



# 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 an extra-ordinary meeting to be held on Thursday 29<sup>th</sup> September 2022 at 7.00pm  
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 28<sup>th</sup> July 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. **Report from Outside Bodies**
11. **Financial Matters 2021/22**
  - 11.1 Bank Reconciliations – up to 31<sup>st</sup> August 2022. **(Papers B and C)**
  - 11.2a Approval of Accounts – Payments – 1<sup>st</sup> July to 31<sup>st</sup> August 2022. **(Papers D and E)**
  - 11.2b Approval of Accounts – Receipts – 1<sup>st</sup> July to 31<sup>st</sup> August 2022. **(Paper F and G)**
  - 11.3 To note the current debtors to the Council **(see recommendation sheet)**
  - 11.4 To consider responsibilities concerning the External Audit process **(see recommendation sheet)**
12. **General Matters**
  - 12.1 Update from Town Manager regarding Action Sheet. **(Paper H)**
  - 12.2 To receive the most recent LCRS Risk Management Report **(Paper I)**
  - 12.3 Verbal update on the Sunnica Energy Farm.
  - 12.4 Update on Merry Mildenhall.
  - 12.5 To consider a proposal regarding pest control **(see recommendation sheet)**
  - 12.6 To consider and appoint the insurance providers **(Paper J)**
  - 12.7 To receive clarification on Mayoral elections **(see recommendation sheet)**
  - 12.8 To discuss the Mildenhall Messenger **(Paper K)**
13. **Planning Committee**
  - 12.1 To receive the minutes from the meetings of this committee from the 9<sup>th</sup> August 2022 **(Papers L)**
14. **Establishment and Policy Committee**
  - 14.1 To receive the minutes from the meeting of this committee from the 8<sup>th</sup> September 2022 **(Paper M)**
  - 14.2 To co-opt Members onto this committee.
  - 14.3 To adopt the Emergency Plan **(Paper N)**
  - 14.4 To receive the report and recommendations regarding governance **(Paper O)**
15. **Amenities and Operations Committee**
  - 15.1 To receive the minutes from the meeting of this committee from the 5<sup>th</sup> September 2022 **(Paper P)**
  - 15.2 To co-opt Members onto this committee.
  - 15.3 To approve the charges for Council facilities **(Paper Q)**
  - 15.4 To approve the charges for allotments for 2022/3 **(Paper R)**
16. **Communications and Events Committee**
  - 16.1 To co-opt Members onto this committee.
17. **Personnel Committee**
  - 17.1 To co-opt Members onto this committee.

**18. Finance Strategy Working Group**

18.1 To co-opt Members onto this committee.

18.2 To set a date for this group to meet.

**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. To receive the confidential minutes from the Full Town Council meeting of the 28<sup>th</sup> July 2022 (**Paper S**)

21. To consider the renewal of contracts (**see recommendation sheet**)

22. To receive a report on amenity provision (**see recommendation sheet**)

23. **Exchange of information**

24. **Time and Venue of next Council meeting on Thursday 27<sup>th</sup> October 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 23<sup>rd</sup> September 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.)

West Suffolk Council Annual Electoral Canvas report 2022  
Update from Citizen's Advice