

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

7 July 2021

Dear Councillor,

You are hereby summoned to attend a Meeting of the Town Council which will take place on Monday, 12th July 2021 at 7.00pm. 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 28th JUNE 2021: To be presented by the Town Mayor – i) approve for accuracy. ii) adopt as policy.

5. MATTERS AND ACTIONS ARISING FROM THE ABOVE MEETING.

6. TOWN FORUM.

7. FINANCIAL MATTERS:

- a. To Approve payments for June.
- b. To consider Quarterly Report Against Budget.
- c. To consider grant application from Axe Valley Christians Against Poverty.
- d. Responsible Financial Officer's Report.
- e. To consider funding defibrillator training.
- f. Guildhall Redecoration.
- g. To propose that any half/un-used Tesco cards be donated to an appropriate charity.

8. TO CONSIDER CONTENT OF PUBLIC SERVICES LEAFLET: Cllr. Holt to speak.

9. TO CONSIDER MAINTENANCE OF OLD COURTHOUSE GARDEN:

10. TO CONSIDER CONTRACTORS' PROPOSALS RE ARTS CAFÉ REPAIRS:

11. EMBEDDING THE CLIMATE AGENDA IN TOWN COUNCIL BUSINESS

12. CONSIDERATION OF PROPOSED RE-ORGANISATION OF NATIONAL HEALTH SERVICE:
Cllr. Walden to speak.

13. RESPONSE TO EAST DEVON LEISURE SURVEY.

14. BENCHES ON MINSTER GREEN: Town Mayor to speak.

15. TO CONSIDER MINUTES FROM VARIOUS COMMITTEES, AMONG WHICH:

- 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 21st June 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. EMPLOYMENT: Dated 22nd June 2021, to be presented by the Chairman or a member of the Committee, - i) approve for accuracy. ii) adopt as policy.
- f. Matters arising from the above meeting.
- g. PLANNING: Dated 5th July 2021 to be presented by the Chairman or a member of the Committee, - i) approve for accuracy. ii) adopt as policy.
- h. Matters arising from the above meeting.
- i. OPERATIONS: Dated 6th July 2011 to be presented by the Chairman or a member of the Committee: i) approve for accuracy. ii) adopt as policy.
- j. Matters arising from the above meeting.

16. TO CONSIDER THE FOLLOWING TERMS OF REFERENCE:

- a. Operations Committee Revised Terms of Reference

17. TO CONSIDER THE FOLLOWING POLICIES:

- a. Flexible Working Policy.
- b. Administrative Assistant Job Description
- c. Administrative Assistant Contract.

18. TO DISCUSS PLATINUM JUBILEE CELEBRATIONS:

19. TO PROPOSE THAT THE FORMER SENIOR CITIZENS' CENTRE BE RENAMED "THE MINSTER ROOM": Cllr. Sedgewick to speak.

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

21. CORRESPONDENCE:

- a.

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.

22. QUOTES: Among which:

- a. Planning Consultant's fees.

Yours sincerely,

Hilary Kirkcaldie

TOWN CLERK