

AXMINSTER TOWN COUNCIL

Members of the Operations Committee: Cllrs. Walden (Chair), Brooker (Vice-Chair), Burrough, Farrow, Langdon, Paice and Willey.

The Guildhall,
Axminster,
Devon.

29 August 2023

Dear Councillor,

You are hereby summoned to attend a meeting of the Operations Committee which will take place on Monday 4th September 2023 **at 7.00 p.m.** in person at the Axminster Guildhall.

This meeting will be recorded and those 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 during public forum session, please raise your hand and wait to be invited to speak by the Chair.

Members and the public are reminded that **remarks and representations must be addressed through the person chairing the meeting.**

Voting will take place by show of hands and the Chair will indicate that the votes have been noted.

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 at Chair's discretion)

OC23/046

To note members of the committee present.

OC23/047

To note and, if thought fit, to approve apologies (and reasons for absence).

(LGA 1972 S.85 (1))

OC23/048

To note members of the committee not otherwise in attendance.

OC23/049

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.

Continued Overleaf

OC23/050i)

To consider and, if thought fit, approve the minutes of the Operations Committee meeting held 5th June 2023 and to consider any matters arising (not included within this agenda as business to be attended to.)

OC23/050ii)

To consider any matters arising (not included within this agenda as business to be attended to) from the meeting of the 5th June 2023 and to receive progress report from Clerk:

OC23/051

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. (see agenda item [OC23/062](#))

Operations Committee business to be considered:**OC23/052**

To consider matters pertaining to the Old Courthouse (OCH) Complex:

- i) To note electrical works undertaken under delegated authority to enable letting completion (RS).
- ii) To receive update on recent letting of the retail shop (former TIC).
- iii) To consider matters pertaining to specific tenancy matters (this item will be considered as a Part Two agenda item – see below OC23/0xx)

OC23/053

To consider matters pertaining to Axminster Town Centre incl. development and regeneration:

- i) Update on SWR funded E-Bikes / Green Wedge project.
- ii) Update on town signage installations; Clerk to speak on this matter.

OC23/054

To consider matters pertaining to the Guildhall building and curtilage (including Council offices):

- i) To note that a Guildhall Sub-Committee has been formed by way of a FULL Council resolution but that this Sub-Committee has not yet met; members of OPSCOMM are therefore asked to consider the following matters which require attention/consideration.
- ii) To note that the Town Council assumed full governance for the operation, licensing and maintenance of the Guildhall building as from the 1st August 2023; to also note the transfer of the premises licence to the Town Council on the same date and the transfer of the employees (under TUPE regulations) as of the same date.
- iii) To ratify the recent expenditure (approved under Chair's delegated authority) on additional AV equipment to the value of £1045 to enable the full audio-link between the stage and the tech team (from balcony).
- iv)a) To ratify the recent expenditure (approved under Chair's delegated authority) on digital till equipment to the value of £1179 to ensure full auditing of bar sales, together with digital inventory and cash-transaction security.
- iv)b) To consider the request for a 3rd system (extension) for the upstairs bar area at a cost of £448 together with an additional tablet device to link the systems together; this expenditure to be taken from existing GH donation reserve.
- v) To receive report from Clerk on transfer of PPL PRS licence from the former GMC charity to the Town Council.
- vi) To receive report from Clerk on recent grant application for installation of solar PV array on Guildhall premises and to consider next steps (pending grant application decision) in regard to potential heating & cooling installations in the Guildhall building.
- vii) To consider request to install an automatic extraction fan into the bar cellar room to alleviate damp/odour.
- viii) To note receipt of assets (equipment), bar stock and cash donation following governance transfer 1st August 2023.

OC23/055

To consider proposals for new/improved/replacement amenities/service provision in the parish:

- i) To consider the ongoing maintenance and ownership of a bus shelter located on the westbound section of the A35 at Raymonds Hill (west of Hunters Lodge Inn) which is currently owned by Axminster Town Council but which is situated in Uplyme Parish. (This subject arose after a complaint from a resident of Uplyme regarding the condition of the shelter and confirmation from the Uplyme Parish Council Clerk that the asset belongs to this authority not theirs and that they do not wish to acquire the asset from ATC).
- ii) To receive update from Clerk following recent discussions with the owner of land known as Belle Vue (linking West Street with Shand Park) and the issues relating to overgrowth and general amenity & accessibility for residents.
- iii) To consider donation (in the form of tools and hardware) to the Town Council and to confirm that the Council wishes to accept the donation, without encumbrance.

OC23/056

To consider matters pertaining to allotments in the parish:

- i) To consider request from tenant that the use of portable barbeques be allowed within allotment plots as a tenant amenity for the purposes of personal recreation.
- ii) To consider whether this Council wishes to adopt a defined set of Chicken-Keeping regulations (following requests from tenants) which will apply across the three allotment sites.

OC23/057

To consider matters pertaining to the Town Cemetery:

- i) To consider the establishment and adoption of a formal Cemetery Exhumations Policy.
- ii) To receive a report from Clerk on options for the creation of enhanced/improved hard-standing adjacent to the entrance of Z section.
- iii) To consider proposals for the use of the lower cemetery field as a temporary community orchard (in conjunction with the Axminster Climate Action Group).
- iv) To consider feasibility, costings & access for the establishment of a suitable hard-standing area at the Chard Road (western) boundary of the lower cemetery field for the use of council operatives, funeral vehicles and mourners/visitors [to include a link route into Z section for vehicles and skip access].

OC23/058

To consider matters pertaining to Council plant/equipment and vehicles:

- i) To note acquisition of new works vehicle under contract terms previously approved by resolution.
- ii) To consider options and costings for interior storage installations and exterior decal signage (to ensure visibility, brand awareness and to accord with Chapter 8 Highway Maintenance regulations).

OC23/059

Chair's Announcements / Matters of Urgency to be noted:

OC23/060

Date of next scheduled meeting for the committee; 6th November 2023 – 7pm (Guildhall)

OC23/061

If appropriate, Vice-Chair of Committee to propose that, under the provisions of the Public Bodies (Admission to Meetings) Act 1960, (as amended by the Local Government Act 1972, the public, (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Matters to be considered in committee session (Part Two):

The items of business listed below and any others from this agenda to be agreed upon by members of the committee if and when appropriate (see OC23/051)

OC23/062 (IC) – see earlier agenda item (OC23/052)

To consider matters pertaining to specific Old Courthouse tenancies.

i) Matters pertaining to commercial tenancies of the Old Courthouse complex which require consideration but which are considered confidential due to the commercially sensitive nature of the business to be considered and as the tenancies themselves are confidential due to the information likely to be considered by members.

With no further business to be considered, the Chair will draw the meeting to a close.

Paul Hayward

Paul Hayward

TOWN CLERK

29th August 2023