

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

4 August 2021

Dear Councillor,

You are hereby summoned to attend a Meeting of the Town Council which will take place on Monday, 9th August 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 AND PROPOSE FURTHER EXTENSION OF LEAVE OF ABSENCE FOR CLLR. MYNARD.

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 12th July 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 July
- b. To consider grant application from Axe Valley Christians Against Poverty.
- c. Responsible Financial Officer's Report.
- d. To consider funding gate on E.D.D.C. land.

8. EMBEDDING THE CLIMATE AGENDA IN TOWN COUNCIL BUSINESS

"In support of the initiative to gain Plastic Free Status for the town, Axminster Town Council pledges initially to reduce three items of single-use plastic within its remit and to investigate further what other items of single-use plastic could be replaced by more sustainable and environmentally friendly products." Cllr. Farrow to speak.

9. TO APPROVE ACTION IN AXMINSTER TERMS OF REFERENCE: Cllr. Sleigh to speak.

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

- a. PLANNING: Dated 19th July 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. EMPLOYMENT: Dated 20th July 2021, to be presented by the Chairman or a member of the Committee, - i) approve for accuracy. ii) adopt as policy.
- d. Matters arising from the above meeting.
- e. STRATEGY AND PLANNING: Dated 26th July 2021 to be presented by the Chairman or a member of the Committee, - i) approve for accuracy. ii) adopt as policy.
- f. PLANNING: Dated 2nd August 2021 to be presented by the Chairman or a member of the Planning Committee, - i) approve for accuracy. ii) adopt as policy.
- g. Matters arising from the above meeting.
- h. OPERATIONS: Dated 3rd August 2021 to be presented by the Chairman or a member of the Committee: i) approve for accuracy. ii) adopt as policy.
- i. Matters arising from the above meeting.

11. TO CONSIDER ANY IMPACT THE PROPOSED EXTENSION OF CHARD QUARRY MAY HAVE ON AXMINSTER AND THE AXE VALLEY: Town Mayor to speak.

12. TO CONSIDER THE FOLLOWING POLICIES:

- a. Cemetery Groundskeeper Contract.
- b. Administrative Assistant Job Description
- c. Administrative Assistant Contract.
- d. Annual Leave Policy.
- e. Whistle blowing Policy

13. TO DISCUSS PLATINUM JUBILEE CELEBRATIONS:

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

15. CORRESPONDENCE:

- a. D.C.C. – Road Closure orders, various
- b. Various re COVID.

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.

16. QUOTES: Among which:

- a. .

Yours sincerely,

Hilary Kirkcaldie

TOWN CLERK