

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 28th November 2024 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 October 2024 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. **Co-option of Councillor**
6. **Report from:**
 - Mayor
 - Deputy Mayor
7. **Report from County Councillor.**

8. **Report from designated District Councillor.**
9. **Report from Police.**
10. **Report from RAF Mildenhall Base.**
11. **Reports from Representatives on Outside Bodies.**
12. **Report from Town Manager (Paper B)**
13. **Financial Matters 2024/25**
 - 13.1 Bank Reconciliation – up to 31st October 2024. **(Paper C)**
 - 13.2a Approval of Accounts – Payments – 1st to 31st October 2024. **(Paper D)**
 - 13.2b Approval of Accounts – Receipts – 1st to 31st October 2024. **(Paper E)**
 - 13.3 To receive the list of debtors to the Council **(see recommendation sheet)**
 - 13.4 To receive the Interim Internal Audit for 2024/5 **(Paper F)**
 - 13.5 To agree the Interim Internal Audit 2024/5 Action Plan **(Paper G)**
 - 13.6 To consider a grant application from Mildenhall Town Youth Football Club **(Paper H)**
 - 13.7 To consider a grant application from Eotas Programme Management Ltd **(Paper I)**
14. **Financial Matters 2025/6**
 - 14.1 To consider the draft budget document recommended by the Establishment and Policy Committee **(Paper J)**
15. **General Matters**
 - 15.1 Update from Town Manager regarding Action Sheet. **(Paper K)**
 - 15.2 To consider running a Warm Hub over the winter period.
 - 15.3 To discuss the Pest Control Contract **(Paper L)**
 - 15.4 Update on Jubilee Centre roof repairs **(Paper M)**
 - 15.5 To consider a request regarding the Thetford Road Cemetery **(see recommendation sheet)**
 - 15.6 To consider a request regarding streetlights on Downing Close **(Paper N)**
 - 15.7 To discuss an offer of Highways Locality Funding **(Paper O)**
 - 15.8 To consider how Councillor Surgeries are delivered.
16. **Planning Committee**
 - 16.1 To note the decisions made under delegated authority **(Paper P)**
17. **Communications and Events Committee**
 - 17.1 To receive the minutes from the meeting of this committee from the 4th July 2024 **(Paper Q)**
 - 17.2 Verbal update on Merry Mildenhall.
 - 17.3 To note the decision to disband this committee.
 - 17.4 To discuss the Allocation of Action Points report **(Paper R)**
18. **Amenities and Operations Committee**
 - 18.1 To receive the minutes from the meeting of this committee from the 4th November 2024 **(Paper S)**
 - 18.2 To review the Terms of Reference for this committee if appropriate **(Paper T)**
19. **Policy Matters**
 - 19.1 To review the Full Council Functions Policy if appropriate **(Paper U)**
 - 19.2 To review the Scheme of Delegation to the Town Manager if appropriate **(Paper V)**
 - 19.3 To consider and adopt the Mid-Term Financial Strategy **(Paper W)**

20. Establishment and Policy Committee

20.1 To receive the minutes from the meeting of this committee from the 14th November 2024
(Paper X)

21. 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 with after the item that confirms details of the next meeting.

22. To receive and approve the confidential minutes for the meeting of the 31st October 2024 (Paper Y)

23. Exchange of information

24. Time and Venue of next Council meeting on Thursday 12th December 2024 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 22nd November 2024

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.)