



MILDENHALL HIGH TOWN COUNCIL

The Pavilion
Recreation Way
Mildenhall
Bury St. Edmunds
Suffolk
IP28 7HG

Telephone: 01638 713493

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22nd November 2024

TO:

ALL COUNCILLORS

Dear Councillor,

You are hereby summoned to attend a meeting of the Full Town Council to be held in the Fenland Room of The Pavilion

on Thursday 28th November 2024 at 7pm.

The business to be transacted is attached.

Mark Knight
Town Manager
Mildenhall High Town Council

MILDENHALL HIGH TOWN COUNCIL



The Pavilion, Recreation Way, Mildenhall, Suffolk, IP28 7HG
Tel: 01638 713493 www.mildenhall-tc.gov.uk email: townmanager@mildenhall-tc.gov.uk
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.)



MINUTES OF THE MEETING OF MILDENHALL HIGH TOWN COUNCIL
FENLAND ROOM, THE PAVILION, RECREATION WAY, MILDENHALL

Thursday 24th October 2024 – 7pm

Present:

Cllr. Boreham	Cllr. Lemiesz
Cllr. Bristow (Deputy Mayor)	Cllr. Manns
Cllr. Harrington	Cllr. Power
Cllr. Isted	Cllr. Roberts
Cllr. Leaman (Mayor)	Cllr. Shipp

Also in attendance was the Town Manager and two (2) members of the public.

The meeting started with a minute silence to honour the sad passing of Mrs. Maureen Kowalick, who served as a Councillor on the Parish Council as was from 1998-9. A suitable memorial would be considered by the Amenities and Operations Committee.

109. APOLOGIES AND ACCEPTANCE FOR ABSENCE

Apologies were accepted from Cllrs. Johnson, Neal and Peachey.

110. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr. Shipp – West Suffolk District Council.

Cllrs. Lemiesz and Shipp declared a non-pecuniary interest in all items pertaining to the allotments.

Cllr. Bloodworth was also granted a dispensation not to attend for personal reasons for three months. This runs until 24th January 2025. Proposed by Cllr. Leaman, seconded by Cllr. Bristow, all in favour.

Signed:.....

Dated:.....

111. TO RECEIVE APPROVAL OF MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 26th SEPTEMBER 2024 FROM THOSE MEMBERS PRESENT AT THE MEETING

It was **RESOLVED** to adopt the minutes from the meeting on the 26th September 2024 with no changes. Proposed by Cllr. Leaman and seconded by Cllr. Isted. All in favour.

112. PUBLIC PARTICIPATION

One member of the public spoke about several incidents of crime such as vandalism and suspected arson at the Lark Road allotment plots. It was requested that the Council consider CCTV Trail Cameras as a deterrent and investigate the possibility of anti-climb paint. It was **NOTED** that the matter came up later in the agenda and so would be discussed under item 119.

One member of the public then left at 7.17pm.

113a. REPORT FROM THE MAYOR

Cllr. Leaman reported that he had the honour of meeting the Red Arrows at RAF Mildenhall on the 5th October 2024, this visit included a visit to the control tower and a meet and greet with a photo opportunity. This was part of the ongoing 90th anniversary of the base celebrations.

Cllr. Leaman had also taken part in a radio interview with Col. Garlow on the 16th October.

Cllr. Leaman had also attended the Sea Cadets Awards evening on the 21st October where he presented an award on behalf of the Town Council.

Finally, it was reported that the Band Concert also celebrating the 90th anniversary of the base on the 19th October had been a big success with several attendees and music enjoyed by all.

113b. REPORT FROM THE DEPUTY MAYOR

Cllr. Bristow reported that she had also been in attendance at the Band Concert on the 19th October, she also asked if thanks could be given to the Flower Club for their help with decorations and arrangement for the evening.

114. REPORT FROM COUNTY COUNCILLOR

County Cllr. L. Stanbury was not in attendance. Cllr. Shipp stated that he was extremely disappointed with the level of attendance from C Cllr. Stanbury and he had hoped to speak with them about issues surrounding the Newmarket Tip, devolution deal and a sizeable grant for local cultural groups and activities. It was hoped that C Cllr. Stanbury would be attending

Signed:.....

Dated:.....

in the near future.

115. REPORT FROM DESIGNATED DISTRICT COUNCILLOR

Cllr. Shipp reported that progress on the West Mildenhall Development was quiet and an update had been requested. He further reported that the inspection of the Local Plan was underway with a briefing for Town and Parish Councils taking place in the near future.

A project was also underway, with funding, concerning the old Swimming Pool site in conjunction with the Football Foundation. A consultation would take place by the 28th October 2024 and Councillors are invited to attend.

Clarification was also given on developments to the recycling process, with two weekly, as opposed to three weekly collections guaranteed. Food collection would be weekly.

Finally, it was reported that a good article had appeared in the East Anglian Daily Times about the 90th Anniversary of RAF Mildenhall.

116. REPORT FROM POLICE

PC Maxfield reported that there had been several high value commercial robberies in the area.

He also confirmed that patrols in the area would be increased due to the issues at the allotment sites. Tracker cameras and anti-climb paint were also advised.

It was also reported that Anti-social behaviour was down in the area, even though the evenings were now darker and crime more likely. This was also true at the St. John's area where the issues with motorbikes being driven dangerously had stopped.

An inspection had also taken place at the Mildenhall Precinct and several issues forwarded to the appropriate people and organisations.

Cllr. Shipp asked if the Council's assets would be vulnerable to potential robberies, PC Maxfield advised that all suitable steps should be taken to protect the Council's assets.

PC Maxfield then left the meeting at 7.49pm.

117. REPORT FROM RAF MILDENHALL BASE

Sq. Leader Bell was not in attendance, and no report had been received.

Signed:.....

Dated:.....

118. REPORTS FROM OUTSIDE BODIES

No reports were given.

119. REPORT FROM TOWN MANAGER

The report was **NOTED**. Cllr. Shipp asked about the progress on the Jubilee Centre roof work, it was reported that an extra sum may be necessary for the work to be completed due to the condition of the existing roof and works carried out either during the refurbishment in 2015 or before. It was **AGREED** to share a report from the contractors with Cllrs. Manns and Isted so the information can be used to shape a way forward.

It was also **CONFIRMED** that no nominations had been received by West Suffolk Council for the vacant seat following Cllr. Chipping's resignation and so the Council could move to co-opt from the November meeting.

120. FINANCIAL MATTERS

120.1 To receive and note the bank reconciliation up to 30th September 2024

It was **RESOLVED** to accept the figures as presented. Proposed by Cllr. Lemiesz, seconded by Cllr. Harrington, all in favour.

120.2a Approval of Accounts – Payments – 1st to 30th September 2024

It was **RESOLVED** to approve the payments, proposed by Cllr. Boreham, seconded by Cllr. Harrington, all in favour.

120.2b Approval of Accounts – Receipts – 1st to 30th September 2024

It was **RESOLVED** to approve the receipts, proposed by Cllr. Power, seconded by Cllr. Lemiesz, all in favour.

120.3 To receive the list of current debtors to the Town Council.

The Town Manager reported that there were no current debtors to the Town Council. This was **NOTED**.

120.4 To note the 2nd quarter budget monitoring document 1st July to 30th September 2024

The figures were discussed and **NOTED**. The Council's liabilities for Business Rates for the Jubilee Field Car Park was also discussed and it was **AGREED** to ask the

Town Manager to produce a report for the Establishment and Policy Committee at the earliest opportunity so options can be considered.

120.5 To approve the recommended virements

The following virements were **APPROVED**, proposed by Cllr. Isted, seconded by Cllr. Roberts, all in favour:

120.6 To consider a grant application from Mess Around West Suffolk

The grant was considered, but the application was **DENIED** as it did not fit the criteria set by the Council. Proposed by Cllr. Power, seconded by Cllr. Lemiesz, all in favour.

121. GENERAL MATTERS

121.1 Update from Town Manager regarding Action Sheet

The document was **NOTED**.

It was also **AGREED** to purchase some anti-climb paint and investigate tracker cameras for the Allotment sites, proposed by Cllr. Shipp, seconded by Cllr. Power, all in favour.

It was also reported that the benches at the Thetford Road Cemetery were not secured to the ground. The Town Manager was asked to speak to the Head Groundskeeper about this.

121.2 Verbal update on Merry Mildenhall

Cllr. Leaman reported that preparations for the event were going well and a meeting would be held early in November with the Office Team to clarify the running order and stall holders. The LED Drummers had also been booked using the money which had been rolled over from the cancelled Lark in the Park event. The Bunbury Players will also be performing at the event.

121.3 To receive a report on play area governance

The paper was discussed and the position of the Charity Commission not to dissolve the Trust and allow the Town Council to manage the area directly was accepted.

The following course of action was **AGREED**:

- To set up appropriate banking arrangements.

Signed:.....

Dated:.....

- To seek clarification on the Trustees roles and responsibilities.
- To seek funding to make the area financially viable and sustainable.
- To clarify health and safety responsibilities.
- To draw up appropriate governance documents to make this responsibility future-proof.
- To ensure that the annual return was submitted appropriately.

It was also made clear that all Councillors were also Trustees of the Recreation Way Play Area by default and any staff needed to maintain the area also need to be formally employed as such.

Proposed by Cllr. Boreham, seconded by Cllr. Shipp, all in favour.

121.4 To consider an approach from the Scout Association

The report was considered regarding the request to restart the lease transfer process agreed by the Parish Council as was in 2015. In effect honouring their previous resolution to transfer the lease to the Scout Association and to cover 50% of these costs.

It was **AGREED** to continue with the process as previously agreed and for the final documents to be put to the Full Town Council for signature at the appropriate time. Proposed by Cllr. Leaman, seconded by Cllr. Isted, all in favour.

121.5 To consider a response to the West Suffolk Council consultation on proposed changes to the Local Council Tax Reduction Scheme

The report was consider and it was **RESOLVED** to support the scheme, proposed by Cllr. Leaman, seconded by Cllr. Bristow, all in favour.

122. PLANNING COMMTEE

122.1 To receive the minutes from the meetings of this committee from the 8th October 2024

It was **RESOLVED** to adopt the minutes from the meeting on the 8th October 2024 with no changes. Proposed by Cllr. Power and seconded by Cllr. Lemiesz.

123. FINANCE STRATEGY WORKING GROUP

123.1 To receive the notes from the meeting of this committee from the 17th October 2024

Signed:.....

Dated:.....

It was **RESOLVED** to adopt the notes from the meeting on the 17th October 2024 with the agreed changes. Proposed by Cllr. Leaman and seconded by Cllr. Isted. All in favour.

- 124. 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.**

This was so **RESOLVED**, all in favour.

127. EXCHANGE OF INFORMATION

Cllr. Leaman reported that the streetlighting in areas maintained by Flagship Housing was inadequate and it was asked that this matter be investigated.

128. Date of Next Full Council Meeting

This next meeting of the Full Council will be on 28th November 2024 at 7pm, in the Fenland Room of The Pavilion.

125. To receive the confidential minutes from the Full Town Council meeting of the 26th September 2024

It was **RESOLVED** to adopt the confidential minutes from the Full Town Council meeting of the 26th September 2024.

Proposed by Cllr. Bristow and seconded by Cllr. Manns. All in favour.

126. To discuss proposals regarding staffing

The proposed recommendations were **AGREED**, proposed by Cllr. Leaman, seconded by Cllr. Shipp, all in favour.

The meeting then closed at 8.59pm.

Signed:.....

Dated:.....

MILDENHALL HIGH TOWN
COUNCIL



TOWN MANAGER'S REPORT

NOVEMBER 2024

General Matters

- Two members of staff have left the Council causing extremely high levels of workload for the Office Team. Replacements are in place and being trained.
- One member of staff is off sick after an operation. Return date is 14th December.
- Work on Merry Mildenhall now being overseen by Cllr. Leaman, Town Manager and Events/Administration Officer. All is going well.
- Work on Jubilee Centre roof should be complete by November meeting; but is on agenda.
- All paperwork and agreements in place for Cash Access to run a Banking Hub from The Pavilion. Date is imminent and indications are it will be before Christmas.
- Allotment renewals took place.
- Grant of £30,000 from West Suffolk Council received for Decarbonisation work.
- A meeting for the Neighbourhood Plan Design Codes needs to take place immediately with up to three Councillors. Local Green Spaces assessment also has limited input and needs more clarity.
- Internal Audit took place on 13th November 2024 with new auditor.

Matters Concerning Mildenhall in Bloom

- No activity – Cllr. Neal is leading on this work.

Matters Concerning the Closed Cemetery

- Proposed maintenance and biodiversity plan received from Rev. Leathley. Will be considered by Amenities and Operations Committee in due course.

Matters Concerning the War Memorial

- Complete clean of the site ahead of the Remembrance Day services.

