

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

24 December 2021

Dear Councillor,

You are hereby summoned to attend a meeting of the Operations Committee which will take place on Tuesday, 4th January 2022 **at 7.00 p.m.** either at Axminster Guildhall or, if circumstances necessitate, as a consultative virtual meeting via ZOOM webinar. **Link here: 852 2019 8967 / 083145**
<https://us02web.zoom.us/j/85220198967?pwd=cWsrWG9BSVBMaVNiL1hUd0xnckVwQT09>

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 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)

OC22/001 To note members present.

OC22/002 To note and, if thought fit, to approve apologies (and reasons for absence). (LGA 1972 S.85 (1))

OC22/003 To note members of the committee not otherwise in attendance.

OC22/004 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.

OC22/005 To review the minutes of the Operations Committee meeting held 7th December 2021 (approved by Council on 13th December 2021) and to consider any matters arising.

OC22/006 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.

Continued Overleaf

Operations Committee business to be considered:

OC22/007 To consider matters pertaining to Winter resilience measures:

OC22/008i) To consider arrangements for the future governance and administrative functionality for the Axminster Guildhall; specifically, in respect of the relationship between Axminster Town Council and the Guildhall Management Committee and its Trustees (management, holding and custodian).

OC22/008ii) To consider proposals for the refurbishment and modernisation of the Old Courthouse Building Complex and potential for enhanced use of the building(s) for Town Council activities/business:

OC22/009 Update on Section 106 projects ongoing:

- a) Raymond's Hill Play Area – see agenda item xxx below
- b) Axminster Skatepark at Cloakham Lawns
- c) Cloakham Lawns Public Artwork project

OC22/010 To consider matters pertaining to signage in the Town Centre and on roads/highways within the parish; to include update on vehicle activated sign project:

- a) Town Centre Signage Project (Chair to speak on this matter).
- b) To consider requests from public for enhanced/additional Tourism "Brown" signage.
- c) Update on provision/installation of Vehicle Activated Signage (VAS).

OC22/011 Update on Jubilee Field Project:

- a) Transfer of land from EDDC to the Town Council; progress report.
- b) To consider proposals for landscaping and provision of site amenity.

OC22/012 Update on Public Rights of Way / P3 works in progress:

OC22/013 To consider matters pertaining to the Town Cemetery:

- a) To consider draft design for new consolidated entrance signage.
- b) To consider principle of hiring/purchasing HD chipping equipment to minimise future maintenance/waste disposal expenditure.
- c) Update on cemetery chapel(s) condition survey.
- d) Update on proposals for future use of lower cemetery field and to consider commissioning of digital site photography (by certified drone operator).

OC22/014 To consider matters pertaining to allotments:

- a) To receive update on line marking improvements at Woodbury Park site.
- b) To receive report from Locum Clerk as to ongoing discussions with insurers re: use of volunteers to facilitate gate installation at North St. site
- c) To consider proposal to review/revise Town Council's Allotment Regulations.

OC22/015 To consider matters pertaining to Health and Safety/H&S Sub-Committee:

- a) Health and Safety Audit Report: update from Locum Clerk
- b) To consider Terms of Reference for H&S sub.comm.

OC22/016 To consider update from Locum Clerk re: Welcome Back Funding capital expenditure:

OC22/017 To consider the need to make future meetings of this committee (until a date to be agreed upon) "Consultative" only; to be held via Zoom or other digital / web platform in light of ongoing Coronavirus health risks and with recommendations being duly delegated to the Proper Officer to administer and execute:

Continued Overleaf

OC22/018 To consider Town Council's Draft VOLUNTEER POLICY:

OC22/019 To consider updates on CCTV installation and coverage within Town Centre and at Guildhall:

OC22/020 To consider quotations for replacement of noticeboard at Poplar Mount car park:

OC22/021 To consider proposals to undertake a review of the Town Council's energy supply costs:

OC22/022 To consider proposals to provide further festive illumination on Minster Green and across the Town Centre; to include consideration of electrical supply challenges & liaison with 3rd parties in the town already engaged in festive lighting provision:

OC22/023 Chair's Announcements / Matters of Urgency to be noted:

If appropriate, Deputy Chair 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 (see agenda item 006 above):

OC22/024 (IC) To consider matters pertaining to the ongoing Section 106 Play project at Raymond's Hill.

OC22/025 (IC) To consider costs of cemetery maintenance and to agree principles for future maintenance.

OC22/026 (IC) To consider costs of Cemetery Mapping Software and Digitised Plans

OC22/027 (IC) To consider quotes received for tree and hedge maintenance at allotment and cemetery sites.

OC22/028 (IC) To consider amendments to licence wording for prospective tenant of Minster Room.

OC22/029 (IC) To consider matters pertaining to chattels currently in storage in Museum space at OCH.

Paul Hayward

Paul Hayward

LOCUM TOWN CLERK

24TH December 2021