

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

11 November 2020

Dear Councillor,

You are hereby summoned to attend a virtual extra-ordinary meeting of the Town Council which will take place on Monday, 16th November 2020 at 7.30p.m using remote conferencing technology as authorised by the regulations set out in Clause 78 of the Coronavirus Act 2020.

Join Zoom Meeting

<https://us02web.zoom.us/j/84881336723>

Meeting ID: 848 8133 6723

The meeting will be held using Zoom technology.

Details on how to join the meeting are on the relevant Committee Page on our website, should you be unable to access the meeting, please contact us on 01297 32088

This meeting will be recorded and 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 chairman, at which point your microphone will be unmuted. Voting will also take place by show of hands and the chairman 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 Mayor.

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. In virtual meetings, if members have a pecuniary interest, they will be placed in the 'waiting room' where they cannot hear or participate in discussion and voting.
- 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.

1. TO RECEIVE AND APPROVE APOLOGIES.
2. TO NOTE OTHER MEMBERS NOT PRESENT.
3. TO NOTE, FORMALLY, THE CREATION OF A CASUAL VACANCY.
4. TO WELCOME CLLR. SLEIGH.
5. DECLARATIONS OF INTEREST.
6. TO RECEIVE AND IF THOUGHT FIT APPROVE AND ADOPT MINUTES OF MEETING HELD ON MONDAY 9th NOVEMBER 2020, IF AVAILABLE: To be presented by the Town Mayor – i) approve for accuracy. ii) adopt as policy.
7. TO CONSIDER MATTERS ARISING FROM MINUTES OF 9TH NOVEMBER 2020

8. MATTERS OF URGENCY: To consider matters not detailed on the agenda but agreed by the Presiding Chairman as being matters of urgency.
9. COMMITTEE REPORTS: To receive and, if thought fit, approve and adopt the reports, copies herewith, of the following committees:
- a. PLANNING: Dated 14th September 2020, to be presented by the Chairman of the Committee, Cllr. Mrs. Leat. – i) approve for accuracy. ii) adopt as policy.
 - b. Matters arising from above meeting.
 - c. EMPLOYMENT: Dated 22nd September 2020, to be presented by the Chairman of the Committee, Cllr. Farrow.
 - d. Matters Arising from the above meeting
 - e. BUILDINGS AND FINANCE: Dated 28TH September 2020, to be presented by the Chairman of the Committee, Cllr. Young. - i) approve for accuracy. ii) adopt as policy.
 - f. Matters arising from above meeting.
 - g. PLANNING: Dated 28TH September 2020 to be presented by the Chairman of the Committee, Cllr. Mrs. Leat. – i) approve for accuracy. ii) adopt as policy.
 - h. Matters arising from above meeting.
 - i. PLANNING: Dated 12th October 2020, to be presented by the Chairman of the Committee, Cllr. Mrs. Leat. – i) approve for accuracy. ii) adopt as policy.
 - j. Matters arising from above meeting.
 - k. EMPLOYMENT: Dated 20th October 2020 to be presented by the Chairman of the Committee, Cllr. Farrow. – i) approve for accuracy. ii) adopt as policy.
 - l. Matters arising from above meeting.
 - m. BUILDINGS AND FINANCE: Dated 28th October 2020, to be presented by the Chairman of the Committee, Cllr. Young. - i) approve for accuracy. ii) adopt as policy.
 - n. Matters arising from above meeting.
10. TO CONSIDER MEMBERSHIP OF RURAL MARKET TOWNS GROUP: Town Clerk to speak

If appropriate, Deputy Mayor 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.

Yours sincerely,

Hilary Kirkcaldie
TOWN CLERK