Allotment Waiting List

- Renewals process drawing to a close.
- Waiting list is now 6 people. 1 of which already has a plot.
- There are now 6 vacant plots at Lark site and 1 at Riverside.
- 4 plots have not been renewed at Lark Site.
- Reasons are ill-health and crime related.



- There are 10 outstanding invoices. Payment terms expire on 29th November and non-payers will be evicted. This represents three chances and contacts to pay.
- Potentially, after new plot holders take up plots and non-payers are evicted we could end up with 10 vacant plots.
- Maintenance would then fall to the Grounds Team to maintain which would be a substantial amount of work.
- Plots should be advertised widely to build up the waiting list to a reasonable number.

Complaints Received

- None.

Compliments Received

- None.

Capacity Report for Council buildings

Jubilee Centre

69%

The Pavilion

43%

Social media stats report

Summary

	September	October
Facebook page reach	13.8K	10.7K
Page visits	792	794
New likes	7	15

1.6K people follow our page as
of 08/11/24

Popular Posts – October

Red Arrows
Merry Mildenhall
Miss Holiday & the Swingtones – RAF Mildenhall
Miss Holiday & the Swingtones – thank you to those who attended
Christmas Craft Fair

Webstats Report

	September	October
Unique visitors	2806	1871
Number of visits	3724	2834
Pages visited	10036	7495
Total hits	54000	36058

Top Pages – October

- History of Mildenhall Parish Council
- Hirers Packs 2024-25
- Jobseeker Flyer
- Full Council Minutes – 27th May 2021
- Agenda – Full Council – 24th October 2024

- H & S Policy Statement
- Agenda – Planning Committee – 8th October 2024
- Kingsway Closed Cemetery Maintenance Strategy

Speed Awareness Monitors Report

See attached documents.

All reports submitted to police.

Mark Knight - Town Manager – November 2024

For Project: Field Rd South of Bus stop
Project Notes:
Location/Name: Incoming
Report Generated: 11/01/2024 10:48
Speed Intervals: 5 MPH
Time Intervals: 5
Traffic Report From: 10/02/2024 11:00:00 through 10/31/2024 23:59:59
85th Percentile Speed: 29.7 MPH
85th Percentile Vehicles: 159864
Max Speed: 60 MPH on 10/25/2024 22:55:00
Total Vehicles: 188075
AADT: 6366

Volumes - weekly counts

Time	5 Day	7 Day					
Average Daily	6741	6238					
AM Peak	08:00 500	428					
PM Peak	05:00 629	540					
Speed							
Speed Limit:	30						
85th Percentile Speed:	29.7						
Average Speed:	25.78						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	2978	2981	3477	3924	3253	3086	2764
% over limit	11.3	11.0	10.8	11.3	11.7	13.8	15.8
Avg Speeder	33.1	33.1	33.1	33.3	33.2	33.2	33.3

For Project:
 Project Notes:
 Location/Name:
 Report Generated:
 Speed Intervals
 Time Intervals
 Traffic Report From
 85th Percentile Speed
 85th Percentile Vehicles
 Max Speed
 Total Vehicles
 AADT:

Field Rd North of Bus stop
 Incoming
 11/01/2024 11:08
 5 MPH
 5
 10/01/2024 00:00:00 through 10/31/2024 23:59:59
 29.1 MPH
 1639
 40 MPH on 10/03/2024 05:20:00
 1928
 62

Volumes - weekly counts

Time	5 Day	7 Day
Average Daily	76	58
AM Peak	10	9
PM Peak	4	4

Speed

Speed Limit:
 85th Percentile Speed:
 Average Speed:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Speed Limit:	30						
85th Percentile Speed:	29.1						
Average Speed:	24.69						
Count over limit	8	16	18	68	14	14	5
% over limit	4.5	6.9	5.4	8.5	5.4	15.7	12.8
Avg Speeder	32.5	33.8	32.8	33.0	33.6	32.5	33.5

Bank Reconciliation

Financial period ending 31/10/24

Balance per bank statements as at 31/10/24	£	£
32 Day Notice Account	£130,100.48	
95 Day Notice Account	£319,363.33	
Business Call And Current Account	£298,883.56	
Petty Cash Account	£200.00	
Salaries And Wages Account	£3,363.58	
		£751,910.95
Petty cash (no balance)		£0.00
Less: any unpresented cheques		£0.00
Add: any uncleared effects		£33,830.40
Net balances as at 31/10/24		£785,741.35

5 93949

PAPER D

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/10/24 and 31/10/24

Payment

Reference	Paid date	Tn no	Order no	Gross	Vat	Net Cttee	Details	Heading
241001NA	02/10/24	17781		£15.00	£0.00	£15.00	Alecock N	3100
241001RHLM	02/10/24	17782		£960.00	£160.00	£800.00	R.H. Landscapes & Maintenance Services Ltd	2060/1
241001SMIB	02/10/24	17784		£288.84	£0.00	£288.84	Cllr. Ian Shipp	2020/2
241001WNL	02/10/24	17786		£378.94	£63.16	£315.78	WorkNest Limited	3000/11
241001INDEE	02/10/24	17793		£75.03	£0.00	£75.03	Indeed	3000/13
							Job advert - caretaker	
241001MSH	02/10/24	17804		£240.00	£40.00	£200.00	Mildenhall Skip Hire	2000/1
241001SCCM	03/10/24	17783		£85.00	£0.00	£85.00	Suffolk County Council	3070
EWP							MEWP application - installation and dismantling of Christmas lights	
241001FFL	04/10/24	17797		£41.74	£6.96	£34.78	Force Fresh Limited	2080/1
							Cleaning products	
241001FFL1	04/10/24	17798		£22.00	£3.67	£18.33	Force Fresh Limited	2080/1
241001WSCJ	04/10/24	17799		£180.00	£30.00	£150.00	West Suffolk Council	2080/1
CPL							Premises licence - JC - annual fee	
241001SCCLRA	04/10/24			17800	£100.00	£0.00	Suffolk County Council	Annual rent - L/R
allotments	2000/1						A&O	
241001MBS	04/10/24	17805		£9.00	£1.50	£7.50	Mildenhall Building Supplies	2000/1
241001AMA1	04/10/24	17828		£13.98	£2.33	£11.65	Amazon	3000/3
							AAA batteries	
							Parts for tap at R/S allotments	
							Amazon	2080/1
							Amazon	2810/8
							Amazon	2810/8

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/10/24 and 31/10/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net Cttee	Details	Heading
241001AMA	04/10/24	17829/3		£3.75	£0.63	£3.12 A&O	Amazon	2800/6
241001AMA2	04/10/24	17829/4		£3.74	£0.63	£3.11 A&O	Amazon	2070/1
NI SEPTEMBER	07/10/24	17716		£1,730.49	£0.00	£1,730.49 CNCL	National Insurance	2080/1
I/R SEPTEMBER	07/10/24	17820		£1,325.60	£0.00	£1,325.60 CNCL	Inland Revenue	1000
241001MICRO	07/10/24	17827		£123.84	£0.00	£123.84 E&P	Microsoft Online Services	3000/9
241001COZR	08/10/24	17801		£33,830.40	£5,638.40	£28,192.00 A&O	Cozens (UK) Ltd	2040/3
241001COZZ	08/10/24	17802		£234.00	£39.00	£195.00 A&O	Cozens (UK) Ltd	2040/2
241001MPCL	08/10/24	17803		£4,548.00	£758.00	£3,790.00 A&O	Millenium Pest Control Ltd	2080/1
241001UKF1	09/10/24	17791		£82.18	£13.70	£68.48 A&O	UK Fuels Limited	2030/2
241001TR&S	09/10/24	17823		£161.27	£26.88	£134.39 C&E	Thomas Ridley & Son Ltd	3100
ALLOC OCTOBER	10/10/24	17806/1		£10,719.46	£0.00	£10,719.46 A&O	Salaries & Wages	2100/1
CONTRA OCTOBER	10/10/24	17806/2		£4,413.89	£0.00	£4,413.89 A&O	Salaries & Wages	2100/2
241001SAINS	11/10/24	17806/3		£5,885.19	£0.00	£5,885.19 A&O	Salaries & Wages	2100/3
240701OPUS	14/10/24	17806		£21,018.54	£0.00	£21,018.54	Salaries & Wages	2100/1
240801OPIUS	14/10/24	17807		-£21,018.54	£0.00	-£21,018.54 CNCL	Salaries & Wages	1000
241001BGLJF	14/10/24	17785		£40.39	£1.92	£38.47 A&O	British Gas Lite	2090/1
240801OPIUS	14/10/24	17821		-£21.46	-£0.72	-£20.74 A&O	Opus Energy	2040/4
241001SAINS	11/10/24	17837		£8.55	£0.00	£8.55 E&P	Sainsbury's Supermarkets Ltd	3000/3
240701OPIUS	14/10/24	17623		£6.42	£0.67	£5.75 A&O	Opus Energy	2040/4
240801OPIUS	14/10/24	17654		£21.46	£0.72	£20.74 A&O	Opus Energy	2040/4
241001BGLJF	14/10/24	17785		£40.39	£1.92	£38.47 A&O	British Gas Lite	2090/1
240801OPIUS	14/10/24	17821		-£21.46	-£0.72	-£20.74 A&O	Opus Energy	2040/4



Paid Expenditure Transactions

paid between 01/10/24 and 31/10/24

Start of year 01/04/24

Payment

Reference	Paid date	Tn no	Order no	Gross	Vat	Net Cttee	Details	Heading
240701OPUS	14/10/24	17822		-£6.42	-£0.67	-£5.75	Opus Energy	2040/4
Contra 17623, Supply to Churchyard 17/06/24 - 17/07/24 PAYMENT MADE UNDER EDF ENERGY FOLLOWING SWITCH								
241001JCCT	15/10/24	17787		£70.50	£0.00	£70.50	West Suffolk Council	2080/4
241001RWCP	15/10/24	17788		£141.00	£0.00	£141.00	West Suffolk Council	2810/4
BR				£536.00	£0.00	£536.00	West Suffolk Council	2080/4
241001PAVC	15/10/24	17789		£212.00	£0.00	£212.00	West Suffolk Council	3000/19
T								3000/1
241001CEMC	15/10/24	17790		£130.00	£0.00	£130.00	West Suffolk Council	2010/5
T								2010/5
241001LITE	15/10/24	17824		£1,763.40	£293.90	£1,469.50	Lite Ltd	3070
241001FHF1	15/10/24	17825		£22.20	£3.70	£18.50	Forest Heath Fasteners	2030/1
		17826/1		£36.00	£6.00	£30.00	Impress Express	2010/1
		17826/2		£36.00	£6.00	£30.00	Impress Express	3000/18
241001IPL	15/10/24	17826		£72.00	£12.00	£60.00	Impress Express	2010/1
241001JL	15/10/24	17832		£2,376.00	£396.00	£1,980.00	Joogleberry Limited	3060
241001ONEC	15/10/24	17833		-£16.50	£0.00	-£16.50	Onecom	3000/3
OMCREDIT								
241001SS	16/10/24	17835		£768.00	£128.00	£640.00	Morgan Trussing Ltd T/A Stage Solutions	3900/5
17836/1				£7.49	£1.24	£6.25	Force Fresh Limited	2080/1
17836/2				£7.48	£1.25	£6.23	Force Fresh Limited	2810/8
17836/3				£7.48	£1.25	£6.23	Force Fresh Limited	2800/6
17836/4				£7.48	£1.25	£6.23	Force Fresh Limited	2070/1
241001FFL1	16/10/24	17836		£29.93	£4.99	£24.94	Force Fresh Limited	2080/1
17839/1				£384.00	£64.00	£320.00	Anglia Handling Services Ltd	2080/1
17839/2				£384.00	£64.00	£320.00	Anglia Handling Services Ltd	2080/1
17839/3				£384.00	£64.00	£320.00	Anglia Handling Services Ltd	2810/1
241001AHS	16/10/24	17839		£1,152.00	£192.00	£960.00	Anglia Handling Services Ltd	2080/1
241001IE	16/10/24	17840		£124.80	£20.80	£104.00	Impress Express	3080
Service of suspension tubes - JC Change of date on banners - MM								

