

AXMINSTER TOWN COUNCIL

Members of the Operations Committee: Cllr. Walden (Chair), Cllr. Brooker (Vice-Chair), all other members of Council are 'ex-officio' members of this committee as per resolution of the Council

The Guildhall,
Axminster,
Devon.

31 July 2024

Dear Councillor,

You are hereby summoned to attend a meeting of the Operations Committee which will take place on Monday 5th August 2024 **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)

OC24/31

To elect a Chair of the committee for the remaining Council calendar year ie. until May 2025

OC24/32

To elect a Vice-Chair of the committee for the remaining Council calendar year ie. until May 2025

OC24/33

To note members of the committee present.

OC24/34

To note and, if thought fit, to approve apologies (and reasons for absence).
(LGA 1972 S.85 (1))

OC24/35

To note members of the committee not otherwise in attendance.

Continued Overleaf

OC24/36

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 10/06/2024, Cllr. Osborn was afforded a dispensation * to discuss and vote upon matters pertaining to allotments. This dispensation applies until May 2027 (unless rescinded prior to that date) and is afforded in respect of Cllr. Osborn's disclosable pecuniary and personal interests as set out in the Register of Members Interests. * Localism Act 2011 (s.33)*

OC24/37

To consider and, if thought fit, approve the minutes of the Operations Committee meeting held 8th April 2024 and to consider any matters arising (not included within this agenda as business to be attended to.)

OC24/38

To consider any matters arising (not included within this agenda as business to be attended to) from the meeting of the 8th April 2024 and to receive progress report from Clerk:

OC24/39

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 OC24/50(IC)]

Operations Committee business to be considered:

OC24/40

To consider matters pertaining to the Town Cemetery:

- i) To consider amendments to the Council's current adopted policy on the term of Exclusive Rights of Burial and the associated matter of rights for the erection and maintenance of grave/plot memorials.
- ii) To consider revised proposals for the creation of a temporary "storage compound" at the cemetery on the former 'bonfire field' *

** as a temporary measure pending the creation of a permanent hard standing in the eastern part of the lower cemetery field adjacent to the municipal cemetery.*

- iii) To consider the creation of an access point from the Millwey Rise allotment plot site into the lower cemetery field (orchard) area as a site upgrade / access improvement for GMO workload and user amenity.

- iv) To consider proposals for a comprehensive electrical wiring and utility upgrade project in the cemetery chapels.

OC24/41

To consider matters pertaining to Town Amenity and services:

- i) To consider proposal that Axminster Town Council join NAMBA (National Association of British Market Authorities).
- ii) To consider proposal that GMO staff team undertake basic 'conflict resolution training' to assist with the day-to-day realities of their work activities.

Continued Overleaf

OC24/42**To consider matters pertaining to Administrative matters within the Town Council.**

i) To receive an updated report from the Clerk on matters pertaining to IT infrastructure, IT resilience and operational administration delivery within the Council.

OC24/43**To consider matters pertaining to the Guildhall building and venue.**

i) To receive a report from Clerk on the potential requirements for A/V capital investment in the venue.

ii) To receive an update report from Clerk on the outturn of the 2023 Guildhall Solar PV installation and to consider whether the Council wishes to progress an additional application to the forthcoming EDDC Carbon Action Programme to assist towards further improvements to the building in terms of CO² reduction, upgraded user amenity and potential energy cost savings.

OC24/44**To consider matters pertaining to the play amenity in the town.**

i) To receive a report from the Clerk confirming an additional sum available to the Town Council from previous Section 106 planning contributions in relation to the Millwey Rise Play Extension Project, and to consider approving that these additional funds are fully used in that respect.

ii) To consider the (finalised) draft lease agreement between EDDC and Axminster Town Council and to approve the document for signature in accordance with the Town Council's extant standing orders.

iii) To consider a proposal for the introduction of static CCTV in and around the play area site for the prevention of crime and protection of Council, and tenanted, property (which would be subject to consultation and planning consent).

iv) To ratify the purchase (at a cost of £1860.75 net) of HERAS fence panels (and associated items) for the protection and safeguarding of the Millwey Rise Play Area extension site (but to be held as a Town Council asset when no longer in use thereat). *Purchase was previously approved by the Chair of the Operations Committee as an emergency measure to prevent unauthorised access to the building site on public safety grounds, and to accord to requests from neighbouring residents and homeowners.*

** For comparison, cost to hire for 4 weeks would have been circa £2000 and then £400 pw. thereafter.*

OC24/45**To consider matters pertaining to allotment amenity/provision in the town.**

i) To consider proposed revisions to the extant Allotment Regulations in conjunction with representations from the Axminster Allotment Association *

** This matter was deferred to this Operations Committee meeting by the FULL Council on 8th July.*

ii) To receive a report from the Chair of Operations Committee (and Clerk) on the recent meeting with the Axminster Allotment Association and to consider their comments, complaints and suggestions for improved amenities and collaborative relationships with the Town Council.

iii) To consider whether the Town Council wishes (at this stage) to accept the offer of additional allotment site amenity at Cloakham Lawns as per the terms of the 2011 Section 106 legal agreement.

Continued Overleaf

OC24/46

To consider matters pertaining to Emergency Planning.

- i) To receive an updated report from the Clerk on matters pertaining to emergency planning in Axminster Parish.
- ii) Members to consider suggestions/directions to the membership of the nascent Axminster Emergency Planning Working Group (AEPWG) which is due to meet shortly.

OC24/47

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

OC24/48

Date of next scheduled meeting(s) for the committee:

Next meeting: *7th October 2024 – 7pm (Guildhall)*

Future meetings: *2025 meeting calendar not yet approved*

OC24/49

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 OC24/39)

OC24/50 (IC)

To consider matters pertaining to the Town Cemetery deemed commercially sensitive / confidential:
This matter is deemed confidential as it pertains to commercially sensitive supplier information.

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

Paul Hayward

Paul Hayward

TOWN CLERK

31st July 2024