

AXMINSTER TOWN COUNCIL

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

The Guildhall,
Axminster,
Devon.

18 March 2026

Dear Councillor,

You are hereby summoned to attend a meeting of the Operations Committee which will take place on Monday 23rd March 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)

OC26/015

To note members of the committee present.

OC26/016

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

(LGA 1972 S.85 (1))

OC26/017

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

OC26/018

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.

OC26/019

To consider and, if thought fit, approve the minutes of the Operations Committee meeting held 26th January 2026 and to consider any matters arising (*not included within this agenda as business to be attended to.*)

OC26/020

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 OC26/032 to 037(IC)]

Operations Committee business to be considered:

OC26/021

To consider matters pertaining to The Guildhall and to receive update reports on previous actions/decisions regarding that building:

- i) Repairs to Guildhall roof (front & side) elevations following recent wet weather conditions.
- ii) Associated consequential repairs to Jubilee Room ceiling and woodwork.
- iii) Associated consequential repairs / reinstatement of internal decoration.
- iv) Replacement of 2nd WC in dressing room with water-efficient modern WC sanitaryware.
- v) External building repairs & re-decoration to Guildhall frontage and side elevations (and signage).
- vi) Main Hall / Jubilee Room hall condition and sanding options.
- vii) Blinds / screens and window furniture in main hall and Jubilee Room.
- viii) Emergency Lighting / external perimeter lighting.

OC26/022

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) Town Centre CCTV upgrades / enhancements (update report)

OC26/023

To consider matters pertaining to allotments and to receive update reports on previous actions/decisions regarding town allotments:

- i) To consider variations to the extant Allotment Regulations; eligibility criteria for tenancy.
- ii) To consider minor works to access track at Woodbury Park allotments (lower) to provide enhanced tenant amenity.
- iii) To note installation of additional fencing at North Street allotment to accommodate localised emergency storage on Town Council land asset.

OC26/024

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

- i) Cemetery Chapel condition and security works (update from Clerk).
- ii) Cemetery wall – maintenance and repair works (update from Clerk)
- iii) To consider (temporary) repairs to main driveway through cemetery for user amenity.

OC26/025

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

- i) To consider matters pertaining to projects at this Town Council amenity site.
- ii) To consider any matters pertaining to ACAG (Axminster Climate Action Group)
- iii) To consider the Town Councils' approach to establishing a Biodiversity protocol / policy.

OC26/026

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.

OC26/027

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

OC26/028

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

OC26/029

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

OC26/030

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

Next meeting: *1st June 2026*

Future meetings: *See 2026/27 meeting calendars available online*

OC26/031

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 (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 OC26/020)

OC26/032 (IC)

To consider matters pertaining to The Old Courthouse Complex (sale/disposal) and legal matters associated with that subject.

This topic is deemed confidential as it involves legal / financial matters between Axminster Town Council and a 3rd party.

OC26/033 (IC)

To receive an update on Town Council resourcing issues, in the wider context of future Local Government Reorganisation and service demands from residents & visitors.

This topic is deemed confidential as it relates to matters involving employees (which are associated with operational matters, rather than employment matters which would ordinarily be discussed at the Employment Committee).

OC26/034 (IC)

To receive an update on matters pertaining to the cemetery chapel works and cemetery assets.

This topic is deemed confidential and commercially sensitive as it pertains to site security issues.

OC26/035 (IC)

To consider a matter pertaining to Jubilee Field curtilage.

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

OC26/036 (IC)

To consider a matter pertaining to Axminster Town Council administration and infrastructure; IT

This topic is deemed commercially sensitive and confidential as the discussion will consider quotations from 3rd party suppliers.

OC26/037 (IC)

To consider a matter pertaining to Millwey Rise Play Area (lease) project progression and legal matters associated with that subject.

This topic is deemed confidential as it involves legal matters between Axminster Town Council and East Devon District Council, being the tenant and landlord of the leased area.

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

Paul Hayward

Paul Hayward

TOWN CLERK

18th March 2026