



MINUTES OF THE ANNUAL MEETING OF MILDENHALL HIGH TOWN COUNCIL
FENLAND ROOM, THE PAVILION, RECREATION WAY, MILDENHALL, IP28 7HG

Thursday 26th May 2022 – 6pm

Present:

Cllr. Alecock	Cllr. Peachey
Cllr. Bristow	Cllr. Roman
Cllr. Busuttill (Mayor)	Cllr. Shipp
Cllr. Bloodworth	Cllr. Sulman
Cllr. Leaman	Cllr. Sykes

Also in attendance were the Town Manager, Senior Administrator and one member of the public.

The Mayor opened the meeting with a statement thanking the staff and Members for their support over the past year as the Council emerged from Covid-19, particular thanks were given to recently resigned Cllrs. Bowman, Brotchie and Littlechild.

It was also reported that the Council had given three grants this year as well as facilitated the ongoing vaccination program, hosted a temporary post office, cleaned the War Memorial, installed two pieces of play equipment and two electric car charging points and completed the Twinning Charter with Frickenhausen in Germany. A big achievement over the past year was also the completion of the long-standing Thetford Road Cemetery Extension project.

The Council was also successful in applying for a £55,000 grant to help the Town come back from Covid-19, which was spent partially on a Projects Officer to achieve all of the objectives, the trial of the Loyal Free Scheme to help local businesses, several local events such as Merry Mildenhall, a themed market, a craft fair and a Community Showcase. Memorial benches by St. Mary's Church were also installed as well as new benches at the Recreation Way Play Area. The Town Council also contributed to the replacement of the Mallard's Bridge.

**001. NOMINATION FOR AND ELECTION OF MAYOR OF THE COUNCIL AND
DECLARATION OF ACCEPTANCE OF OFFICE**

Signed:.....

Dated:.....

Cllr. Busuttil then nominated Cllr. Shipp for the position of Mayor, seconded by Cllr. Alecock, with no other nominations a vote then took place with all Members being in favour. The Declaration of Office was subsequently signed and Cllr. Shipp was elected Mayor. All in favour.

Cllr. Shipp then thanked Cllr. Busuttil as outgoing Mayor and presented her with a pendant and gift on behalf of the Council. He reported it as being a privilege serving with her as Deputy mayor over the past two years over a truly unique and testing time and deserves the credit for representing the Town in a positive and professional manner. He also added that he was honoured and humbled to serve as Mayor for Mildenhall High Town Council.

002. NOMINATION FOR AN ELECTION OF DEPUTY MAYOR OF THE COUNCIL AND DECLARATION OF ACCEPTANCE OF OFFICE

Cllr. Shipp nominated Cllr. Leaman for the position of Deputy Mayor, seconded by Cllr. Sulman with no other nominations a vote then took place with all Members being in favour. The Declaration of Office was subsequently signed and Cllr. Leaman was elected Deputy Mayor. All in favour.

Cllr. Leaman stated that the nomination to the position of Deputy Mayor was a great honour.

003. APOLOGIES AND ACCEPTANCE FOR ABSENCE

Apologies were not received from Cllrs. Martin and Neal.

004. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr. Shipp: West Suffolk District Council.

Cllr. Alecock: West Suffolk District Council

005. PUBLIC PARTICIPATION

None.

006. AMENTIES AND OPERATIONS COMMITTEE

006.1 To populate this committee (10 Members)

Eight Members expressed an interest in joining this committee. With no other Members showing an interest at the meeting the membership of this committee was then confirmed as the following Members: Cllrs. Alecock, Bloodworth, Bristow, Busuttil, Leaman, Roman, Shipp and Sulman.

It was **AGREED** that other Members would be encouraged to be co-opted on to this committee when it regularly meets.

Signed:.....

Dated:.....

006.2 To elect a chair for this committee

Cllr. Bristow was proposed for the Chair by Cllr. Shipp, seconded by Cllr. Alecock, with no other nominations Cllr. Bristow was elected as chair of this committee. All in favour.

006.3 To elect a vice-chair for this committee

It was **AGREED** that this position should be elected at the first meeting of this committee in June 2022. All in favour.

007. PLANNING COMMITTEE

007.1 To confirm the members of this committee

The Membership of this committee was confirmed as all Members of the Council with Cllr. Roman sending standing apologies.

007.2 To elect a chair for this committee

Cllr. Leaman was proposed for the Chair by Cllr. Shipp, seconded by Cllr. Sulman, with no other nominations Cllr. Leaman was elected as chair of this committee.

007.3 To elect a vice-chair for this committee

It was **AGREED** that this position should be elected at the first meeting of this committee in June 2022. All in favour.

