

AXMINSTER TOWN COUNCIL

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

The Guildhall,
Axminster,
Devon.

1 March 2023

Dear Councillor,

You are hereby summoned to attend a meeting of the Operations Committee which will take place on Monday 6th March 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, please raise your hand and you will be invited to speak by the Chair. Voting will also take place by show of hands (or virtual indicator) and the Chair will indicate that the votes have been noted.

Members and the public are reminded that **remarks must be addressed through the person chairing the meeting**. To assist in this process, please have a piece of card or something similar that you can raise to show that you wish to speak, then wait to be invited to speak by the person chairing the meeting.

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)

OC23/001

To note members of the committee present.

OC23/002

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

OC23/003

To note members of the committee not otherwise in attendance.

OC23/004

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

OC23/005i)

To consider and, if thought fit, approve the minutes of the Operations Committee meeting held 15th November 2022 and to consider any matters arising (not included within this agenda as business to be attended to.)

OC23/005ii)

To consider any matters arising (not included within this agenda as business to be attended to) from the meeting of the 15th November 2022 and to receive progress report from Clerk:

OC23/006

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 [OC23/020](#))

Operations Committee business to be considered:

OC23/007

To consider and review current OPSCOMM Work Plan / Action Plan:

OC23/008

To consider “scope and purpose” of the Operations Committee in conjunction with a review of the Committee’s Terms of Reference.

OC23/009

To consider outcomes from Council’s Risk Management Assessment review (see Strategy & Finance Committee meeting held 27/01/2023) and to decide upon forward progress with their recommendations as they relate to the business of the Operations Committee.

OC23/010

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

- i) To consider proposals for repairs to cobbled area in courtyard post-decking platform removal mindful of the buildings listed building status.
- ii) To ratify internal improvement works within Arts Café authorised under Chair’s delegated authority.

OC23/011

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

- i) Town Gateway Signage – see Part Two business (commercially confidential quotes to be considered)
- ii) Update on Town Map installation project.
- iii) Update on Town Fingerpost installation project.

OC23/012

To consider matters pertaining to the Jubilee Field Open Space amenity:

- i) To receive update on tree planting project within Jubilee Field site and to consider further planting of shrubs and plants (proposing that such matters be duly delegated to officers and nominated members of this committee).
- ii) To consider request from parishioner for works to boundary fencing adjacent to site of former tree (now felled on safety grounds).
- iii) To consider request from parishioner for the planting of a memorial tree on Jubilee Field.

Continued Overleaf

OC23/013

To consider matters pertaining to the Town Cemetery:

- i) To consider proposed arrangements for Friday afternoon, and weekend burials/interments following representations from local Funeral Director.
- ii) To consider report from Clerk on suggested disposal and acquisition of cemetery (grounds) plans and equipment assets.
- iii) To consider future planning of memorial Safety Inspections and Assessments and to agree upon a scheme of delegation to ensure that safety within the cemetery grounds is paramount.
- iv) To consider matters pertaining to unauthorised access into the cemetery from adjacent houses.

OC23/014

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

- i) To receive report from Clerk on the recent acquisition of a Tower Scaffold system, the subsequent training of staff to enable the safe and certified use of that equipment and the consequential issue of storage (see vi)
- ii) To ratify the recent expenditure (approved under Chair's/Clerk's delegated authority) on:
 - a) Replacement of dressing room water heater
 - b) replacement of dressing room (A) WC pan and cistern after damage caused by hirer.
- iii) To consider update from Clerk on recent Intruder Alarm service and to consider proposals for system enhancements / upgrades.
- iv) To consider update from Clerk on recent Fire Alarm service and to consider proposals for system enhancements / upgrades.
- v) To consider Council office working arrangements and opening hours (specifically, Fridays).
- vi) To consider request for additional storage amenity at rear of Guildhall for chairs, tables and other items.
- vii) To consider request for replacement clock in main hall area (to right of stage front).
- viii) To consider report from Clerk on forthcoming cessation of building broadband provision and to consider proposals to upgrade building connectivity to Fibre for improved efficiency and amenity.

OC23/015

To consider matters pertaining to Council vehicles:

- i) To receive a report from Clerk on the current status of the Council's vehicle fleet and recommendations for replacement vehicles to suit Council's anticipated operational requirements (including movement of plant and machinery between sites under the Council's jurisdiction).

OC23/016

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

- i) To consider update on defibrillator provision in the parish; Clerk to report on progress.
- ii) To consider request for approved expenditure of £1200 (net) for summer planting materials, plants and consumables for Minster Green, Guildhall, roundabout and South Street basket displays
- iii) To re-consider parishioner request to provide an additional VAS (vehicles activated speed) unit on Trinity Hill Road (on land within Axminster Parish) *

** This matter was deferred until Spring 2023 by an earlier meeting of this committee.*

- iv) To receive report from Clerk on progress with "Green Wedge" / E-bikes (Urban Renewal) project and preliminary works.
- v) To receive a general report from Clerk on progress with all previously agreed Operational actions and tasks; members to consider and decide upon amendments to prioritisation of actions, approve any deferments or delays as are deemed operationally necessary and efficacious.

Continued Overleaf

OC23/017

To consider matters pertaining to Health and Safety and progress with compliance:

OC23/018

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

OC23/019

Date of next scheduled meeting for the committee; 5th June 2023 – 7pm (Guildhall)

OC23/020

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):

To be agreed upon by members of the committee as and when appropriate (see OC23/011)

OC23/011 (IC) – see earlier agenda item.

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

i) Town Gateway Signage – To consider quotations for the procurement and installation of replacement Gateway Signage (for the promotion of tourism/economic development/visitor amenity) (commercially confidential quotes to be considered)

OC23/021 (IC) – Section 106 / CIL update and consideration of projects proposed.

To consider matters pertaining to the EDDC S106 / CIL allocations for Axminster Parish.

To consider a report from Clerk following recent conversations with the EDDC (locum) S106 officer and to agree upon any projects that Council wish to take forward using these funds / allocations.

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

Paul Hayward

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TOWN CLERK

1st March 2023