

MINUTES OF THE ESTABLISHMENT AND POLICY COMMITTEE MEETING HELD ON
THURSDAY 17th NOVEMBER 2022 AT 7.00pm
FENLAND ROOM, THE PAVILION, RECREATION WAY, MILDENHALL, IP28 7HG

Present:

Cllr. Leaman (Chair)
Cllr. Alecock (from 7.05pm)
Cllr. Bristow
Cllr. Neal
Cllr. Peachey
Cllr. Lemiesz (from 7.07pm)

In attendance: Mr M Knight (Town Manager).

1. APOLOGIES AND ACCEPTANCE FOR ABSENCE

Apologies were received and accepted from Cllr. Shipp and Sulman.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Cllr. Alecock – West Suffolk District Council.
Cllr. Neal – West Suffolk District Council.

3. TO RECEIVE APPROVAL OF MINUTES OF THE MEETING HELD ON 7th July and 8th SEPTEMBER 2022 FROM THOSE MEMBERS PRESENT AT THE MEETINGS

It was **RESOLVED** to adopt the minutes. Cllr. Alecock strongly requested that it item 2 of the meeting of the 8th September 200 that it was he and not Cllr. Leaman who proposed that the Town Manager in association with the mayor be given delegated authority to

progress work and make appropriate decisions in light of the day's sad events. This was agreed and with these changes the minutes were proposed by Cllr. Leaman and seconded by Cllr. Neal. All in favour.

4. PUBLIC PARTICIPATION

No members of the public were in attendance.

5. TO CO-OPT MEMBERS ONTO THIS COMMITTEE

Cllr. Lemiesz expressed an interest to serve on this committee, she was proposed by cllr. Leaman, seconded by Cllr. Neal, all in favour. Cllr. Lemiesz was so co-opted onto this committee.

6. TO ELECT A VICE-CHAIR FOR THIS COMMITTEE

No councillor expressed an interest in standing and so the position remains vacant.

7. GENERAL MATTERS

7.1 Update from the Town Manager regarding Action Sheet

The document was presented and **NOTED**.

7.2 Verbal update on Neighbourhood Plan progress

The Town Manager reported that the first six stages were now complete and it was important that a Steering Group now be set up to engage with the community and drive this work forwards.

It was **AGREED** that this should be widely shared on the website and social media and a progress report be submitted to the February meeting of this committee to establish a way forward, all in favour.

7.3 To review the Asset Management Plan

The plan was reviewed and no changes were recommended. However, it was **NOTED** that the amounts being currently put in the budget for 2023/4 were under the recommended amounts detailed in the Asset Management Plan and that the Full Council should be aware of this when setting future budgets as the assets age.

7.4 To review the Council by-laws

The existing by-laws were reviewed and no proposals for changes were made, nor for any additional by-laws. It was **AGREED** that this should be reviewed again in the 2023/7 Council term. Proposed by Cllr. Leaman, seconded by Cllr. Peachey, all in favour.

7.5 To review the Tree Policy

The policy was discussed and it was **AGREED** to **RECOMMEND** the policy to the Full Town Council with no changes, proposed by Cllr. Leaman, seconded by Cllr. Bristow, all in favour.

7.6 To discuss a Crime Awareness Policy and Strategy

The policy was discussed and it was **AGREED** to **RECOMMEND** the policy to the Full Town Council with no changes, proposed by Cllr. Leaman, seconded by Cllr. Bristow, all in favour.

It was also **AGREED** not to set up a working group to look into a more detailed strategy, but that links should be placed on the website and social media to make reporting crime easier, look into ways in which security can be improved over Council sites and work with partnership organisations when appropriate, all in favour.

7.7 To discuss the process for producing the 2023/7 Strategic Plan

The report was discussed and the Town Manager explained that the existing 2020/3 Strategic Plan was now coming to an end and that a draft should be put together early in 2023 to recommend to the next Council after elections in May 2023.

It was also **AGREED** that an item should be placed on all standing committee agendas in the new year in order to generate ideas for strategic objectives and action points. All in favour.

8. FINANCE MATTERS

8.1 TO DISCUSS AND RECOMMEND TO THE ESTABLISHMENT AND POLICY COMMITTEE THE PROPOSED 2023/4 BUDGET FOR THIS COMMITTEE

The document was presented by the Town Manager and it was **AGREED** to **RECOMMEND** the budget to the Establishment and Policy Committee with no changes.

This represented a budget for this committee of **£41,650**.

Expenditure of £41,650 with income of £0.

Proposed by Cllr. Alecock, seconded by Cllr. Peachey, all in favour.

8.2 TO DISCUSS AND RECOMMEND THE DRAFT 2023/4 BUDGET TO THE FULL TOWN COUNCIL

The document was presented by the Town Manager and it was **AGREED** to **RECOMMEND** the budget to the Full Town Council with no changes:

This represented a budget for the Full Town Council of £340,778.55.

This is a total of £419,438.55 expenditure with £78,660.00 income.

This also represents a 16.03% increase, before the tax base is known.

Proposed by Cllr. Leaman, seconded by Cllr. Bristow, all in favour.

9. EXCHANGE OF INFORMATION

Cllr. Leaman suggested that all Councillors who do not serve on committees only get electronic packs, it was agreed to place this on the Full Town Council in November 2022.

The Town Manager reported that a grant of £4,315 to assist with energy bills to enable The Pavilion to become a warm hub had been awarded after a successful application.

10. TO SET THE DATE AND TIME OF THE NEXT MEETING

This next meeting was confirmed as being on Thursday 16th February 2023 at 7pm in the Fenland Room of The Pavilion.

The meeting then closed at 7.58pm.