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/10/24 and 31/10/24

Payment

Reference	Paid date	Tn no	Order no	Gross	Vat	Net Cttee	Details	Heading
241001DN	16/10/24	17841		£4.99	£0.00	A&O	Neville D	2080/1
241001WAVE R/S	16/10/24	17842		£43.65	£0.00	A&O	Wave	2090/2
241001MH&S T	16/10/24	17843		£300.00	£0.00	C&E	Miss Holiday & The Swingtones	3100
241001NP	17/10/24	17792		£4,144.48	£690.75	A&O	Npower	2040/1
241001BGL Cemetery1	17/10/24	17795		£14.55	£0.69	A&O	British Gas Lite	2090/1
241001GARA GE	17/10/24	17796		£31.75	£1.51	A&O	British Gas Lite	2090/1
241001TAH	17/10/24	17845		£27.95	£0.00	E&P	The Angel Hotel	3030
241001SAINS 1	21/10/24	17850		£52.50	£0.00	E&P	Sainsbury's Supermarkets Ltd	3000/3
241001BGL JC/PAV/LC	22/10/24	17831/1		£190.34	£9.06	A&O	British Gas Lite	2810/6
		17831/2		£260.47	£12.40	A&O	British Gas Lite	2090/1
		17831/3		£50.09	£2.39	A&O	British Gas Lite	2800/4
241001BGL JC/PAV/LC	22/10/24	17831		£500.90	£23.85	A&O	British Gas Lite	2810/6
241001WSCC REF	22/10/24	17847		£-50.12	£0.00	A&O	West Suffolk Council	2010/1
241001AO	23/10/24	17848		£7.89	£0.00	C&E	Ostler A	3050
241001ANEAL	23/10/24	17851		£84.59	£0.00	A&O	Cllr. Andy Neal	2020/2
		17852/1		£3.50	£0.00	A&O	Neville D	2070/1
		17852/2		£3.50	£0.00	A&O	Neville D	2080/1
241001DN1	23/10/24	17852		£7.00	£0.00	A&O	Neville D	2070/1
		17853/1		£87.50	£0.00	A&O	Miragliotta	2070/1
		17853/2		£87.50	£0.00	A&O	Miragliotta	2080/1
241001MIR	23/10/24	17853		£175.00	£0.00	A&O	Miragliotta	2070/1
241001MIR1	23/10/24	17854		£55.00	£0.00	A&O	Miragliotta	2800/1

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/10/24 and 31/10/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net Cttee	Details	Heading
241001MIR2	23/10/24	17855		£55.00	£0.00	£55.00	A&O Miragliotta	2070/1 Periodic maintenance inspections of fire alarm system & emergency lighting systems - Pavilton - 20/10/24 - 31/01/25
241001MIR3	23/10/24	17856		£155.80	£0.00	£155.80	A&O Miragliotta	2080/1 Periodic maintenance inspections of fire alarm system & emergency lighting systems - JC - 20/10/24 - 31/01/25
241001WABL	23/10/24	17858		£384.00	£64.00	£320.00	C&E We Are Blueshed Ltd	3100 Lighting concert 19/10/24
SAL7	24/10/24	17808		£1,797.81	£0.00	£1,797.81	CNCL	1000 October Salary
SAL7	24/10/24	17809		£1,045.72	£0.00	£1,045.72	CNCL	1000 October Salary
SAL7	24/10/24	17810		£853.13	£0.00	£853.13	CNCL	1000 October Salary
SAL7	24/10/24	17811		£2,949.68	£0.00	£2,949.68	CNCL	1000 October Salary
SAL7	24/10/24	17812		£2,091.39	£0.00	£2,091.39	CNCL	1000 October Salary
SAL7	24/10/24	17813		£1,384.89	£0.00	£1,384.89	CNCL	1000 October Salary
SAL7	24/10/24	17814		£1,045.72	£0.00	£1,045.72	CNCL	1000 October Salary
SAL7	24/10/24	17815		£1,187.28	£0.00	£1,187.28	CNCL	1000 October Salary
SAL7	24/10/24	17816		£789.22	£0.00	£789.22	CNCL	1000 October Salary
SAL7	24/10/24	17817		£460.85	£0.00	£460.85	CNCL	1000 October Salary
OCTOBER PENSION	24/10/24	17818		£4,208.54	£0.00	£4,208.54	CNCL Suffolk County Council	1000 October pensions
241001EDF	24/10/24	17838		£42.90	£0.71	£42.19	A&O EDF Energy	2040/4 Supply to 16 Churchyard 01/09/24 - 30/09/24
241001VODA	25/10/24	17849		£118.03	£19.67	£98.36	E&P Vodafone	3000/3 TM and SM mobile phone usage
241001SFLTD	28/10/24	17862		£39.99	£0.00	£39.99	E&P Screwfix Direct Ltd	3000/15 Safety boots - Dave Allen
241001RMG1	28/10/24	17865		£72.90	£12.15	£60.75	C&E Royal Mail Group	3040 Delivery of newsletters
241001LBC	28/10/24	17868		£7.00	£0.00	£7.00	E&P Lloyds Bank	3000/18 Bank charges for business account
241001R/S	29/10/24	17834		£21.27	£1.01	£20.26	A&O British Gas Lite	2090/1 Supply to R/S allotments 12/09/24 - 11/10/24
241001HMLR	29/10/24	17860		£126.00	£0.00	£126.00	E&P HM Land Registry	3000/3 Documents
241001MK	29/10/24	17863		£3.50	£0.00	£3.50	E&P Knight M	3000/3 Coffee
241001AGSL	29/10/24	17864		£12,971.21	£2,161.87	£10,809.34	A&O Aspect Group Services Ltd	2080/1 Interim payment - re-roofing works
241001SFS	29/10/24	17867		£40.00	£0.00	£40.00	E&P Sallys Floral Studio	3000/18 Bouquet - Julie
		17869/1		£231.00	£38.50	£192.50	A&O Kings Cooling Solutions Ltd	2070/1 Kings Cooling Solutions Ltd

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/10/24 and 31/10/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net Cttee	Details	Heading
241001KCS	30/10/24	17869	17869/2	£231.00	£38.50	£192.50	Kings Cooling Solutions Ltd	2080/1
		17869		£462.00	£77.00	£385.00	Kings Cooling Solutions Ltd	2070/1
		17846/1		£143.60	£23.93	£119.67	Onecom	3000/3
		17846/2		£143.60	£23.94	£119.66	Onecom	2080/1
241001ONEC OM	31/10/24	17846	17846	£287.20	£47.87	£239.33	Onecom	3000/3
		17870/1		£10.14	£1.69	£8.45	Force Fresh Limited	2080/1
		17870/2		£10.14	£1.69	£8.45	Force Fresh Limited	2810/8
		17870/3		£10.13	£1.69	£8.44	Force Fresh Limited	2800/6
		17870/4		£10.13	£1.69	£8.44	Force Fresh Limited	2070/1
241001FFL2	31/10/24	17870	17870	£40.54	£6.76	£33.78	Force Fresh Limited	2080/1
							Telephone calls and broadband - office, JC	
							Window cleaning kit	

Total £89,901.75 £10,953.91 £78,947.84

PAPER E

Income Report

1st October to 31st October 2024

For presentation to Full Town Council on 28th November 2024

Name	Reason for payment	Amount of payment	Date
Hirer	Hire of JC September	£525.00	01/10/2024
G R Peachey & Son	Int. & Excl. RoB - Grave 1141	£752.00	01/10/2024
Hirer	Hire of JC October	£100.00	01/10/2024
Hirer	Hire of JC September	£120.00	03/10/2024
Hirer	Hire of JC November	£470.66	03/10/2024
Hirer	Hire of Pav September	£122.00	04/10/2024
Hirer	Hire of Pav September	£42.50	07/10/2024
Hirer	Hire of JC October	£60.00	07/10/2024
Ticket sales	Band concert	£19.66	07/10/2024
Hirer	Hire of JC & Pav August	£595.00	07/10/2024
Hirer	Hire of Pav July	£18.00	08/10/2024
HMRC	VAT return 01/07/24 - 30/09/24	£1,936.02	09/10/2024
Mildenhall Monumentals	Erection of H/S - Grave 992	£104.00	09/10/2024
Hirer	Hire of JC December	£98.31	09/10/2024
Ticket sales	Band concert	£4.92	10/10/2024
Hirer	Hire of JC & Pav September	£480.00	11/10/2024
G R Peachey & Son	Int. re-open GoR 18	£75.00	11/10/2024
Ticket sales	Band concert	£14.75	11/10/2024
Hirer	Hire of JC September	£282.00	14/10/2024
R J Pepper & Son	Int. re-open Grave 709	£121.00	14/10/2024
Ticket sales	Band concert	£19.66	14/10/2024
Hirer	Hire of JC September	£192.00	15/10/2024
Hirer	Hire of JC January 2025	£100.00	15/10/2024
Ticket sales	Band concert	£24.58	16/10/2024
Allotment	Rental	£14.75	16/10/2024
Allotment	Rental	£28.00	17/10/2024
Hirer	Hire of JC November	£133.70	17/10/2024
Hirer	Hire of JC September	£600.00	18/10/2024
Mildenhall Monumentals	Add. Inscr. GoR 18	£40.00	18/10/2024
Hirer	Hire of Pav October	£72.50	18/10/2024
Allotment	Rental	£14.75	18/10/2024
Hirer	Deposit - Hire of JC June 2025	£49.15	18/10/2024
Allotment	Rental	£21.02	18/10/2024
Allotment	Rental	£14.50	18/10/2024
Allotment	Rental	£48.00	18/10/2024
Hirer	Hire of Pav October	£34.00	21/10/2024
Allotment	Rental	£14.75	21/10/2024
Allotment	Rental	£24.50	21/10/2024
Allotment	Rental	£14.75	21/10/2024
Allotment	Rental	£14.75	21/10/2024
Allotment	Rental	£24.50	21/10/2024
Allotment	Rental	£14.75	21/10/2024
Allotment	Rental	£14.75	21/10/2024
Allotment	Rental	£48.00	21/10/2024
Ticket sales	Band concert	£41.30	21/10/2024
Allotment	Rental	£62.75	21/10/2024
Allotment	Rental	£14.75	22/10/2024
Allotment	Rental	£27.53	22/10/2024
Allotment	Rental	£74.72	22/10/2024
Allotment	Rental	£14.75	22/10/2024
Hirer	Hire of JC October	£60.00	23/10/2024
Allotment	Rental	£48.00	24/10/2024
Allotment	Rental	£28.00	24/10/2024
Allotment	Rental	£28.00	24/10/2024
Allotment	Rental	£14.75	24/10/2024
Allotment	Rental	£24.50	25/10/2024
Allotment	Rental	£14.75	25/10/2024
Allotment	Rental	£24.50	25/10/2024
Allotment	Rental	£61.69	25/10/2024
Allotment	Rental	£47.19	25/10/2024
Allotment	Rental	£14.75	28/10/2024
Allotment	Rental	£14.75	28/10/2024
Allotment	Rental	£14.75	28/10/2024
Hirer	Hire of Pav November	£85.00	28/10/2024
Allotment	Rental	£14.50	28/10/2024
Allotment	Rental	£24.50	29/10/2024
Allotment	Rental	£27.53	29/10/2024
Allotment	Rental	£14.50	29/10/2024
Allotment	Rental	£28.00	30/10/2024
Allotment	Rental	£14.75	30/10/2024
95 day interest account	Interest	£1,031.66	31/10/2024
32 day interest account	Interest	£299.09	31/10/2024

Total Income:

£9,689.14

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18th November 2024

Helen Symmons,
Legra Internal Audit

LegraIAS@outlook.com

2024/25 Interim Internal Audit Report for Mildenhall High Town Council

BASIS OF REPORT

This internal audit report is based upon the Practitioners Guide (Joint Panel on Accountability and Governance) Governance and Accountability for Smaller Authorities in England 2024 publication.

The scope of this internal audit is focused on **assessing the effectiveness of the Council's internal controls** and was outlined in the original Letter of Engagement. Where any such controls are found to be deficient, the internal audit will help lead to improvement in those processes. The Internal Audit Reports should, therefore, be made available to all Members to **support and inform them when they consider the Council's approval of the annual governance statement.**

By applying the principles of internal auditing, outlined in the current Accounts and Audit Regulations and applying the approach to internal audit testing outlined above, every effort is made to ensure that all internal audits are conducted with due professional care, integrity and independence. All conclusions derived from the audit are based upon objective and traceable evidence.

Please note: it would be incorrect to view internal audit as the detailed inspection of all records and transactions of the Council in order to detect error or fraud. Smaller authorities are required by the **Accounts and Audit Regulations 2015 to 'undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes'**. An internal audit is therefore a periodic **independent review of a Council's internal controls resulting in an assurance report designed to improve effectiveness and efficiency of the activities and operating procedures under the Council's control.** **Managing the Council's internal controls should be a day-to-day function of the staff and Councillors and not left for internal audit.** (Source: Governance and Accountability for Smaller Councils - A Practitioners' Guide 2024 – Section 4).

As Internal Auditor for Mildenhall High Town Council, I confirm that I am independent from the management of the financial controls and procedures of the Council and do not have any conflicts of interest with the Council, nor do I provide any management or financial assistance to the Council.

INTERIM AUDIT REPORT

I reviewed the documents provided and met with the Town Manager on 13th November 2024 and finalised the information on 18th November 2024.

