

AXMINSTER TOWN COUNCIL

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

The Guildhall,
Axminster,
Devon.

3 April 2024

Dear Councillor,

You are hereby summoned to attend a meeting of the Operations Committee which will take place on Monday 8th April 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)

OC24/13

To note members of the committee present.

OC24/014

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

OC24/015

To note members of the committee not otherwise in attendance.

OC24/016

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

OC24/017

To consider and, if thought fit, approve the minutes of the Operations Committee meeting held 15th January 2024 and to consider any matters arising (not included within this agenda as business to be attended to.)

OC24/018

To consider any matters arising (not included within this agenda as business to be attended to) from the meeting of the 15th January 2024 and to receive progress report from Clerk:

OC24/019

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 OC24/028(IC) to 030(IC) inclusive]

Operations Committee business to be considered:

OC24/020

To consider matters pertaining to the Town Cemetery:

- i) To consider the introduction of a memorial indemnity form (so as to avoid the use of the generic interment indemnity form currently in use).
- ii) To consider dates for the Cemetery site visit (see previous minutes).

OC24/021

To consider matters pertaining to Town Amenity and services:

- i) To ratify recent purchase of a community defibrillator in Abbey Close (purchased under Chair's delegated authority) and in conjunction with a grant received from London Hearts defibrillator charity and the DHSC. *Nil (£0) cost to the Town Council.*
- ii) To note the agreement of the Hunters Lodge Inn to host the AED cabinet and defibrillator which will be removed from the Raymonds Hill Post Office imminently.
- iii) To consider a proposal for the Town Council to provide an additional VAS (SSID) device for use in the parish to promote slower driving speeds in the town centre and in residential areas.
- iv) To consider whether the Town Council wishes to apply to DCRF for initial start-up funding in order to assist towards the creation of an Axminster Community Emergency Plan.
- v) To receive an update from Clerk on progress with the installation of enhanced Gateway / Fingerpost signage in the town.

OC24/022

To consider matters pertaining to Administrative matters within the Town Council.

- i) To receive a report from the Clerk on matters pertaining to IT infrastructure and operational administration delivery within the Council.

Continued Overleaf

OC24/023

To consider matters pertaining to the Guildhall building and venue.

(some of these business matters have been deferred from the postponed Guildhall Sub-Committee meeting originally scheduled to take place on the 7th March 2024)

- i) To note the revised bar prices from the 1st April 2024 and to confirm that all bar sales are now subject to VAT as per Council's self-registration for VAT
- ii) To consider existing and future storage challenges within the Guildhall building (both in terms of operational protocol, guest amenity and H&S compliance)
- iii) To consider matters pertaining to the existing and future provision of kitchen/catering amenities/facilities within the Guildhall building/venue.
- iv) To consider proposals for upgrade/acquisition of venue AV/Lighting/technical/sound facilities to promote and encourage additional acts/performances; *to consider what asset acquisition might be necessary to bring this forward.*
- v) To consider requests for additional advertising / promotional expenditure from the Guildhall Manager.
- vi) To consider matters pertaining to building licensing and venue security requirements for building control and audience safety/management.
- vii) To receive update report from RFO on building condition survey and works timetable/schedule.
- viii) To consider proposal for replacement stage access amenity (on H&S grounds).

OC24/024

To consider matters pertaining to the Old Courthouse complex.

- i) To receive a report from the Clerk on ongoing survey works and building maintenance issues that require committee consideration.
- ii) To receive an update on the provision of Wi-Fi/broadband connectivity into the OCH complex.
- iii) To consider enhancements to the CCTV in and around the complex for the prevention of crime and protection of Council, and tenanted, property.

OC24/025

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

OC24/026

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

Next meeting: 10th June 2024 – 7pm (Guildhall)

Future meetings: 7th October 2024 and additional meetings if required at the direction of the Chair.

Continued Overleaf

OC24/027

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 OC24/019)

OC24/028 (IC)

To consider proposals for hosting of specific acts and performances that require committee discussion due to the financial conditions and commitments that would apply if such acts were booked to appear / perform. *These matters are deemed confidential as they pertain to commercially sensitive financial information.*

OC24/029 (IC)

To consider request for the temporary removal of a Guildhall asset from the building by a 3rd party. *This matter is deemed confidential as it pertains to confidential 3rd party information and commercially sensitive asset management data.*

OC24/030 (IC)

To consider proposals for the replacement of the Town Council photocopier (admin. resource) and consequential renewal of the extant service / usage agreement *This matter is deemed confidential as it pertains to commercially sensitive supplier information.*

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

Paul Hayward

Paul Hayward

TOWN CLERK

3rd April 2024