

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

16 June 2021

Dear Councillor,

You are hereby summoned to attend an Extra-ordinary Meeting of the Town Council which will take place on Monday, 21st June 2021 at 10.30 a.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**. 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 RECEIVE AND IF THOUGHT FIT APPROVE AND ADOPT MINUTES OF MEETING HELD ON 26th APRIL 2021: To be presented by the Town Mayor – i) approve for accuracy. ii) adopt as policy.
5. Matters Arising from the above meeting.
6. TO RECEIVE NOTES FROM PUBLIC MEETING HELD ON 15TH MARCH 2021.
7. TO RECEIVE AND IF THOUGHT FIT APPROVE AND ADOPT MINUTES OF MEETING HELD ON 24th MAY 2021: To be presented by the Town Mayor – i) approve for accuracy. ii) adopt as policy.
8. Matters Arising from the above meeting.
9. TO RECEIVE AND IF THOUGHT FIT APPROVE AND ADOPT MINUTES OF MEETING HELD ON 14th JUNE 2021: To be presented by the Town Mayor – i) approve for accuracy. ii) adopt as policy.
10. Matters Arising from the above meeting.
11. TO CONSIDER AND ADOPT THE FOLLOWING POLICIES/DOCUMENTS:
 - a. Recruitment and Selection Policy.
 - b. Induction Policy.
 - c. Induction Checklist.
 - d. Training and Development Policy.
 - e. Town Clerk Job Description.

- f. Cemetery Caretaker Job Description
- a. Planning Committee Revised Terms of Reference.
- b. Operations Committee Revised Terms of Reference.

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

- a. PLANNING: Dated 9th February 2021 to be presented by the Chairman or a member of the Planning Committee, - i) approve for accuracy. ii) adopt as policy.
- b. Matters arising from the above meeting.
- c. PLANNING: Dated 13th April 2021 to be presented by the Chairman or a member of the Planning Committee, - i) approve for accuracy. ii) adopt as policy.
- d. Matters arising from the above meeting.
- e. PLANNING: Dated 27th April 2021 to be presented by the Chairman or a member of the Planning Committee, - i) approve for accuracy. ii) adopt as policy.
- f. Matters arising from the above meeting.
- g. PLANNING: Dated 11th May 2021 to be presented by the Chairman or a member of the Planning Committee, - i) approve for accuracy. ii) adopt as policy.
- h. Matters arising from the above meeting.
- i. PLANNING: Dated 25th May 2021 to be presented by the Chairman or a member of the Planning Committee, - i) approve for accuracy. ii) adopt as policy.
- j. Matters arising from the above meeting.
- k. PLANNING: Dated 7th June 2021 to be presented by the Chairman or a member of the Planning Committee, - i) approve for accuracy. ii) adopt as policy.
- l. Matters arising from the above meeting.
- m. EMPLOYMENT: Dated 22nd March 2021, to be presented by the Chairman or a member of the Committee, - i) approve for accuracy. ii) adopt as policy.
- n. Matters arising from the above meeting.
- o. EMPLOYMENT: Dated 19th April 2021, to be presented by the Chairman or a member of the Committee, - i) approve for accuracy. ii) adopt as policy.
- p. Matters arising from the above meeting.
- q. EMPLOYMENT: Dated 17th May 2021, to be presented by the Chairman or a member of the Committee, - i) approve for accuracy. ii) adopt as policy.
- r. Matters arising from the above meeting.
- s. OPERATIONS: Dated 6th April 2021, to be presented the Chairman or a member of the Committee. - i) approve for accuracy. ii) adopt as policy.
- t. Matters arising from the above meeting.
- u. OPERATIONS: Dated 4th May 2021, to be presented the Chairman or a member of the Committee. - i) approve for accuracy. ii) adopt as policy.
- v. Matters arising from the above meeting.
- w. OPERATIONS: Dated 8th June 2021, to be presented the Chairman or a member of the Committee. - i) approve for accuracy. ii) adopt as policy.
- x. Matters arising from the above meeting.
- y. BUILDINGS AND FINANCE: Dated 26th October 2020, to be presented by the Vice-chairman of the Committee, Cllr. Farrow - i) approve for accuracy. ii) adopt as policy.
- z. Matters arising from the above meeting.
- aa. FINANCE AND STRATEGY: Dated 29th March 2021 to be presented by the Chairman of the Committee, Cllr. Farrow - i) approve for accuracy. ii) adopt as policy.
- bb. Matters arising from the above meeting.
- cc. FINANCE AND STRATEGY: Dated 10th May 2021, to be presented by the Chairman of the Committee, Cllr. Farrow - i) approve for accuracy. ii) adopt as policy.
- dd. Matters arising from the above meeting.

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

16. TOWN FORUM.

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.

Yours sincerely,

Hilary Kirkcaldie

TOWN CLERK