The Town Manager has been in post for a number of years and is currently training up two new members of staff due to the retirement and resignation of two experienced administration staff.

AUDIT POINT	AUDIT FINDINGS	RECOMMENDATIONS & ACTIONS
<p>A. Appropriate accounting records properly kept throughout the financial year</p> <p>Book Keeping Arrangements</p>	<p><i>Appropriate books of account are being kept properly and are well maintained with good audit trails to indicate the dual control system currently in place between the Town Manager and Finance Officer.</i></p> <p><i>The Council use the Edge Accounting system and this is being used appropriately.</i></p> <p><i>Council minutes are up to date and have been appropriately signed and are sent to the District Council for archiving.</i></p>	<p>The reference to petty cash within the book keeping arrangements is not accurate as petty cash is not held nor used. This was highlighted in the Internal Audit for 2023/24. It is recommended that Edge be requested to amend the internal accounting system.</p>
<p>B. Financial Regulations complied with, payments supported by invoices, expenditure approved, VAT appropriately accounted for</p> <p>Document reviews, review of internal controls and decision making.</p>	<p><i>The Council's Financial Regulations have been met in that appropriate authorisations have been given for each level of expenditure, although it was noted that the Town Manager has no individual authority for expenditure on revenue items. Furthermore, there is a conflict with the amount authorised between Council and Committees.</i></p> <p><i>Payments were supported by invoices and had been certified by the Town Manager. Whilst expenditure was approved in the minutes there was no physical evidence of payment approval by bank signatories.</i></p>	<p>It is recommended that Financial Regulation 4.1 is considered by Council and clear levels are set e.g. Town Manager for any items below £500; a duly delegated committee for items over £1000 and below £5,000</p> <p>It is recommended a system of internal control is introduced where it is evidenced that payments are authorised by bank signatories to conform with Financial Regulation 6.</p> <p>It is recommended that members (perhaps on a rotating basis) select quarterly and at random, a month of expenditure and verify that payments are certified by the Town Manager and that two Councillors have evidenced their approval for payment.</p>

<p>C. Risk management & Insurance</p>	<p><i>The Council has a Risk Management Strategy and is due to undertake a Risk review in February 2025, although it is noted for that on the website the Risk review document has not been updated with the February 2024 review date.</i></p> <p><i>An annual insurance review has been undertaken with a long-term arrangement due to expire in 2027.</i></p>	<p><i>The 2024/25 Risk Review will be checked at Final Audit including the external safety/risk reviews undertaken on assets and evidence of regular visual checks by Council staff and any operational risk registers.</i></p> <p><i>It is recommended that Council check with regard to the insurance arrangement for the Civic regalia when not secured at the Council offices.</i></p> <p><i>It is recommended that valuations are undertaken on building premises based on rebuild costs to ensure appropriate levels of insurance cover are in place.</i></p>
<p><i>Review of internal controls</i></p>	<p><i>The Council reviewed the 23/24 internal audit and there is evidence of compliance with the recommendations contained therein albeit sporadic at times.</i></p> <p><i>A mid-term financial strategic review is currently being undertaken</i></p> <p><i>The Town Manager is being proactive in ensuring systems of internal control are in place.</i></p> <p><i>There was no evidence of a Data Protection/GDPR policy</i></p>	<p><i>There is evidence that there are current staffing pressures with heavy reliance on the Town Manager. Fundamentally the office appears understaffed. This means that some best practices with regard to administration are not consistent in such a busy Council. It is recommended that consideration be given to undertaking a staffing review as soon as possible especially given the high turnover of staff recently.</i></p> <p><i>The draft document provided by the Town Manager was very comprehensive and the recommendations within will provide excellent risk management and business continuity tools for Council. Contingency planning should also include a staff continuity plan.</i></p> <p><i>Council needs to ensure members undertake the checks and balances expected of them to safeguard public money</i></p> <p><i>Recommended that additional data protection policies are introduced along with consideration of a Subject Access Requests policy as the Council processes personal data</i></p>

<p>D. Budget, Precept and Reserves</p> <p>Review of internal controls, monitoring and decision making</p>	<p><i>The annual Precept will be set later in the year after budget setting. It was noted that the precept for 2024/25 was set without the District Council confirming the tax base figure.</i></p> <p><i>Progress against the budget is being monitored and evidenced in minutes.</i></p> <p><i>Reserve movements are made at the year end and the Reserves policy is reviewed annually.</i></p> <p><i>The budgeting process for 2025/26 is underway and will be approved prior to the setting of the precept.</i></p>	<p>Fortunately, the tax base did not change from 2023/24 but in future the Precept (especially the Band D figure) should only be set in principal until the tax base figure is confirmed by the District Council. It is best practice to quote the Band D precept at the same time as a total precept and this is recommended to be done in future.</p> <p>It is recommended that budget v actuals monitoring information is available on the website as there is sporadic inclusion as a report with the agenda.</p>
<p>E. Income</p> <p>Review of internal controls, banking and VAT accounting</p>	<p><i>Expected income was fully received and properly recorded. There was evidence of proactive action with regard to late payments.</i></p> <p><i>It was not possible to verify that the precept received during the year agreed to the precept raised by Council as it has not been recorded on the approved receipts.</i></p> <p><i>The allotment fees and charges have been reviewed but the notice given to allotment tenants does not conform to the law of allotments.</i></p>	<p>It is recommended that all income is recorded in future on the approved receipts list when received.</p> <p>It is recommended that the Council review the allotment tenancy agreement to ensure compliance with Allotment laws.</p> <p>A review of any cash handling will be undertaken at the Final audit review</p>

F. Petty Cash			
Review of internal controls, decision making and VAT accounting	<i>Petty cash is not operated by the Council. An internal amount exists in the Edge system.</i>		It is recommended that Edge be requested to make the necessary arrangement to delete this from the internal accounts package
G. Payroll			
Review of process, internal controls and decision making	<i>Staff have contracts of employment and right to work checks are carried out. Payroll software is used. Pension contributions are being appropriately made. Salaries to employees were paid in accordance with Council approvals. A comprehensive Staff appraisal system is undertaken</i>		A check will be made at the final audit review with regard to Financial Regulation 4.4 As staff are covered by the Green book conditions then a check should be made on the insurance policy to ensure the cover matches Green book clauses in the event of personal injury etc.
H. Assets, Investments and Loans			
Review of registers, policies and records	<i>Work on the Council's asset register has been ongoing since 2019. An Investment policy is reviewed annually.</i>		This will be reviewed at the final audit
I. Bank Reconciliations			
Review of internal controls	<i>Monthly bank reconciliations are being undertaken by staff and whilst signed by Council, there is no evidence to indicate that Councillors have looked beyond the bank statement totals.</i>		In accordance with the Council's Financial Regulation 2.6, Council should evidence that this internal control is being undertaken. A system needs to be implemented for Councillors to undertake this important internal control.
J. Accounting Statements			
Review of process			This will be undertaken at the final audit review
K. Limited Assurance Review			
Criteria review	<i>The Council does not meet the exemption criteria.</i>		

<p>L. Transparency Code</p>	<p>Review of published information on website</p>	<p><i>Mildenhall High Town Council needs to comply with the Local Government Transparency Code 2015 as expenditure exceeds £200k.</i></p> <p><i>The Council's website recognises WCAG 2.2AA compliancy in respect of the Accessibility Regulations.</i></p> <p><i>Five years of finance information including the AGAR is available on the website.</i></p> <p><i>It was noted that not all Councillors have Council email addresses</i></p>	<p>The Council need to ensure that they meet all aspects of the expectations of the Code. Easy to understand details of what should be published can be found here Transparency - Weymouth Town Council Weymouth Town Council</p> <p>The Council's website is comprehensive and easy to navigate.</p> <p>It is recommended all Councillors have Council email addresses. The ICO has the power to inspect personal devices in cases of complaints made by residents in GDPR matters.</p>
<p>M. Exercise of Public Rights</p>	<p>Review of 2023/24</p>	<p><i>The Council published the exercise of public rights notice on the website and noticeboard with the following dates: 3rd June to 12th July inclusive. This appropriately included the first 10 working days of July.</i></p>	
<p>N. AGAR publication</p>	<p>Review of 2023/24</p>	<p><i>The Parish Council has complied with the publication requirements for the 2023/24 AGAR, although the notice of conclusion template has not been completed and published.</i></p>	<p>Whilst the completion letter from the external auditor has been published the publication of the Notice of Conclusion is required. This should be completed and published.</p>
<p>O. Trust Funds</p>	<p>Review if applicable</p>	<p><i>The Parish Council has recently discovered that it is a Trustee of recreational land. There are no trust funds. The previous Clerk has been submitting Trust returns unbeknownst to Council</i></p>	<p>As Internal Auditor I will ensure that Council now correctly acknowledge this position and that they are undertaking what is expected in terms of reporting this.</p>

Transparency Compliant		
PROCESS	FINDINGS	RECOMMENDATIONS & ACTIONS
1. Review of Internal Audit 2023/24 considered and actioned		
Good Practice	<i>The Internal Audit was reviewed by Council. There is evidence that some actions have been taken, albeit implementation has been sporadic.</i>	It is recommended that the recommendations are implemented consistently.
2. External Audit recommendations 2023/24 considered and actioned		
Good Practice	<i>The Conclusion of Audit report has been received for 23/24 and published on the website. There were no Qualifications</i>	
3. Compliance with Transparency Code		
Good Practice / Legal conformity	<i>There are elements missing e.g. Deeds & Titles are not currently shown on the Asset Register.</i>	To be reviewed at the Final Audit

Further Recommendations:

With the induction of new staff taking place on my visit, internal training was underway. External training via the County Association or SLCC would also be of benefit e.g. allotments. Additionally, Councillor training on Roles and Responsibilities may provide further insight as to the differences of staff and Councillor roles and what is expected to ensure best practice and correct governance. Staff should be supported in training as it will be of great benefit, not only to professional development, but to the Council.

Conclusion

It is evident that Mildenhall High Town Council is a very proactive busy Council. The above are recommendations to help the Council improve its processes and in no way detract from the work it, and the Town Manager and his team have already done. The Council are to be commended for employing a dedicated and able administrative team but Councillor support does need to be forthcoming to ensure that Council continues to safe guard public money competently and maintains its duty of care towards staff.

The electorate number of Mildenhall High Town Council was not provided at the time of the review but the Precept for the year 24/25 was set at £339,158

The Town Manager has introduced competent arrangements over the years and continues to seek improvement in order to ensure that Council's systems of internal financial control are transparent and effective. With experienced staff leaving at the same time, Council should recognise the disruption this will cause and the increase in the workload of the Town Manager in this interim period and provide the necessary support.

There are approval and authorisation controls to minimise risk, albeit these need review. Councillors do need to take an active role in ensuring they complete the relevant parts of their internal control responsibilities

My thanks are given to the Town Manager and his staff in providing documents on time and for their assistance which has ensured the smooth progress of the review process.

This report should be noted and taken to the next meeting of the Council for minuting to inform them of the Internal Audit work carried out.

If you would like any further assistance or clarification, please do contact me.

Helen Symmons

**Legra Internal Audit Service
Internal Auditor**

1

Internal Audit Action Plan

Full Town Council - 28th November 2024

This report has drawn out all recommendations from the Internal Auditor after the initial interim report. My comments and suggestions on how we address these are in **RED** below

Recommendation One

The reference to petty cash within the book-keeping arrangements is not accurate as petty cash is not held nor used. This was highlighted in the Internal Audit for 2023/24. It is recommended that Edge be requested to amend the internal accounting system.

This is in train with Edge as agreed at the last Internal Audit action plan.

Recommendation Two

It is recommended that Financial Regulation 4.1 is considered by Council and clear levels are set e.g. Town Manager for any items below £500; a duly delegated committee for items over £1000 and below £5,000.

Full Council has agreed levels of £5,000 for Town Manager in emergencies, £1,000 to £5,000 for committees. After speaking with the auditor, I believe a return to £1,000 for the Town Manager and staying with £1-5,000 for committees would be appropriate. This should be reviewed by the Establishment and Policy Committee in February.

Recommendation Three

It is recommended a system of internal control is introduced where it is evidenced that payments are authorised by bank signatories to conform with Financial Regulation 6.

The system of internal controls exist as a policy. The Town Manager will draw up a rota for inspection for all Councillors and an appropriate monitoring document. This will be presented to the January Full Town Council meeting.

Recommendation Four

It is recommended that members (perhaps on a rotating basis) select quarterly and at random, a month of expenditure and verify that payments are certified by the Town Manager and that two Councillors have evidenced their approval for payment.

The Town Manager will draw up a rota for inspection for all Councillors and an appropriate monitoring document. This will be presented to the January Full Town Council meeting.

