

AXMINSTER TOWN COUNCIL

The Guildhall,  
Axminster,  
Devon.

3 February 2021

Dear Councillor,

You are hereby summoned to attend a virtual meeting of the Town Council which will take place on Monday, 8<sup>th</sup> February 2021 at 7.00 p.m using remote conferencing technology as authorised by the regulations set out in Clause 78 of the Coronavirus Act 2020.

The meeting will be held using Zoom technology.

Join Zoom Meeting

<https://us02web.zoom.us/j/82988041955>

Meeting ID: 829 8804 1955

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 THOSE NOT PRESENT.

3. DECLARATIONS OF INTEREST.

4. TO CONSIDER APPLICATIONS TO FILL CASUAL VACANCIES:

5. TO RECEIVE AND IF THOUGHT FIT APPROVE AND ADOPT MINUTES OF MEETING HELD ON 14<sup>TH</sup> DECEMBER 2020: To be presented by the Town Mayor – i) approve for accuracy. ii) adopt as policy.

6. TO RECEIVE AND IF THOUGHT FIT APPROVE AND ADOPT MINUTES OF MEETING HELD ON 11<sup>TH</sup> JANUARY 2020: To be presented by the Town Mayor – i) approve for accuracy. ii) adopt as policy.

7. TOWN FORUM

8. FINANCIAL MATTERS:

- a. To approve payments for January.
- b. To consider payment of basic allowance to Councillors.
- c. To approve budget for 2021-2022
- d. To reach a decision on renewal of business bonds.
- e. To receive report from Responsible Financial Officer.
- f. To allocate funding for provision of defibrillator at Waffle House with plaque at street level.
- g. Insurance Matters

9. COVID 19 RELATED MATTERS: Cllr. Farrow to speak.

10. UPDATE ON SAFER TOWNS INITIATIVE: Cllr. Sedgewick to speak.

11. TO CONSIDER PROVISION OF A DEFIBRILLATOR IN THE TOWN CENTRE: Town Mayor to speak.

12. TO CONSIDER WAY FORWARD IN RESPECT OF DANGEROUS FOOTBRIDGE

13. TO CONSIDER AND ADOPT THE FOLLOWING POLICIES/DOCUMENTS:

- a. Attendance Management.
- b. Performance Management and Appraisal
- c. Employee Self-appraisal Form
- d. Performance Improvement.
- e. Health and Safety
- f. Operations Committee Terms of Reference
- g. Dignity at Work.
- h. Equality and Diversity

14. TO CONSIDER MATTERS ARISING FROM MINUTES OF 7<sup>TH</sup> DECEMBER 2020

15. TO CONSIDER MATTERS ARISING FROM MINUTES OF 14<sup>TH</sup> DECEMBER 2020

16. MATTERS OF URGENCY: To consider matters not detailed on the agenda but agreed by the Presiding Chairman as being matters of urgency.

17. COMMITTEE REPORTS: To receive and, if thought fit, approve and adopt the reports, copies herewith, of the following committees:

- a. EMPLOYMENT: Dated 22nd September 2020, to be presented by the Chairman of the Committee, Cllr. Farrow - i) approve for accuracy. ii) adopt as policy.
- b. Matters arising from the above meeting.
- c. EMPLOYMENT: Dated 20th October 2020, to be presented by the Chairman of the Committee, Cllr. Farrow - i) approve for accuracy. ii) adopt as policy.
- d. Matters arising from the above meeting.
- e. EMPLOYMENT: Dated 24th November 2020, to be presented by the Chairman of the Committee, Cllr. Farrow - i) approve for accuracy. ii) adopt as policy.
- f. Matters arising from the above meeting.
- g. PLANNING: Dated 12<sup>th</sup> January 2021, 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. EMPLOYMENT: Dated 18<sup>th</sup> January 2021, to be presented by the Chairman of the Committee, Cllr. Sedgewick. – i) approve for accuracy. ii) adopt as policy.
- j. Matters arising from above meeting.
- k. FINANCE AND STRATEGY: Dated 25<sup>th</sup> January 2021, to be presented by the Deputy-Chairman of the Committee, Cllr. Farrow. - i) approve for accuracy. ii) adopt as policy.
- l. Matters arising from above meeting.
- m. PLANNING: Dated 26<sup>th</sup> January 2021, to be presented by the Chairman of the Committee, Cllr. Mrs. Leat. – i) approve for accuracy. ii) adopt as policy.
- n. Matters arising from above meeting.
- o. OPERATIONS: Dated 1<sup>st</sup> February 2021, to be presented by the Chairman of the Committee. i) approve for accuracy. ii) adopt as policy
- p. Matters arising from above meeting.

18. TO CONSIDER OPTIONS FOR LANDSCAPING OF LAND ON APPROACH TO AXMINSTER RAILWAY STATION: Town Mayor to speak.
19. TO PROPOSE THAT THE FORMER SENIOR CITIZENS' CENTRE BE RENAMED "THE DOUGLAS HULL ROOM": Cllr. Walden to speak.
20. TO PROPOSE THAT THE FORMER SENIOR CITIZENS' CENTRE BE RENAMED "THE DOUGLAS HULL ROOM": Cllr. Walden to speak.
21. NEIGHBOURHOOD PLAN: Cllr. Sedgewick to speak
22. TO CONSIDER TOWN COUNCIL RESPONSE TO CONSULTATION ON LOCAL PLAN ISSUES AND OPTIONS CONSULTATION;
23. TO PROPOSE DEFERRAL OF REVISION OF OUTSIDE COMMITTEE MEMBERSHIPS UNTIL MAY: Town Clerk to speak.
24. CORRESPONDENCE:
  - a. Various re COVID 19
  - b. Healthwatch Voices
  - c.

If appropriate, a Councillor 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.

To be taken In Committee:

THIS SECTION OF THE MEETING WILL HAVE A DIFFERENT CODE AND WILL START AT THE CONCLUSION OF THE OPEN MEETING.

25. QUOTES TO CONSIDER: among which:

- a. Cemetery Chapels
- b. Planning Consultant Costs
- c. C.C.T.V. costs.

26. TENANCY MATTERS

27. INSURANCE MATTERS

Yours sincerely,

*Hilary Kirkcaldie*

TOWN CLERK