

MINUTES OF THE ESTABLISHMENT AND POLICY COMMITTEE MEETING HELD ON

THURSDAY 14th NOVEMBER 2024 AT 7.00pm

FENLAND ROOM, THE PAVILION, RECREATION WAY, MILDENHALL, IP28 7HG

Present:

- Cllr. Leaman (Chair)
- Cllr. Isted (Vice-Chair)
- Cllr. Bristow
- Cllr. Johnson
- Cllr. Manns
- Cllr. Roberts

In attendance: Mr M Knight (Town Manager).

1. APOLOGIES AND ACCEPTANCE FOR ABSENCE

Apologies were received and accepted from Cllr. Peachey and Power.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

3. TO RECEIVE APPROVAL OF MINUTES OF THE MEETING HELD ON 12th SEPTEMBER 2024 FROM THOSE MEMBERS PRESENT AT THE MEETING

The minutes were **AGREED** and **ADOPTED** with no changes. Proposed by Cllr. Johnson, seconded by Cllr. Isted, all in favour.

Signed:

Date:

4. PUBLIC PARTICIPATION

No members of the public were in attendance.

5. GENERAL MATTERS

5.1 Update from the Town Manager regarding Action Sheet

The document was presented and **NOTED**.

5.2 To consider documents pertaining to the Old Swimming Pool Site

It was **AGREED** that more work and investigation was needed on this issue and this should be presented to the next meeting of this committee in February 2025. Proposed by Cllr. Leaman, seconded by Cllr. Johnson, all in favour.

5.3 To note the leases, contracts, services and utilities document

It was **AGREED** to **NOTE** this document, the Town Manager was thanked for his work on it. It was also thought that the document could also be used to create a Schedule of Payments list to be approved at the Annual Town Council meeting in May each year. This would enable contracted and unavoidable payments to be pre-approved ahead of payment. This allows for more oversight by all Councillors.

5.4 To consider the report concerning approved contractors

It was **AGREED** to proceed with the idea of approved contractors with the proposed Procurement Policy structure and Contractor Form and Register format. However, it was thought that more work was needed concerning authority thresholds after a meeting with the internal auditor.

It was also thought that an evaluation clause should be added to the policy to give appropriate weighting for price, local businesses, quality and value for money. This to be presented to the next meeting of this committee.

Proposed by Cllr. Manns, seconded by Cllr. Isted, all in favour.

6. FINANCE MATTERS

6.1 To discuss and recommend to the Establishment and Policy Committee the draft budget for 2025/6 for this committee

It was **AGREED** to **RECOMMEND** the budget to the Establishment and Policy Committee with the following change:

Removal of line 3000/14 Petty Cash £200 – due to this line being an accounting issue and never being used.

Total budget expenditure recommended is therefore £49,850 for this committee.

Proposed by Cllr. Manns, seconded by Cllr. Roberts, all in favour.

6.2 To discuss and recommend the 2025/6 draft budget to the Full Town Council

It was **AGREED** to **RECOMMEND** the draft budget to the Full Town Council with no further changes.

This represented the following recommendations:

- Amenities and Operations Committee: £89,450 expenditure.
- Establishment and Policy Committee: £50,850 expenditure.
- Communications and Events Committee (pending governance arrangements) £34,200 expenditure.
- Personnel Committee: £272,927.96 expenditure.
- Projected income of £88,600.
- Capital Reserve request of £3,000 towards a Lighting Rig in the Jubilee Centre.
- Capital Reserve request of £5,000 towards IT upgrades and replacements.

Until the tax base is known at the end of November the exact percentage rise in the precept is not known. However, if the base stays the same, as is expected, this represents a 6.5% rise.

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

7. EXCHANGE OF INFORMATION

None.

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

This next meeting was confirmed as being on Thursday 13th February 2025 at 7pm in the Fenland Room of The Pavilion.

The meeting then closed at 8.15pm.