2 STAFF

Recommendation Five

Staff are experiencing difficulties with only 4 bank signatories using the online banking system for payment. This has resulted in at least one potential breach of staff contracts with regard to salary payments. It is recommended that a review be undertaken and the number of bank signatories be increased to at least 6 councillors. Additionally, Council may wish to consider an alternative administration method for making payments as long as they are authorised by bank signatories and made under dual control.

A proposal will be brought to the December Full Town Council meeting, to appoint two further signatories. Unless the Council would like to appoint them immediately at this meeting.

Recommendation Six

Having reviewed a draft version of the Procurement Policy, it is recommended that medium spend commitments are considered as those exceeding £1,000 but below £25,000. This is because Council will require more than just 3 quotations for contract values above £25,000 + VAT. It is also recommended that major spend commitments be stated as expenditure exceeding £25,000. A system where a minimum of four tenders for amounts exceeding £40,000 as currently stated on the draft policy will not be sufficient action in accordance with The Public Contracts Regulations 2015 and therefore the draft policy is contradictory.

After speaking with the auditor I agree that the level should be left at £25,000 (exc. VAT) before the tender process is activated. This is to future-proof the Council and keep the process role based rather than person based.

Recommendation Seven

It is recommended that a system of confirming grant applications is introduced to avoid any breaches of GDPR.

Grant applications will be redacted from Full Town Council packs published on the website immediately.

Recommendation Eight

It is recommended that Council check with regard to the insurance arrangement for the Civic regalia when not secured at the Council offices.

This will be immediately checked and rectified if necessary. If there are any problems with storage and risk/cost to Council then this will be discussed between the Town Manager and holders of any regalia.

Recommendation Nine

It is recommended that valuations are undertaken on building premises based on rebuild costs to ensure appropriate levels of insurance cover are in place.

The process for this will be brought to the attention of the Establishment and Policy Committee in February where the Asset Register and insurance is also reviewed.

Recommendation Ten

There is evidence that there are current staffing pressures with heavy reliance on the Town Manager. Fundamentally the office appears understaffed. This means that some best practices with regard to administration are not consistent in such a busy Council. It is recommended that consideration be given to undertaking a staffing review as soon as possible especially given the high turnover of staff recently.

This item will be put to the next meeting of the Personnel Committee.

Recommendation Eleven

The draft documents (Mid-Term Financial Strategy) provided by the Town Manager was very comprehensive and the recommendations within will provide excellent risk management and business continuity tools for Council. Contingency planning should also include a staff continuity plan.

It is recommended that the Mid-Term Financial Strategy is adopted and a staff continuity plan should be developed by the Personnel Committee.

Recommendation Twelve

Council needs to ensure members undertake the checks and balances expected of them to safeguard public money.

The Town Manager will draw up a rota for inspection for all Councillors and an appropriate monitoring document. This will be presented to the January Full Town Council meeting.

Recommendation Thirteen

Recommended that additional data protection policies are introduced along with consideration of a Subject Access Requests policy as the Council processes personal data

The Town Manager to assess existing GDPR, FOI and Privacy Policies and submit an enhanced document to the next meeting of the Establishment and Policy Committee.

Recommendation Fourteen

Fortunately, the tax base did not change from 2023/24 but in future the Precept (especially the Band D figure) should only be set in principal until the tax base figure is confirmed by the District Council. It is best practice to quote the Band D precept at the same time as a total precept and this is recommended to be done in future.

This was an oversight due to the late delivery of the tax base from West Suffolk Council in 2023/4 – steps have been taken to correct this at the December 2024 meeting where budget and precept are signed off.

Recommendation Fifteen

It is recommended that budget v actuals monitoring information is available on the website as there is sporadic inclusion as a report with the agenda.

Town Manager will ensure packs are published and brought up to date in the future.

Recommendation Sixteen

It is recommended that all income is recorded in future on the approved receipts list when received.

This needs to be clarified with auditor as all income is recorded as far as the Office team can establish.

Recommendation Seventeen

It is recommended that the Council review the allotment tenancy agreement to ensure compliance with Allotment laws.

Allotment Act 1908 states that unless a suitable clause is recorded in the Allotment Licences which states the amount of notice the Council needs to give to allotment holders is 12 months. Therefore with a 1st October 2024 renewal date, prices should have been sent and communicated to plot holders no later than 1st October 2023. Currently the prices are set at the September Full Town Council meeting the same year as the 1st October renewals.

It is too late to do anything this year. But I recommend that the allotment prices and licences are reviewed in June 2025 and a clause stating three-month notice be added. This allows for the allotment renewal process to take place in July 2025 and give the Council and plot holders three-months to respond.

Recommendation Eighteen

It is recommended that Edge be requested to make the necessary arrangement to delete this from the internal accounts package (Petty Cash)

See recommendation one.

Recommendation Nineteen

As staff are covered by the Green book conditions then a check should be made on the insurance policy to ensure the cover matches Green book clauses in the event of personal injury etc.

This has been checked and insurance is adequate.

Recommendation Twenty

In accordance with the Council's Financial Regulation 2.6, Council should evidence that this internal control is being undertaken. A system needs to be implemented for Councillors to undertake this important internal control.

See recommendation three.

Recommendation Twenty-One

The Council need to ensure that they meet all aspects of the expectations of the Code. It is recommended all Councillors have Council email addresses. The ICO has the power to inspect personal devices in cases of complaints made by residents in GDPR matters.

It is recommended that all Councillors take up .GOV email addresses or be made aware of the risks in using personal email addresses and the possibility that personal devices may be seized in the event of a breach.

Recommendation Twenty-Two

Whilst the completion letter from the external auditor has been published the publication of the Notice of Conclusion is required. This should be completed and published.

This had been published.

Mark Knight – Town Manager – November 2024

MILDENHALL HIGH TOWN COUNCIL

The Pavilion, Recreation Way, Mildenhall, Bury St. Edmunds, Suffolk. IP28 7HG

PAPER H



APPLICATION FOR GRANT

Please note that this form should be read and completed in association with the Mildenhall High Town Council Grant Policy. If you do not have a copy of this policy please contact the office.

1 Name of Organisation: Mildenhall Town Youth Development Football Club

2 Name and address of applicant: Trevor Bennett C/O Mildenhall Town FC, Recreation Way, Mildenhall, Suffolk IP28 7HG

3 What are the objectives of your organisation?

We run Mildenhall Town Youth Development Football Club and we are trying to grow the club so that we can provide football teams for both boys and girls who live and go to school in the local area.

We had only 3 teams last season and this was mainly down to the lack of facilities and pitches available.

We have worked hard to establish 2 more teams this season offering football for u9, u10, u11, u12 and u13 age groups for both boys and girls.

We are currently in the process of setting up an u7 and two u8 teams making our total 8 teams with a plan to introduce more teams next season.

The children were all effected by lockdown and therefore lacked being able to get outside and play and this caused children to suffer from a lack of social connections, fitness and mental wellbeing.

We are offering them the chance to be part of a team, to have fun while exercising and increasing their mental health, establishing friendships and promoting Mildenhall in the local football leagues.

We have found that the children are really enjoying part of our club, they are proud to wear their kits and already their parents are telling us how improved their children are in their mental health.

To grow this club we need equipment, goals, kits, balls, first aid kits, all coaches need to attend the appropriate courses and this all costs money. We are also wanting to move our youth set up to Barton Mills and currently the changing facility there is in a dire state and needs a new kitchen, flooring and decoration. This will provide a safe place to change for the boys and girls.

We are asking for £500 to help with this.

4 Is membership/support open to any resident of Mildenhall, regardless of sex, age, ethnic origin, religion, disability or sexual orientation? If not, please give reason:

Yes

5 Amount of grant applied for £500

6 Purpose for which the money will be used. Please explain clearly and simply the reason for your request.

Equipment that new football teams will need to compete in the local leagues

Funds to help with the redecoration of Barton Mills changing rooms making this a clean, safe space for the boys and girls

7 Have you applied for grant aid to any other organisation (including local authorities)? If so, to whom (please give details of the decision on your application):

Yes

West Suffolk Council - successful

Lance Stanbury – waiting a decision

Suffolk Community Grant - successful

8 Is there anything else you wish the Town Council to take into account when considering this application?

We want Mildenhall Town Youth Development Football Club to grow and grow offering a team for every age group including girls only teams, promoting health and wellbeing for all the children who live in the local area.

We want our football teams to be more visual in the town and are looking at starting litter picks in the local areas with the children in their kits, giving back to the community

9 Please ensure that you have attached up to date accounts in support of this application.

I agree to the Principles of Grant Aid as set out by Mildenhall High Town Council

**Signed
Consent Form**

Dated

Your privacy is important to us and we would like to communicate with you regarding your application for financial assistance. To do so we need your consent. Please confirm your consent. You can find out more about how we use your data from our "Privacy Notice" which is available from our website or from the Council Offices.

Yes, please, I would like to receive communication by telephone / post / email

Signed _____ dated _____

Full Council

NOVEMBER 2024

Number	Subject	Date of resolution	Resolution	Minute	Notes
1	RIVERBANK PROJECT	28th March 2024	To set up a stakeholder meeting to address concerns about the scale of the project.	231.7	Chased 15th November. No response.
2	IT PROVISION	27th June 2024	To delegate authority to the Town Manager and Senior Administrator to investigate the specification for the IT upgrades.	52.3	Will be on agenda for January 2025.
3	DECARBONISATION FUND APPLICATION	25th July 2024	To make an application to the West Suffolk Council fund for solar battery storage, LED lights and panels.	65	Grant received, this will now become a project.
4	ELECTRIC CHARGING POINTS	25th July 2024	To join the tender agreement with Connected Kerb brokered by Suffolk County Council.	71.2	Signed up to agreement. Site survey took place on 13th August. Awaiting contract for signature.
5	SHARED PROSPERITY FUND	25th July 2024	AGREED to make an application, all Councillors to submit ideas to the Town Manager and the Amenities and Operations Committee given authority to approve the final application in September.	71.6	Agreed at Amenities and Operations Committee on 2nd September. Grant application submitted.
6	JUBILEE CENTRE ROOF REPAIR	6th August 2024	To appoint a contractor for the works.	81	On agenda for November 2024.
7	PEST CONTROL CONTRACT	26th September 2024	To liaise with the Grounds Team and one Councillor to produce an alternative specification.	97.4	On agenda for November 2024.
8	ALLOTMENT SAFETY	24th October	To purchase anti climb paint and investigate the installation of Trail Cameras.	119	Will be on agenda for December 2024.
9	SCOUT ASSOCIATION LEASE	24th October	To honour the 2015 agreement to transfer the lease and instruct a solicitor.	121.4	In progress, solicitor instructed and Scout Association aware.

10	PLAY AREA GOVERNANCE	24th October	Town Manager to complete the agreed list of works to set up the governance for the Play Area Trust.	121.3	No further progress since October.
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bbels K

Grounds Action Sheet

NOVEMBER 2024

Number	Subject	Date added	Exact Action	Update
1	Signage Audit.	1st July 2024	Survey of existing signage, clear vegetation and identify those needing replacement/repair.	Site visits took place on 23rd October. Signs will be ordered asap.
2	Door to pump house.	1st July 2024	Fix door to pump house and risk assess access.	Assessed on 20th October. Being costed.
3	Jet Wash.	1st July 2024	Use jet wash on Car Park and Thetford Road Cemetery.	Scheduled for 14th November. Due to staff absence Caretakers will be approached.
4	Foliage Clearance.	1st July 2024	Clear all foliage around car park and path by Lark Road Allotments.	Contractor is pricing up works. Will include clearance to gate.
5	Fencing at Riverside Allotments	1st July 2024	Repair fence to allow for screening to be put up/check rest of fenceline.	COMPLETE.
6	Box in electrics at Riverside Allotments.	15th August 2024	Weather proof existing electrics.	Contractor has been approached.
7	Foliage in Car Park	31st October 2024	Cut back area around balancing pond.	Was Assistant Groundskeeper. Head Groundskeeper will do after Merry Mildenhall.
8	Bug Hotels	5th November 2024	Put up Bug Hotels.	Will be put up when viable locations are established.
9	Cemetery Benches	5th November 2024	Install stakes and straps to hold down benches as instructed.	Will be done w/c 2nd December.

10	Shed Door at Cemetery	18th November 2024	Fix Shed Door at Cemetery.	Head Groundskeeper will attempt w/c 25th November.
11	Litter at Cemetery	18th November 2024	Awareness of Litter on site. Check daily.	Will be checked daily and picked up by head Groundskeeper. Any larger issue to be reported to Office Team.
12	Troughs at Allotments	18th November 2024	Install troughs when received.	Not yet received.

Pest Control Contractor Report

Full Town Council – 28th November 2024

Background

- The Town Council requested that they move from a reactive to a proactive pest control contract in their last meeting.
- At the September meeting of the Full Town Council the Town Manager was asked to consult with Cllr. Shipp about the quotes and spec and represent the paper with any necessary changes.
- There have been no changes and the paper is presented as is with the agreement of Cllr. Shipp.

