

AXMINSTER TOWN COUNCIL

The Guildhall,  
Axminster,  
Devon.

3 March 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> March 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.

Join Zoom Meeting

<https://us02web.zoom.us/j/88690252875>

Meeting ID: 886 9025 2875

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 PROPOSE THAT APOLOGIES FROM CLLRS. MYNARD AND SLEIGH ON A LONGER TERM BASIS BE APPROVED.
3. TO NOTE THOSE NOT PRESENT.
4. DECLARATIONS OF INTEREST.
5. TO RECEIVE AND IF THOUGHT FIT APPROVE AND ADOPT MINUTES OF MEETING HELD ON 8<sup>TH</sup> FEBRUARY 2021: To be presented by the Town Mayor – i) approve for accuracy. ii) adopt as policy.
6. TOWN FORUM
7. FINANCIAL MATTERS:

- a. To approve payments for February.
  - b. To receive report from Responsible Financial Officer.
  - c. Insurance Matters
  - d. To consider Grant Request from Nourish.
8. COVID 19 RELATED MATTERS: Cllr. Farrow to speak.
  9. TO UPDATE COMMITTEE MEMBERSHIPS: Town Clerk to speak.
  10. TO APPROVE DRAFT RESPONSE TO LOCAL PLAN ISSUES AND OPTIONS CONSULTATION: Cllr. Mrs. Leat to speak.
  11. REPORT ON NEIGHBOURHOOD PLAN WORKING PARTY: Cllr. Sedgewick to speak.
  12. TO PROPOSE THAT IN PRINCIPLE THE TOWN COUNCIL SHOULD TAKE THE NEIGHBOURHOOD PLAN FORWARD WITH FURTHER INVESTMENT TAKEN FROM RESERVES: Cllr. Sedgewick to speak.
  13. TO PROPOSE THAT THE DATE SET FOR THE ANNUAL PARISH MEETING BE USED FOR PUBLIC CONSULTATION ON NEIGHBOURHOOD PLAN: Cllr. Sedgewick to speak.
  14. E.D.D.C. ADAPTATION, INNOVATION AND RESILIENCE FUNDING: Town Mayor to speak.
  15. TO CONSIDER AND ADOPT THE FOLLOWING POLICIES/DOCUMENTS:
    - a. Operations Committee Terms of Reference.
    - b. Planning Committee Terms of Reference.
    - c. Employment Committee Terms of Reference.
    - d. Home Working Policy.
    - e. Lone Working Policy.
    - f. Employee Code of Conduct.
    - g. Homeworker Self Assessment Form.
  16. TO CONSIDER MATTERS AND ACTION POINTS ARISING FROM MINUTES OF 11<sup>th</sup> JANUARY 2021
  17. TO CONSIDER MATTERS AND ACTION POINTS ARISING FROM MINUTES OF 8<sup>TH</sup> FEBRUARY 2021
  18. TO CONSIDER RETAINING PROJECT MANAGER FOR FIRE DAMAGE TO MANAGE DAMP INGRESS WORKS AT ARTS CAFÉ.
  19. MATTERS OF URGENCY: To consider matters not detailed on the agenda but agreed by the Presiding Chairman as being matters of urgency.
  20. COMMITTEE REPORTS: To receive and, if thought fit, approve and adopt the reports, copies herewith, of the following committees:
    - a. EMPLOYMENT: Dated 15<sup>th</sup> February 2021, to be presented by the Chairman of the Committee, Cllr. Sedgewick - i) approve for accuracy. ii) adopt as policy.
    - b. Matters arising from the above meeting.
    - c. FINANCE AND STRATEGY: Dated 22<sup>nd</sup> February 2021 to be presented by the Vice-chairman of the Committee, Cllr. Sedgewick - i) approve for accuracy. ii) adopt as policy.
    - d. Matters arising from the above meeting.
    - e. PLANNING WORKING PARTY: Dated 23<sup>rd</sup> February 2021 to be presented by the Chairman of the Planning Committee, Cllr. Mrs. Leat - i) approve for accuracy. ii) adopt as policy.
    - f. Matters arising from the above meeting.
    - g. OPERATIONS: Dated 1<sup>st</sup> March 2021, to be presented by the Chairman of the Operations Committee, Cllr. Walden.
    - h. Matters arising from the above meeting.
    - i. PLANNING COMMITTEE: Dated 23<sup>rd</sup> February 2021 to be presented by the Chairman of the Planning Committee, Cllr. Mrs. Leat - i) approve for accuracy. ii) adopt as policy.
    - j. Matters arising from the above meeting.

21. TO DISCUSS TRAINING FOR STRATEGIC PLANNING AND RISK MANAGEMENT: Town Mayor to speak.
22. TO CONSIDER WAY FORWARD IN RESPECT OF EMAIL PROBLEMS:
23. CORRESPONDENCE;
- a. Various re COVID 19
  - b. Healthwatch Voices
  - c. North Devon Healthcare and Royal Devon and Exeter merger update.
  - d. E.D.D.C. – various re Census.
  - e. Love Devon.
  - f. Anti-social behaviour and community safety officer – numerous.

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.

24. QUOTES TO CONSIDER: among which:

- a. Planning Consultant Costs
- b. Surveyor Costs.

25. TENANCY MATTERS

26. INSURANCE MATTERS

Yours sincerely,

*Hilary Kirkcaldie*

TOWN CLERK