AXMINSTER TOWN COUNCIL

Members of the Committees: Cllr. Price and Cllr. Walden (Chairs) plus all serving members of the FULL Council until further notice.

The Guildhall,
Axminster,
Devon.

18 November 2026

Dear Councillors,

You are hereby summoned to attend a joint meeting of the Strategy & Finance Committee and the Operations Committee which will take place at the Axminster Guildhall at 7.00 p.m. on Monday 23rd November 2026.

This meeting will be recorded, and recordings will be held for one year by the Town Council. If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.

If you wish to speak, please raise your hand and you will be invited to speak by the Chair. Voting will also take place by show of hands and the Chair will indicate the votes have been noted.

Members and the public are reminded that remarks must be addressed through the Chair.

Members are reminded:

a) Of their obligation to **declare the existence and nature of any personal interests** they may have in any items to be considered at this meeting and to **withdraw if it is a pecuniary** one.
b) That in reaching decisions they should take into consideration the Town Council's decision to reduce its carbon footprint in the light of the **climate/environment emergency**.
c) To ensure that their discussions include full consideration of the points set out in the Town Council's **risk management** strategy.

Public Forum Session (limited to 15 minutes or as otherwise agreed by presiding Chair).

SFO26/001
To elect a Presiding Chair for this joint meeting of the committees:

SFO26/002
To note members of this committee present:

SFO26/003
To receive and, if thought fit, approve apologies for absence (and reasons therefore):
LGA 1972 S.85 (1)

SFO26/004
To note members of the committee not otherwise present and to receive any other apologies for absence:

Continued Overleaf

SFO26/005
To receive any declarations of interest from members of the committee in relation to items of business on this agenda and to note any dispensations previously afforded:
This does not preclude the need for members to declare any additional interests that may arise during the meeting.
*At the FULL Council meeting held 09/02/2026, Cllr. Willey was afforded a dispensation * to discuss and vote upon matters pertaining to The Guildhall. This dispensation applies until May 2027 (unless rescinded prior to that date) and is afforded in respect of Cllr. Willey's disclosable pecuniary and personal interests as set out in the Register of Members Interests. * Localism Act 2011 (s.33).*

SFO26/006
To consider and, if thought fit, to approve the minutes of the Operations Committee meeting held 21st September 2026 and to consider any matters arising from those minutes:

SFO26/007
To consider and, if thought fit, to approve the minutes of the Strategy & Finance Committee meeting held 28th September 2026 and to consider any matters arising from those minutes:

SFO26/008
To consider any matters listed on this agenda that Councillors consider should be dealt with as confidential business as per the provisions of The Public Bodies (Admission to Meetings) Act 1960 [other than SFO26/020 to 024 inclusive as shown below].

Strategy & Finance Committee / Operations Committee Business to be considered:

SFO26/009
To note the financial reports for September and October 2026 including budget monitor, bank reconciliation, the Insignis investment portfolio summary and reserve fund summary and to consider any virements that the Council consider appropriate or necessary:

SFO26/010
To note the draft minutes of the Employment Committee meeting held on Monday 16th November 2026 and the budgetary recommendations arising from that meeting.

SFO26/011
To consider the draft report from the Budget Working Party meeting held on Monday 12th October; to allow members of the joint committees to revise any budget and precept figures that they wish to present to FULL Council on the 14th December when the Town Council will consider, and if thought fit, approve the budget and precept demand for FY27-28.
RFO to present financial figures to members for discussion and consideration.

SFO26/012
To consider Axminster Town Council Action Plan FY2026-2028:
To review the Council's aims, objectives and goals for the future:

SFO26/013
To consider any matters pertaining Axminster Town Council Emergency Planning protocol/policy, and the ongoing activity and forward focus of the Axminster Emergency Plan Working Group.
i) To consider membership of the working group and the schedule & frequency of future meetings.

Continued Overleaf

SFO26/014
To consider whether the Town Council wishes to participate in Armed Forces Day (events) 2027 and, if so, whether the Town Council wishes to apply for funding (match-funded grant) from The Ministry of Defence.
Clerk to present report on grant conditions and timeframes.

SFO26/015
To consider any matters pertaining to Town Centre Placemaking projects and funding, and to receive any update reports from the Clerk on that subject:

SFO26/016
To consider any matters pertaining to Christmas / Festive Lighting 2026 & 2027; to note the date of the inaugural Christmas Lights Working Group meeting (15th February 2027) and to consider and agree membership of that working group (internal and external).
Clerk to present report.

SFO26/017
To note the dates for the next scheduled meetings of the two committees as shown below:
Operations Committee – 25th January 2027
Strategy & Finance Committee – 22nd February 2027

Additional meetings may be required if other matters of urgent business need to be considered.

SFO26/018
To consider any matters considered as urgent by the Presiding Chair for discussion/notation only:

SFO26/019
Recommendation: that the press and public be excluded from the meeting for the following items of business under Section 100(A)(4) of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Schedule 12A of the Act namely, the financial affairs or business affairs or employment affairs of the Town Council by virtue of the fact that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Joint Committee business to be considered in Closed (excluded) Session:

SFO26/020 (IC)
To consider matters pertaining to Town Amenity and services and to receive an update report on previous actions/decisions regarding amenities in the town and parish:
i) To consider an updated officer report on potential asset and service transfers from higher tier authorities.
This topic is deemed confidential as it relates to commercially and legally sensitive matters involving a 3rd party organisation.

SFO26/021 (IC)
To consider any matters pertaining to the Jubilee Field curtilage / assets / amenities.
Clerk to present report.
This topic is deemed confidential as it relates to matters involving a 3rd party.

Continued Overleaf

SFO26/022 (IC)
To consider any matters pertaining to current / future Guildhall building works.
i) Work hub project progress and works / design specification approval.
ii) Electrical works identified for discussion.
iii) Update on roofing repair works.
Clerk to present report.
This topic is deemed confidential as it may relate to matters involving 3rd party hirers, contractors or project management considerations.

SFO26/023 (IC)
To consider a 3rd party request relating to Town Council's intellectual property rights.
Clerk to present report.
This topic is deemed confidential and commercially sensitive as it relates to matters involving a 3rd party.

SFO26/024 (IC)
To consider a request from Devon County Council that the Town Council acts as a sponsor for a pending grant award to an Axminster Not-for-Profit organisation.
Clerk to present report.
This topic is deemed confidential as it relates to matters involving a 3rd party organisation.

With no further business to attend to, the presiding Chair will bring the meeting to an end.

Yours sincerely,

Paul Hayward
Town Clerk **18th November 2026**