Specification

- 10 visits per year (5 weekly) to address rats and mice at the Jubilee Centre, The Pavilion and other Council buildings.
- Flat rate for mole control at the Thetford Road Cemetery.
- One off cost for wasp nest removal.
- Membership of trade organisations and appropriate insurances in place.

Points to consider

- There is an additional concern regarding bird control at the Jubilee Centre, however due to the roof repairs which have begun the removal and replacement of the solar panels will ensure that the control spikes are in place when these are replaced. Normal daily inspections of these spikes will negate the need for this to be managed by a third party. But repairs will be needed if these spikes every deteriorate.
- It is also possible to put in a one way 'exit' door in the spikes to allow pigeons who do become trapped underneath to leave, but not return.



Quotes (exc. VAT)

	1	2	3
Rats and Mice (10 visits per year)	£900	£750	£870
Flat rate for mole management at cemetery	£990	£1,020	£1,100
Removal of wasp nests.	£75	£75	£80
£10m Public Liability confirmed	Yes.	Yes.	Yes.
Membership of trade bodies confirmed.	Yes	Yes	Yes

Recommendation

I would recommend quote 2 due to the exact nature of the specifications and it being the cheapest price.

Mark Knight – Town Manager – November 2024

Jubilee Centre Roof Repair Report

Full Town Council – November 2024

Background

The Jubilee Centre roof is currently being repair after expensive leaking over the past few years.

Aspect Roofing have been appointed to the job after a tendering process and entering into a framework agreement administered by Eastern Procurement Ltd.

Progress

Due to the timing of the October and November Full Town Council meetings most of the work has taken place in the period between these meetings. However, the Town Manager and Cllrs. Isted and Manns were given delegated authority to deal with any issues as they arose.

Variations and confirmations to fee

1. Provisional sum for repairs to existing UPVC rainwater goods and fascia/bargeboards: As per SMP, £350.00
2. Provisional sum for repairs/improvements to SVPs: **Not required, omit £200.00**
3. Provisional sum for replacement rooflight flashing kits. **Required, at £1,500.00**
4. Provisional sum for additional replacement reclaimed Redland Delta tiles, per each (25% included for): **The 25% will be sufficient, this has been confirmed.**
5. Provisional sum for replacement components, fixings, brackets for Solar Panels: Some replacement screws/clips and all new birdblockers will be required, all for the sum of £1,370.00 – Provisional sum was £1,000.00. **An addition of £370.**
6. Provisional sum for repairs/improvements to ducts: The existing lead is sufficient, but requires extra batten supports and welting to the back gutters, all for the sum of £300.00 – provisional sum was £700.00. **A reduction of £400.**
7. Provisional sum for additional replacement Redland Delta ridge tiles, per each (50% included for): The 50% will be sufficient, this is confirmed. **No change.**
8. Supply and install 100mm Celotex foil faced rigid insulation boards between rafters to full rear roof area: As per email below and have double checked on site today, all for the sum of £8,050.00 + vat. **No change.**
9. Extra flashing kits over forecast number. £150.00 each, a total of £1,500.00 + vat. **No change.**

Cllr. Manns comments:

Small additions and subtractions are normal at this stage of the project. The ventilation and insulating replacement is necessary, ventilation should have been provided originally, the existing insulation was damp mainly due to this omission and has had to be replaced. As discussed before, assumptions were made by contractor when they priced the job based on best knowledge of construction which in my opinion is fair and reasonable.

Issue

Side Flat roof

A check of the roof and the existing single ply membrane has failed, and won't be suitable for a liquid coating as per allowed for on the SMP for £1,555.68 + vat. This will therefore need a full-roof replacement.

This would need to be quoted for immediate work or could be treated as a separate future project. Please note that Aspect's earliest availability for a flat roofing team is currently in January.

Cllr. Manns comments: *In my opinion this work is necessary, so obtaining a quote from them is an obvious way forward, ideally, it would make sense sticking with same contractor for this work due to the fact that we would have only one contractor to chase should future failures occur in the future.*

Timeframe

At time of writing (21st November 2024) this is the most recent report from the contractor:

Completion of the other parts of the roof Friday 22/11/24, just leaving flashing kits to be fitted the next week.

The electricians were running a day behind and started yesterday (20th) instead of on Monday (18th) as planned; and should complete the re-installation of the solar panels on Tuesday 26/11/24.

Provisionally booked in the scaffolding to be removed on the 28th and 29th November, subject to the flashing kits and the completion of the solar panel works.

Mark Knight – Town Manager – November 2024

Streetlight Request – Downing Close

Full Town Council – November 2024

Background

The Town Council has received a request from Flagship Housing to remove two streetlight columns in Downing Close:

“With regards to lamp columns 630 & 632 in Downing Close by our plots 1 & 2 we will require these and three others to be removed, two which are at the rear of our plot 3 (1no rear garden 1no in the parking bays) columns 1932 & 1931. The last one is in Emmanuel Close plot 3 gable column 2074.”

The three others which are referenced are owned by West Suffolk Council and Flagship Housing have also similarly approached them. These columns are:

- **1932** Downing Close plot 3 lamp columns in rear garden and car parking.
- **1931** Downing Close plot 1 lamp column outside front entrance obstructing the front door canopy.

Suffolk County Council potentially own the column in Emmanuel Close (2074). Although this is not confirmed.

After receiving this request I have asked if suitable replacements would be put in place and who would be responsible for maintaining them. I received this response:

“Further to your earlier email we will not be replacing them as we will be installing dawn to dusk lights on the front doors.”

Next Steps

If the Town Council wishes to dispose of any asset then this must be done by a resolution. Financial regulations state that if the asset has a value of over £1,000 then this must be subject to a disposal, effectively a reversal of the procurement ‘three quotes’ process. However, Council can also suspend Standing Orders to bypass this.

Recommendation

It is difficult to come up with a recommendation for this situation as it would be hard to know what the area would look like with a new lighting layout. It does appear that the new lighting system would not be maintained by the Town Council and the Council would not be paying for electricity either.

A visual inspection also proved unhelpful without seeing the new planned works. I believe this is an issue best resolved by those who know the area best.

Mark Knight – Town Manager – November 2024

PLATE 1

—

Offer of Highways Locality Funding from County Councillor Stanbury

Full Town Council – 28th November 2024

We have received the following offer from C Cllr. Stanbury after a successful bid by them for £19,000 of capital works across the whole Mildenhall division (also includes other smaller Councils).

“This capital funding is for permanent assets only, and I have listed some examples below. It does not cover items that would be regarded as day-to-day maintenance items, such as re-painting white lines or cutting back weed/hedge growth. The funding can sometimes be used more effectively if it is applied to a single area with multiple defects, for example a road with several highways, drainage of pathway issues.”

“Examples of permanent criteria

- Small Potholes (those that are not large enough to meet the repair criterion via the reporting portal)
- Signs
- Drains
- Gateways
- Bollards
- Pavement defects

I will need the following please:

1. Nature of repair/investment
2. Precise location – please use www.what3words.com for better accuracy
3. Photo if possible
4. Please indicate if this has already been reported.”

Mark Knight – Town Manager – November 2024

0 93779

Delegated Planning Decisions

Full Town Council – 28th November 2024

The Planning Scheme of Delegation states that any planning application with a response date before the next Planning Committee meeting can be decided by the Chair of the Planning Committee and the Town Manager, after consulting widely with the Council via email. If no extension to date is given.

As the Planning Committee was moved to immediately before Full Town Council in November the following four applications fitted this criteria and the Scheme of Delegation was used.

The Full Town Council must be informed of any use of delegated powers and these are detailed below:

- 5.1 **DC/24/1432/RM** – Reserved matters application – a. submission of details under DC/21/1950/OUT – widening of vehicular access at entrance to site b. discharge of condition 6 (surface water) of DC/21/1950/OUT – Staithe House, 2B Hereward Avenue, Mildenhall - **SUPPORT**

- 5.2 **DC/24/1386/ADV** – Application for advertisement consent – two non illuminated interchangeable advertising signs – J K H Drainage Units Ltd, Chiswick Avenue, Mildenhall - **SUPPORT**

- 5.3 **DC/24/1528/TCA** – Trees in Conservation Area Notification – Group of Plum trees (G1 on plan) reduce height by up to 2.5 metres, proportionately reduce length of branches that overhang the driveway of The Vicarage, crown lift over the driveway to 2.5 metres above ground level and prune to clear annexe by up to 0.5 metres, One Crab apple (T2 on plan) remove two branches in contact with the overhead telephone line, shortening branches in length by up to 1 metre – 8 Church Walk, Mildenhall - **SUPPORT**

- 5.4 **DC/24/1473/FUL** – Planning application – a. removal of smoking shelter to front elevation b. rear porch/lobby and changes to existing rear elevation windows c. two timber arches d. exterior decoration e. covered pergolas to rear garden f. new boundary treatments g. raised planters – Half Moon Inn, 103 Kingsway, Mildenhall – **SUPPORT**

Mark Knight – Town Manager – November 2024

पु. प्रकाशक

MINUTES OF THE COMMUNICATIONS AND EVENTS COMMITTEE MEETING HELD ON

THURSDAY 4th JULY 2024 AT 7.00pm

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

Present:

- Cllr. Bristow
- Cllr. Chipping (Chair from item 1)
- Cllr. Harrington (Vice-Chair from item 2)
- Cllr. Leaman
- Cllr. Roberts

In attendance: Mr. M Knight (Town Manager).

1. TO ELECT A CHAIR FOR THIS COMMITTEE

Cllr. Leaman proposed Cllr. Chipping for the position of chair, with no other proposals this was seconded by Cllr. Bristow and Cllr. Chipping was elected chair of this committee, all in favour.

2. TO ELECT A VICE-CHAIR FOR THIS COMMITTEE

Cllr. Bristow proposed Cllr. Harrington for the position of vice-chair, with no other proposals this was seconded by Cllr. Leaman and Cllr. Harrington was elected vice-chair of this committee, all in favour.

3. APOLOGIES AND ACCEPTANCE FOR ABSENCE

Apologies were received and accepted from Cllrs. Boreham and Lemiesz.

4. **DECLARATIONS OF INTERESTS AND DISPENSATIONS**

None.

5. **PUBLIC PARTICIPATION**

None.

6. **TO RECEIVE APPROVAL OF MINUTES OF THE MEETING HELD ON 2nd MAY 2024 FROM THOSE MEMBERS PRESENT AT THE MEETING**

It was **RESOLVED** to adopt the minutes with no changes. Proposed by Cllr. Bristow and seconded by Cllr. Harrington. All in favour.

7. **TO CO-OPT MEMEBRS TO THIS COMMITTEE**

With no other Councillors being present no nominations were presented.

8. **TO REVIEW AND RECOMMEND TO THE FULL TOWN COUNCIL THE TERMS OF REFERENCE FOR THIS COMMITTEE**

The document was discussed and it was **AGREED** to recommend no changes to the Full Town Council at this time. Proposed by Cllr. Chipping, seconded by Cllr. Harrington, all in favour.

9. **STANDING ITEMS**

9.1 **TO RECEIVE THE UPDATED ACTION SHEET**

It was **AGREED** to arrange some Councillor surgeries open to the general public, possibly in the form of a coffee morning where Councillors can be available and offer support to the local community.

It was also **AGREED** to add all events to the Standing Items part of the agenda in future to allow for freer discussion and that this should not appear on an action sheet due to the ongoing nature of the events calendar.

It was also **AGREED** to ask the Town Manager and Senior Administrator to work to reformat the action sheet to identify specific timescales and remove completed items with review dates added.

9.2 TO REVIEW THE MARKETING ACTION PLAN

It was **AGREED** to carry on with the action plan as detailed. All Councillors were reminded to forward any photos of events to the Senior Administrator so these can be shared on the website and social media in a timely manner.

10. GENERAL MATTERS

10.1 TO RECEIVE AN UPDATE ON THE 90TH RAF MILDENHALL AND MACPHERSON AIR RACE CELEBRATIONS

The calendar of events was discussed and it was **AGREED** that there was a good variety of events involving both occasions. It was agreed to add Lark in the Park to the list as well.

10.2 TO REVIEW THE D-DAY CELEBRATIONS

Attendance at the Tea Dance and wreath laying/beacon lighting event was well attended and was a good format. It was thought that if a similar event occurred in the future (the VE 80th Anniversary in 2025 was suggested) that a food van and some activities for children would be suitable.

10.3 VERBAL UPDATE ON LARK IN THE PARK

Much discussion took place regarding the event which was now confirmed as taking place on the Jubilee Field. The updated Risk Assessment and Safety Plan were presented and it was agreed to abide by the details and conditions within the documents to ensure a safely delivered event.

