive the quarterly LCRS Risk Management Report **(Paper J)**
 - 11.3 Verbal update on Lark in the Park.
 - 11.4 To set a date for the Cemetery Extension Working Group to discuss an operations plan.
 - 11.5 Presentation from the Environment Agency.
 - 11.6 To receive a report on the Welcome Back Funding **(Paper K)**
 - 11.7 To consider a funding proposal for Mildenhall in Bloom **(Paper L)**
 - 11.8 To nominate a Councillor or individual to take part in a Torch Relay for the Festival of Suffolk **(Paper M)**
12. **Planning Committee**
 - 12.1 To receive the minutes from the meeting of this committee from the 8th March 2022 **(Paper N)**
13. **Establishment and Policy Committee**
 - 13.1 To consider and approve the Grant Awarding Policy and Application Form **(Paper O)**
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. **Personnel Committee**
 - 15.1 To receive the minutes from the meeting of the 24th March 2022 **(Paper P)**
 - 15.2 To consider and ratify the recommendations regarding staffing **(see recommendation sheet)**
 - 15.3 To consider and ratify the recommendations regarding the Town Manager **(see recommendation sheet)**
 - 15.4 To consider and ratify a staffing proposal **(Paper Q)**
16. **Exchange of information**
17. **Time and Venue of next Council meeting on Thursday 28th April 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 25th March 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.)

- Letter from West Suffolk council regarding proposed changes to Hackney Carriage and Private Hire Conditions Policy Handbook
- Minutes from West Suffolk Council and SALC Parish and Town Virtual forum – February 2022