

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

10 June 2021

Dear Councillor,

You are hereby summoned to attend the meeting of the Town Council which will take place on Monday, 14th June 2021 at 7.00 p.m at the Guildhall.

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. Voting will normally 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.**

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.

1. TO RECEIVE APOLOGIES.

2. TO NOTE THOSE NOT PRESENT.

3. DECLARATIONS OF INTEREST.

4. TOWN FORUM.

5. FINANCIAL MATTERS:

- a. To consider receipts and payments reports for May.
- b. To consider Annual Governance Report AGAR Section 1.
- c. To consider viring funds budgeted for Guildhall foyer doors to decoration.
- d. To receive report from Responsible Financial Officer.
- e. To consider request for large grant from Axminster Job Club.
- f. To consider procurement procedure.
- g. New Guildhall Manager.

6. AXMINSTER SKATEPARK: Town Mayor to speak.

7. JUBILEE FIELD: Town Mayor to speak.

8. TO REVIEW AND REVISE SCHEDULE OF MEETINGS: Town Clerk to speak.

9. REPORT ON NEIGHBOURHOOD PLAN WORKING PARTY: Cllr. Sedgewick to speak.

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

11. TO REVIEW STANDING ORDERS

12. SECTION 106 UPDATE

13. IDENTITY BADGES FOR TOWN COUNCIL EMPLOYEES: Cllr. Sedgewick to speak.

14. DOCUMENT CONTROL PROCEDURES: Cllr. Holt to speak

15. UPDATING OF WEBSITE: Cllr. Sedgewick to speak

16. CORRESPONDENCE;

- a. Various re COVID 19

- b. Healthwatch Voices
- c. 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:

17. STAFFING MATTERS.

18. SECTION 106 MATTER – PLAY AREA AT RAYMONDS HILL

19. QUOTES TO CONSIDER:

Yours sincerely,

Hilary Kirkcaldie

TOWN CLERK