It was **AGREED** that the Council were obligated to provide a theme of the 90th Anniversary of RAF Mildenhall and it was requested that the Senior Administrator contact the base for assistance and volunteers for this theme.

Cllr. Chipping advised that they had contacted a few acts who would be suitable and the details would be forwarded to the Senior Administrator.

A report from the Senior Administrator was also received which detailed who could and could not attend as well as a budget update. It was also detailed what staff could work due to the change in date. The Town Manager confirmed he would be working for the event. It was clarified that at least five Council staff or Councillors needed to be working for the event in order to comply with the Temporary Events Notice Licence – the Senior Administrator would contact all Councillors and draw up a rota in conjunction with the staff.

10.4 TO DISCUSS AND AGREE A BAND FOR THE BAND CONCERT

It was **AGREED** to approach Miss Holliday and the Swingtones for the concert at a cost of £600. It was further **AGREED** that the start of the event should be focussed on more socialising to address the shorter performance time.

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

10.5 TO REVIEW CONTENT ON THE WEBSITE AND SUGGEST NEW PAGES

It was **AGREED** to add pages on local groups, a what's on and a page for outside bodies to the website. Proposed by Cllr. Leaman, seconded by Cllr. Bristow, all in favour.

10.6 TO DISCUSS THE SUBMISSION OF ACHIEVEMENT TO LOCAL PAPERS AND TRADE PUBLICATIONS

It was **AGREED** that the Senior Administrator should forward all reports and posts which go to the website and social media to a local reporter as a press release through the Town Manager as dictated by the Media Communications Policy.

It was further **AGREED** to not pursue submissions to trade magazines due to the lack of reach to the local community. Proposed by Cllr. Chipping, seconded by Cllr. Harrington, all in favour.

10.7 TO CONSIDER IMPROVEMENTS TO THE MILDENHALL HIGH TOWN NEWS

Much discussion took place over the future of the publication. It was **AGREED** to increase the newsletter from a 2 to a 4 page and to include details on the D-Day events, Mildenhall in Bloom, the graphic detailing who is responsible for local services, a short interview with Cllr. Peachey who has reached 40 years of service, a short customer survey and a teaser for Merry Mildenhall. It was agreed that the focus for the publication going forward should be on future events rather than reporting on events which had already happened.

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

10.8 TO CONSIDER A PROPOSAL FROM MILDENHALL TOWN FOOTBALL CLUB

It was noted that the Football Club had offered to open for the day of Lark in the Park and make the bar and refreshments available.

11. EXCHANGE OF INFORMATION

None.

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

This next meeting of this committee was confirmed at Thursday 5th September 2024 at 7pm in the Fenland Room of The Pavilion.

The meeting then closed at 8.16pm.

Allocation of Action Points from disbanded Communications and Events Committee

Full Town Council – 28th November 2024

Background

At the October Full Town Council meeting it was **RESOLVED** to disband this Committee. However, the work the Committee provided oversight for still exists and so this must be reallocated by a resolution of the Full Town Council.

Work can be allocated in the following ways:

- **To a member of staff:** In which case this must be added to the Scheme of Delegation to the Town Manager.
- **To the Full Town Council:** In which case this must be added to the Full Town Council Functions.
- **To a Standing Committee:** In which case this must be added to the Terms of Reference to the appropriate Committee.

All relevant policies and Terms of Reference are included in this agenda pack to approve any changes

Terms of Reference

The Terms of Reference for the committee had the following strategic objectives which need to be reallocated. My recommendations are in **RED**:

The primary function of this Group is to have strategic oversight of events organised for and on behalf of the Town Council. **Oversight to go to the Full Town Council. Reports to be given by the Events and Administration Officer.**

The committee will be responsible to Council for producing an annual schedule of planned events together with a budget showing planned income and expenditure. **Budget to be wrapped into the Establishment and Policy Committee (this is where it was before the committee was formed). List of events to go to the Full Town Council prepared by the Events and Administration Officer.**

After agreement, the committee will have responsibility for monitoring the progress of events and liaising with the groups and individuals charged with organising them. **This to go to the Full Town Council via reports from the Events and Administration Officer.**

The committee will identify the event activities to be carried out in any given year and will support individuals to manage these events. Such individuals may or may not form part of the Group. **Oversight to the Full Town Council who will appoint any individual Councillors via a scheme of delegation.**



The committee will, in liaison with the Town Manager, allow the event organiser to have delegated responsibility for the use of funds allocated to its designated cost centres in accordance with the Council's Financial Regulations and will be responsible for producing a statement of accounts. [See above.](#)

The committee will carry out an annual evaluation of events to assess their value to the Community and to examine ways of improving what has been provided. The committee may canvass the views of Councillors, public opinion or relevant outside bodies in order to achieve this aim. [Oversight and review to go to the Full Town Council.](#)

The Chairman of the Group will report and make recommendations to Council meetings on actions taken by the committee and on progress in respect of the discharge of its functions and specific projects. Reports of actions and progress will be made available to subsequent Council meetings and an opportunity will be presented in the agenda for the committee Chairman to comment on specific items and to invite questions. [Oversight to go to the Full Town Council.](#)

Existing Committee Action Plan

[I would recommend that all of the below are added as a Low-Level priority on the Full Town Council 2023/7 Strategic Plan as a Full Town Council responsibility. This schedules them for consideration from May 2025 to April 2026.](#)

[The It Provision is already being overseen by the Full Town Council so needs no further action.](#)

[Customer Survey work was resolved by the Full Town Council in October 2024.](#)

Action Point	Update
To create a project to promote social interaction and engagement for mental health and loneliness.	Now rolled into the Councillor Surgeries.
For the Senior Administrator to set up live streaming of Council meetings.	Now being addressed by the IT upgrades overseen by the Full Town Council.
To look into video conferencing facilities for The Pavilion and Jubilee Centre	Now being addressed by the IT upgrades overseen by the Full Town Council.
To run a programme to increase attendance at Council meetings	On agenda for September 2024

Promote new Councillors	Will be addressed at November 2024 meeting.
Advertise for a bank of volunteers for events	Will be addressed at November 2024 meeting.
To conduct a customer feedback survey	On agenda for September 2024
To enhance the Mildenhall High Town News	On agenda for September 2024
To review and enhance IT hardware and software	Now being addressed by the IT upgrades overseen by the Full Town Council.
To address health inequalities in the town	On agenda for January 2025.
To focus on provision for children and young people	On agenda for January 2025.
Promote and educate local residents	On agenda for March 2025
Create new opportunities for communication	On agenda for January 2025.
Liaise with the schools to promote the Council	Town Manager speaking to schools to develop a work experience pathway for GCSE and T Level standard,

Remaining action points on the 2023/7 Strategic Plan

The three action points below represent the remainder of the work on the 2023/7 Strategic Plan allocated to the Communications and Events Committee. I would recommend that all three are allocated to the Amenities and Operations Committee as low level priorities to be discussed from May 2025 to April 2026.

Activity	Budget Proposal/Cost Code
To produce a 'Whats on in Mildenhall' publication.	3120
To look into the possibility of a Community Awards Scheme	Dependent on trpe of awards and event.
To form a Junior Council	Dependent on plan.

Mark Knight – Town Manager – November 2024

MINUTES OF THE AMENITIES AND OPERATIONS COMMITTEE MEETING HELD ON

MONDAY 4th NOVEMBER 2024 AT 7.00pm

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

Present:

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

In attendance: Mr. M Knight (Town Manager) and one (1) member of the public.

1. APOLOGIES AND ACCEPTANCE FOR ABSENCE

Apologies were received and accepted from Cllrs. Peachey and Roberts.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Cllr. Shipp – West Suffolk Council and item 5.2 pertaining to the allotments.

Cllr. Bloodworth has a three month dispensation not to attend meetings which runs until 24th January 2025.

3. TO RECEIVE APPROVAL OF MINUTES OF THE MEETING HELD ON 2nd SEPTEMBER 2024 FROM THOSE MEMBERS PRESENT AT THE MEETING

It was **RESOLVED** to adopt the minutes with two grammatical changes. Proposed by Cllr. Johnson and seconded by Cllr. Manns. All in favour.

Signed:.....

Date:.....

4. PUBLIC PARTICIPATION

A representative from the Men’s Shed exhibited a model Bug Hotel which this committee had requested. The representative was thanked for the excellent quality of the work and ordered ten of the units to be put up around several Council sites.

5. GENERAL MATTERS

5.1 Update from Town Manager regarding Action Sheet

The document was **NOTED**. It was **AGREED** to add the Bug Hotels and potentially Bird and Bat boxes to the Action Sheet with a purchase price of £5 each as a future project.

5.2 Update on work at the Riverside Allotments

The Town Manager presented the report which gave updates on inspections, fence repair, noticeboards, viability of the borehole and pump system, safety work at the electric box at Riverside site, solar power panels for Riverside site and regular electrical servicing, all of which were in progress and would be complete by the next meeting of this committee.

It was proposed that the inspections only take place three times year in April before the growing season begins, in July and in September before invoices and renewals take place in October, inspections to be with one Councillor and one member of staff; second to this proposal was a request to number all sites at the expense of the Council.

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

5.3 To consider a report on weed spraying in the town

The report was considered and it was thought that the administration and staffing burden on the Council to target the whole of the town would be too much. It was proposed that a member of staff is trained to carry the appropriate spraying licences and that areas such as the Market Cross, Marketplace and Precinct could be targeted if capacity allows.

Such actions to be added to the action sheet and advertised widely when they occur so residents know who is taking the time and trouble to keep the town clean and tidy.

Proposed by Cllr. Shipp, seconded by Cllr. Harrington, all in favour.

6. FINANCE MATTERS

6.1 To discuss and recommend to the Establishment and Policy Committee the draft budget for this committee.

It was **AGREED** to **RECOMMEND** the budget for this committee to the Establishment and Policy Committee with no changes. This represented total expenditure of £89,450, also included in this recommendation is for £3,000 towards a capital reserve for a Lighting Rig in the Jubilee Centre and £5,000 towards a capital reserve for IT replacements and upgrades. Total recommendation £97,450. Proposed by Cllr. Shipp, seconded by Cllr. Harrington, all in favour.

7. EXCHANGE OF INFORMATION

Cllr. Leaman asked if the Terms of Reference for the now disbanded Communications and Events Committee would now be reviewed. The Town Manager confirmed that the disbanding process and reallocation of work would be discussed and agreed at the Full Town Council meeting of the 28th November 2024.

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

This next meeting of this committee was confirmed at Monday 3rd February 2024 at 7pm in the Fenland Room of The Pavilion.

The meeting then closed at 7.38pm.

Signed:

Date:

Amenities and Operations Committee

Terms of Reference

The following Terms of Reference were agreed at the Full Town Council meeting in June 2024

The Amenities and Operations Committee (A&O) will comprise a maximum of ten elected members of Council to include the Chairman and Vice-Chairman of Council in any given year. Members will be elected at each Annual Meeting of Council. A quorum will be four.

The Committee shall meet a minimum of four times each year.

A Chair and Vice Chair of the Committee shall be elected annually from among its members.

Agenda for meeting

The Town Manager will issue an agenda no later than three working days before the meeting. Each agenda will include an item to review the minutes of the previous meeting and to consider matters arising from actions identified.

Record of Proceedings

Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors with recommendations to the next Full Council meeting. The Town Manager will be responsible for arranging the recording and distribution of the minutes.

Areas of responsibility

The primary function of this Committee is to monitor the management of Town amenities and the delivery of services. To achieve this it exercises the following role:

The A & O Committee will be responsible to Council for proposing the budget after consultation with the Establishment and Policy Committee, for drawing-up a programme of routine inspection and maintenance of estate and property, providing necessary tools, equipment and furnishings, commissioning repairs and modernisation as appropriate, and overseeing the work of the Council in the specific areas shown in **A** and **B** and **C** below.

The Committee will have delegated responsibility for the use of funds allocated to its designated cost centres in accordance with the Council's Financial Regulations.

The Committee will make recommendations for charges for the use of Council facilities and for any limitations on or changes of use.

The Chairman of the Committee will report and make recommendations to Council meetings on actions taken by the Committee and on progress in respect of the discharge of its functions and specific projects. Minutes of meetings will be made

available to subsequent Council meetings and an opportunity will be presented in the agenda for the Committee Chairman to comment on specific items and to invite questions.

The Committee may canvass the views of Councillors and undertake consultation in respect of issues and proposals and liaise with outside organisations and bodies. The Committee may from time to time co-opt members from Council or from outside bodies to advise on specific issues. Such co-opted members shall not have a vote.

The Committee is responsible for an overview of all aspects of amenity management, specifically:

1. Management of Town Council buildings, land and other property
2. Providing clear and concise formal proposals at all times to avoid ambiguity in the minutes to ensure that the intention of the resolution is conveyed to the members for them to vote on.
3. Managing a delegated budget as agreed by Full Council annually.
4. Creating project groups with a specific purpose and time limited, to report back to the Committee with recommendations/ findings and progress on delivery.
5. Providing terms of reference for those project groups.