008. ESTABLISHMENT AND POLICY COMMITTEE

008.1 To populate this committee (8 Members)

Only seven Members expressed an interest in serving on this committee. That being the Mayor of the Council, Cllr. Shipp, the Deputy Mayor of the Council, Cllr. Leaman. The Chair of the Amenities and Operations Committee, Cllr. Bristow and the immediate past Chair of the Establishment and Policy Committee, Cllr. Sulman.

The Chair of the Planning Committee Cllr. Leaman is on the committee already due to his role as Chair of the Establishment and Policy Committee.

In addition to Cllrs. Shipp, Leaman, Bristow and Sulman, Cllrs. Alecock, Peachey and Neal also expressed an interest in serving on this committee, leaving one vacant seat.

Signed:.....

Dated:.....

It was **AGREED** that the remaining seat would be filled at the first meeting of this committee on the 16th June 2022.

008.2 To elect a chair for this committee

Cllr. Leaman was proposed for the Chair by Cllr. Shipp, seconded by Cllr. Sulman, with no other nominations Cllr. Leaman was elected as chair of this committee.

008.3 To elect a vice-chair for this committee

It was **AGREED** that this position should be elected at the first meeting of this committee in June 2022. All in favour.

009. PERSONNEL COMMITTEE

009.1 To populate this committee (6 Members)

The Membership of this committee was confirmed as Cllr. Shipp as Mayor of the Council. Cllr. Leaman as Deputy Mayor of the Council. Chair of the Amenities and Operations Committee, Cllr. Bristow. The Chair of the Establishment and Policy Committee being also Cllr. Leaman was then held open for other interested Members. The two other vacant seats were confirmed as Cllrs. Alecock and Bloodworth with no other Members expressing an interest.

It was **AGREED** that other Members would be encouraged to be co-opted on to this committee when it regularly meets to fill the one vacant seat.

009.2 To elect a chair for this committee

Cllr. Shipp was proposed for the Chair by Cllr. Leaman, seconded by Cllr. Bristow, with no other nominations Cllr. Shipp was elected as chair of this committee.

009.3 To elect a vice-chair for this committee

Cllr. Leaman was proposed for the Vice-Chair by Cllr. Bristow, seconded by Cllr. Shipp, with no other nominations Cllr. Leaman was elected as vice-chair of this committee.

010. COMMUNICATIONS AND EVENTS COMMITTEE

010.1 To populate this committee (8 Members)

Five Members expressed an interest in serving on this committee, Cllrs. Alecock, Bristow, Leaman, Shipp and Sykes.

Signed:.....

Dated:.....

There being no other expressions of interest the committee was populated with these five Members and it was **AGREED** to co-opt the vacant seats at the first meeting of the committee in June 2022.

010.2 To elect a chair for this committee

Cllr. Alecock was proposed for the Chair by Cllr. Shipp, seconded by Cllr. Bristow, with no other nominations Cllr. Alecock was elected as chair of this committee.

010.3 To elect a vice-chair for this committee

It was **AGREED** that this position should be elected at the first meeting of this committee in June 2022. All in favour.

011. APPOINTMENT OF WORKING GROUPS AND PANELS

011.1 To discuss and review the need for the Finance Strategy Working Group

It was decided that this group was very useful, especially for high volume financial work such as the initial budget discussions, audit and budget work.

It was **AGREED** that the group be retained but to only meet when the need arises and work is identified. Proposed by Cllr. Shipp, seconded by Cllr. Sulman, all in favour.

011.2 To discuss and review the need for the Cemetery Extension Working Group

It was **RESOLVED** to disband the working group due to the completion of the main capital project and delegate all work, including the formation of a management strategy, to the Amenities and Operations Committee. Proposed by Cllr. Sulman, seconded by Cllr. Leaman, all in favour.

011.3 FINANCE STRATEGY WORKING GROUP

011.3a. To populate this group

The group is main up of the Mayor, Deputy Mayor, Chair of Establishment and Policy Committee and Chair of Amenities and Operations Committee. Therefore the Members of this group were confirmed as Cllrs. Shipp, Leaman and Bristow. Leaving three vacant seats.

Signed:.....

Dated:.....

Cllr. Busuttil expressed an interest in joining and was so elected to the group.

It was **AGREED** to populate the remaining two seats of this working group at the first meeting when called.

011.3b. To elect a chair of this Working Group

It was **RESOLVED** to elect Cllr. Busuttil as Chair of this Working Group, proposed by Cllr. Sulman seconded by Cllr. Shipp, all in favour.

