

AXMINSTER TOWN COUNCIL

Members of the Operations Committee: Cllr. Walden (Chair) Cllr. Willey (Vice-Chair); all other members of Council are also effective members of this committee as per resolution of the Council

The Guildhall,
Axminster,
Devon.

16 September 2026

Dear Councillors,

You are hereby summoned to attend a meeting of the Operations Committee which will take place on Monday 21st September 2026 **at 7.00 p.m.** 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)

OC26/061

To note members of the committee present.

OC26/062

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

OC26/063

To note members of the committee not otherwise in attendance and to consider any additional apologies for absence.

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OC26/064

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.

OC26/065

To consider and, if thought fit, approve the minutes of the Operations Committee meeting held 15th June 2026 and to consider any matters arising (*not included within this agenda as business to be attended to.*)

OC26/066

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 items OC26/084 to 086(IC)]

OC26/067

To consider whether this committee wishes the membership to remain as all elected/co-opted councillors by default, or whether it wishes to revert back to a smaller membership as previously.

OC26/068

To receive a progress report from Clerk on previous decisions, actions and recommendations of this committee.

Operations Committee business to be considered:

OC26/069

To consider any matters pertaining to The Guildhall building;

To receive update reports on previous actions/decisions regarding that amenity.

i) To consider progress update report on Guildhall works project and to consider any revisions and/or additions to the works programme and the scheduling / prioritisation of such works.

OC26/070

To consider matters pertaining to Town Amenity and services and to receive update reports on previous actions/decisions regarding amenities in the town and parish:

i) To consider officer report on LGR (paused) asset transfers and services from higher tier authorities.

OC26/071

To consider matters pertaining to allotments;

To receive update reports on previous actions/decisions regarding town allotments:

i) To approve the proposed date for the annual allotment tenants meeting on 30th November 2026 and to note that arrangements will be made for payment of rents at the Guildhall prior to that date.

OC26/072

To consider matters pertaining to the Town Cemetery (Chard Rd) and to receive update reports on previous actions/decisions regarding the cemetery:

OC26/073

To consider matters pertaining to the Town Orchard and Wildflower Meadow (Chard Rd):

OC26/074

To consider any matters pertaining Axminster Town Council Emergency Planning protocol/policy, and the ongoing activity and involvement of the Axminster Emergency Plan Working Group.

i) To consider membership of the working party and schedule & frequency of future meetings.

OC26/075

To consider any matters pertaining to parish footpaths, bridleways and other related P3 issues, and to receive any update reports from the Clerk on that subject:

OC26/076

To consider any matters pertaining to Jubilee Field amenity and to receive any update reports from the Clerk on that subject:

OC26/077

To consider any matters pertaining to The Old Courthouse asset / amenity and to receive any update reports from the Clerk on that subject:

OC26/078

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

OC26/079

To consider any matters pertaining to future community engagement and events planning, and to receive any update reports from the Clerk on that subject:

OC26/080

To note that the next meeting of the committee is designated for Budgetary Discussions for FY27-28.

OC26/081

Presiding Chair's Announcements / Matters of Urgency for discussion only to be noted, or to be added to next meeting agenda for this committee.

OC26/082

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

Next meeting: 16th November 2026

OC26/083

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.

Matters to be considered in closed committee session:

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 OC26/066)

OC26/084 (IC)

To consider any matters pertaining to the Jubilee Field curtilage / assets / amenities.

This topic is deemed confidential as it relates to matters involving a 3rd party.

OC26/085 (IC)

To consider any matters pertaining to The Old Courthouse building complex.

This topic is deemed confidential as it relates to matters involving a 3rd party.

OC26/086 (IC)

To consider any matters pertaining to current / future Guildhall building works.

This topic is deemed confidential as it may relate to matters involving 3rd party hirers, contractors or project management considerations.

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

Paul Hayward

Paul Hayward

TOWN CLERK

16th September 2026