Specifics

A. Estate / land management

- I. Trees, gardens, parks and fields – grass and hedge cutting, planting, general maintenance.
- II. Riverbank and riparian responsibilities.
- III. Cemeteries - Thetford Road, Closed Cemetery (Kingsway), St Mary's Churchyard.
- IV. Street lighting and street furniture.
- V. Allotments – Lark Road, Riverside
- VI. Playgrounds & MUGA.

B. Premises management

- I. Jubilee Centre.
- II. The Pavilion.
- III. Other Council buildings

C. Plant and equipment management

MILDENHALL HIGH TOWN COUNCIL

The Pavilion. Recreation Way. Mildenhall. Bury St. Edmunds. Suffolk. IP28 7HG



FULL COUNCIL FUNCTIONS

2024 - 2025

Matters reserved to Full Council

The following matters are reserved to Full Council – where appropriate, on the recommendation of a committee or working group.

- The approval of the Council's annual budget and precept
- The approval of the Council's Statement on Internal Control
- The approval of the Council's annual accounts and annual governance statement
- The approval of the Council's Standing Orders
- The approval of the Council's Financial Regulations
- The approval of the Council's Scheme of Delegation
- The approval of the Council's Banking Arrangements
- The approval of the Council's Code of Conduct
- The approval of the Council's Strategic Plan
- The consideration of the Internal Auditor's interim and final report
- The consideration of the External Auditor's report where the Auditor requires it to be considered at a meeting of the Council
- Appointment and dissolution of Standing Committees
- Appointment and dissolution of Working Groups
- Making, amending or revoking By-laws
- Prosecution or defence in a court of law other than an Employment Tribunal
- Nomination or appointment of representatives of the Council at any Inquiry on matters affecting the parish, excluding those matters specific to a Committee
- The consideration of the Vision, Mission & Core Behavioural Values Statement of the Council
- Any decision to borrow money or apply for permission to borrow
- If appropriate, a consideration and subsequent resolution to make the Council eligible to exercise the General Power of Competence

Mildenhall High Town Council
Scheme of Delegation
Full Council Functions

First adopted at Town Council Meeting – September 2020
Last adopted at Town Council meeting – May 2024
Due to be reviewed at Annual Town Council Meeting – May 2025

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- The incurring of expenditure not in the budget or above committee budgetary provision on any individual item or contract
- Any variation or waiver of the Council's procurement policy
- To consider a formal complaint received in accordance with the Council's Complaint Policy
- To consider a Staff Capability, Staff Disciplinary (at the written warning stage or above) or Staff Grievance appeal (Appeals Panel)
- The co-option of a member to fill a casual vacancy
- The appointment of non-councillors to committees
- The appointment of the Town Manager
- The dismissal of the Town Manager
- Any other matter which must, by law, be reserved to the Full Council

MILDENHALL HIGH TOWN COUNCIL

The Pavilion, Recreation Way, Mildenhall, Bury St. Edmunds, Suffolk, IP28 7HG



DELEGATION TO THE TOWN MANAGER

2024 - 2025

The powers and duties set out below are delegated to the Town Manager to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's standing orders and financial regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

The Town Manager may delegate these duties and powers to other Officers within the Council

The Town Manager may decide not to exercise delegated responsibilities and may instead make a recommendation to the full council or a committee. Similarly where Officers have no delegated power to make decision the matter is reported to the full council or committee for decision.

The Town Manager shall be the Responsible Financial Officer (RFO) of the Council as defined in law, responsible for the Council's accounting procedures, in accordance with the Accounts & Audit Regulations in force at any given time.

The Town Manager shall be the Proper Officer of the Council and as such is authorised to:

- Issue all statutory notifications
- Receive declarations of Acceptance of Office
- Receive and record notices disclosing pecuniary interests
- Deal with dispensation requests from members under the Code of Conduct
- Receive & retain documents and plans

Mildenhall High Town Council
Scheme of Delegation
Town Manager/RFO

First adopted at Town Council Meeting – September 2020
Last adopted at Town Council Meeting – May 2024
Due to be reviewed at Annual Town Council Meeting – May 2025

- Sign notices or other documents on behalf of the Council
- Call any extra meetings of any committees as necessary having consulted with the Chairman of the appropriate committee
- Manage all the council's staff either directly or indirectly
- Manage the provision of Council services, buildings, land and resources
- Day to day administration of services, together with routine inspection & control
- Respond to any correspondence requiring or requesting information or relating to any decision of the council but not correspondence requiring an opinion to be taken by the full council or its committees.
- Act on behalf of the council in an urgent situation and report back to the council as soon as practical
- Take all decisions relating to the training of staff
- Authorise minor adjustments to contracts of employment
- Deal with all capability, disciplinary or grievance matters in accordance with respective Council policies (up to the written warning stage)
- Manage employees salaries in accordance with contracts of employment
- Manage maintenance contracts
- Develop income generating activities

The Responsible Financial Officer shall be responsible for the Town Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

This includes but is not limited to:

- Administer the Council's bank balances
- Implement the Council's Investment Strategy
- Make arrangements to pay the salaries and wages of employees of the Council, and to ensure that all necessary returns are made to outside organisations including (but not limited to) HMRC and Suffolk Pension Fund
- Maintain adequate insurance cover for the Council's activities and property, and recommend any necessary changes to Council
- Maintain a continuous internal audit
- Manage budgetary control including the allocation of financial resources within the approved budget
- Provide regular financial monitoring reports to Council, no less than quarterly
- Recommend the annual budget and precept
- Recommend capital works and resourcing their implementation
- Authorise payments up to the limit of £1,000 within the discharge of the budget

Planning

The Town Manager has delegated authority to make decisions, in conjunction with the Chairman of the Planning Committee and after consultation with the Members of the Planning Committee, with regard to planning applications, except that this authority is

subject to annual review, and renewal, if thought fit by the Full Council, at the Annual Council Meeting.

There are currently no other powers delegated to officers of the Council on a standing basis.

In accordance with the Openness of Local Government Regulations 2014, a record of certain decisions taken by officers of the Council under delegated authority will be published on this Council website for public inspection.

Specific authority delegated to officers, usually the Town Manager, to make a decision on behalf of the Council, is recorded in each case as a resolution in the minutes of Council meetings and a written record of each decision is retained in the Council's paper files. From time to time, authority may also be delegated to the Town Manager to make a decision, but subject to consultation with relevant Members of the Council, usually the Mayor, or Chairman of the appropriate committee. A written record of this consultation will be retained in the Council's paper files.

Mid-Term Financial Strategy 2024/7 Document Report

Full Town Council - 28th November 2024

Introduction

This report seeks to clarify what mid-term financial strategy for Mildenhall High Town Council (annual budget of £422,857 Expenditure, £83,700 income), should prioritise. This should include sustainable financial management, efficient allocation of resources, and compliance with relevant legislation.

Given the constraints and challenges faced by the Town Council, the strategy should focus on maintaining essential services, enhancing revenue streams, and managing expenditures effectively. This strategy should incorporate current and predicted financial trends, as well as legislative considerations, rather than focus on a year-on-year short-term strategy which it has historically pursued.

1. Financial Overview and Objectives

- Annual Budget: £422,857 Expenditure, £83,700 income.
- Timeframe: 3 years

Key Objectives:

- Ensure the council remains financially sustainable.
- Enhance service delivery and community benefits.
- Compliance with statutory requirements and financial regulations.
- Identify and manage financial risks.

2. Current Legislative Context

Inflation and Cost Pressures: Inflationary pressures are increasing costs for goods, services, and wages. Annual budgets and precepts should consider adjustments for inflation, which will impact operating costs and not seek to achieve a 0% rise in the precept/tax burden as this in effect cuts funds available to the Council in real terms.

Increased Demand for Services: Demographic changes and economic challenges will increase demand for council services, impacting financial planning. The Town Council must ensure that any rise in the tax base and impact on Precept is aligned to its committed projects. This is particularly relevant with the substantial upcoming West Mildenhall development.

Legislative Compliance: Compliance with local government finance legislation, including audit requirements, public procurement rules, and transparency regulations, is mandatory.

Community Expectations: Public expectations for service quality and community engagement continue to grow, requiring careful management of resources.

3. Revenue Strategy

3.1. Diversify Income Streams

Increase Precept: Gradually increase the council tax precept annually, with community consultation, to cover rising costs and sustain service levels.

Fees and Charges: Review and update fees for services such as allotments, community facilities, and events to ensure they are competitive and cover the cost of provision.

Grant Funding and Partnerships: Actively seek external grant funding from national programs, charitable trusts, and community funds for specific projects.

Commercial Income: Explore commercial opportunities, such as renting out council properties, running events, or launching social enterprises that align with community needs.

3.2. Asset Management

Maximise Use of Assets: Ensure council-owned assets (e.g., community halls, parks) are fully utilised. Consider leasing or renting unused spaces.

Asset Disposal: Identify non-essential or underperforming assets that could be sold or repurposed to generate capital receipts.

4. Expenditure Management

4.1. Efficient Service Delivery

Cost Control: Conduct regular reviews of contracts, suppliers, and service delivery models to identify savings. Renegotiate contracts where possible.

Energy Efficiency: Invest in energy-saving measures (e.g., LED lighting, solar panels) in council buildings to reduce utility costs and support sustainability goals.

4.2. Staffing and Operations

Staff Costs: Monitor staffing levels to ensure they align with service needs. Consider flexible staffing arrangements, such as part-time or shared roles, to control payroll costs.

Training and Development: Invest in staff training to improve efficiency and reduce long-term operational costs.

5. Capital Investment Strategy

Capital Projects Prioritisation: Develop a clear prioritisation framework for capital investments, focusing on projects that offer the highest community benefit and financial return.

Reserves and Borrowing: Use reserves prudently, ensuring they are maintained at appropriate levels to cover unforeseen costs. Explore borrowing options for larger capital projects if they are financially viable and affordable.

6. Risk Management and Contingency Planning

Financial Reserves: Maintain non-earmarked reserves at a minimum of 50% of the annual budget to provide a buffer against unforeseen events.

Contingency Planning: Develop contingency plans for major risks, including economic downturns, sudden increases in service demand, or legislative changes.

7. Community Engagement and Transparency

Consultation and Communication: Engage with residents and stakeholders regularly to inform them of financial decisions, especially regarding precept increases and significant expenditure.

Transparency: Publish and circulate financial statements, budgets, and performance reports to ensure accountability and build public trust.

8. Monitoring and Review

Regular Financial Monitoring: Implement monthly budget reviews to track income and expenditure against projections. Address any variances promptly with the assistance of an appointed Councillor who acts as a scrutineer. Ideally the Chair of this Committee, Mayor or Chair of Establishment and Policy Committee.

Mid-Term Review: Conduct a comprehensive review of the financial strategy halfway through the term to adjust for any changing circumstances or new financial pressures.

Conclusion

This mid-term financial strategy provides a robust framework for managing the town council's budget of £422,857 expenditure and £83,700 income sustainably and effectively. By focusing on diversifying revenue streams, managing costs prudently, and maintaining transparency and community engagement, the council can ensure financial stability and continued service delivery for the community. Regular monitoring and proactive adjustments will be key to navigating the evolving financial landscape and meeting future challenges.

Recommendations

I would recommend that in order to ensure the financial sustainability of the Town Council this group should:

- Identify any existing or potential projects, events or additional services it wishes to accomplish or absorb and identify a budget or capital expenditure code. (More events, extra land maintenance, staffing, marketing, maintenance etc).
- It should also identify what financial position the Council wants to achieve by 2027 (spending reserves, building up for other larger projects etc).
- Propose as part of this budget setting process a sustainable and manageable increase to the Precept for the next few years and link this to real-world figures such as the CPI or inflation.
- Set up earmarked Reserves for this purpose and ensure that extra monies are requested in the budget and Precept year-on-year and factored into the Precept request and any rise in Council Tax.
- Conduct and implement a Staffing Review based on Strategic Objectives.
- Conduct an Investment Review to ensure current funds are getting the best returns.
- Conduct a Community Engagement exercise (possibly as part of the ongoing neighbourhood planning process) to get ideas from members of the public on what they would like the Council to achieve.
- Monitor all of the above with regular reports to the Establishment and Policy Committee.
- Conduct a review of all Council sites and assets (similar to the Facilities Review of 2021) to identify savings and possible income streams.
- Adopt this document as an official Council Policy and ensure this is reviewed annually at the April Full Town Council meeting.

Some of these (such as a Staffing Review and Investment Review) are already in train but should be brought under a larger umbrella of this strategy for coherence.

Mark Knight – Town Manager – November 2024

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.