011.3c. To elect a vice-chair of this Working Group

It was **AGREED** that this position should be elected at the first meeting of the group when called. All in favour.

011.4 CEMETERY EXTENSION WORKING GROUP

011.4a To populate this group

This item was not discussed due to the Working Group being disbanded in item 11.2.

011.4b To elect a chair of this Working Group

This item was not discussed due to the Working Group being disbanded in item 11.2.

011.4c To elect a vice-chair of this Working Group

This item was not discussed due to the Working Group being disbanded in item 11.2.

012. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

It was unanimously **RESOLVED** to appoint the following Councillors to the following outside bodies. Proposed by Cllr. Busuttil, seconded by Cllr. Roman.

It was also **AGREED** to place a standing item on the Full Council agenda each month for reports to be received from these Members.

- Mildenhall and District Museum: Cllr. Roman.
- Suffolk Association of Local Councils: Cllrs. Alecock and Shipp, with the Town Manager continuing to engage as part of his role.
- Sir Thomas Hanmer Almshouses Trust: Cllrs. Alecock and Roman.

Signed:.....

Dated:.....

- Mildenhall Parish Charities: Cllrs. Peachey and Bristow.
- River Lark Catchment Partnership: Cllr. Alecock.
- Brandon and Mildenhall Citizens Advice: Cllr. Busuttil.
- Crime Prevention Panel: Cllr. Bloodworth.
- Friends of Mildenhall Library: Cllr. Leaman.
- Bendall Foundation: Cllr. Peachey.
- Mildenhall & District Town Twinning: Cllr. Bristow and Peacher and The Mayor in a Civic capacity.
- Mildenhall Scout Group: The Town Council is defined as a corporate body.
- Parish Council Alliance: Cllr. Shipp.

013. TO APPOINT THE CHEQUE SIGNATORIES FOR THE 2022/3 CIVIC YEAR

It was **AGREED** to keep the cheque signatories as the Mayor, Deputy Mayor, Chair of the Amenities and Operations and Establishment and Policy Committees. Namely Cllrs. Shipp, Leaman and Bristow.

Due to Cllr. Leaman's dual role as Deputy Mayor and Chair of the Establishment and Policy Committee it was also **AGREED** to retain Cllr. Busuttil as a signatory due to her role on the Finance Strategy Working Group, proposed by Cllr. Sulman, seconded by Cllr. Bloodworth, all in favour.

014. TO AGREE THE FOLLOWING DONATIONS FOR THE 2022/3 CIVIC YEAR

014.1 Royal British Legion Poppy Appeal - £300

014.2 King's Church (assistance with Merry Mildenhall 2022) - £150

014.3 Mildenhall Sea Cadets (help with events) - £100 for Lark in the Park 2022 and £100 for Merry Mildenhall 2022. £200 total.

014.4 Mildenhall College Academy Awards - £200

The above donations were proposed by Cllr. Shipp, seconded by Cllr. Peachey, all in favour.

Signed:.....

Dated:.....

015. TO AGREE THE FOLLOWING MEMBERSHIPS FOR THE 2022/3 CIVIC YEAR

015.1 Suffolk Association of Local Councils - £1,035.93

015.2 Council for the Preservation of Rural England - £36

015.3 Mildenhall Twinning Association - £10

015.4 Society of Local Council Clerks - £262

015.5 Institute of Cemetery and Crematorium Management - £95

015.6 Creative Arts East - £70

The above memberships were proposed by Cllr. Sulman, seconded by Cllr. Busuttil, all in favour.

016. TO RECEIVE THE UPDATED CALENDAR OF MEETINGS FOR THE 2022/3 CIVIC YEAR

The calendar, already circulated, was discussed and the dates were **AGREED**. The changes to the September 2022 and May 2023 Full Council meetings were noted. All in favour.

017. TO RESOLVE TO USE THE GENERAL POWER OF COMPETENCE

The Town Manager gave a brief description about this power and how the Council already exercised it, and what the requirements for resolving to use it were. It was then **RESOLVED** to use the General Power of Competence, proposed by Cllr. Busuttil, seconded by Cllr. Sulman, all in favour.

018. EXCHANGE OF INFORMATION

The Town Manager reported on the outcome of two vacant Town Council seats which due to no nominations being received by West Suffolk Council Electoral Services could now be moved to co-opt at the June Full Council meeting of the Full Town Council.

019. TIME AND VENUE OF NEXT COUNCIL MEETING

This next meeting of the Full Council will be on 26th May 2022 at 7pm, in the Fenland Room of The Pavilion.

The meeting then closed at 6.47pm.

Signed:.....

Dated:.....