

AXMINSTER TOWN COUNCIL

The Guildhall,  
Axminster,  
Devon.

6 October 2021

Dear Councillor,

You are hereby summoned to attend a Meeting of the Town Council which will take place on Monday, 11<sup>th</sup> October 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.
- 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 13<sup>th</sup> SEPTEMBER 2021: To be presented by the Town Mayor – i) approve for accuracy. ii) adopt as policy.

5. MATTERS AND ACTIONS ARISING FROM THE SEPTEMBER TOWN COUNCIL MEETING.

6. TO RECEIVE RESIGNATION OF TOWN CLERK: Town Clerk to speak.

7. TO APPROVE THE APPOINTMENT OF A LOCUM RESPONSIBLE FINANCIAL OFFICER/DEPUTY CLERK: Town Mayor to speak.

8. REPRESENTATIVE FROM OPEN REACH TO SPEAK ABOUT PROPOSED BROADBAND UPGRADE: Town Mayor or Town Clerk to speak.

9. TOWN FORUM.

10. FINANCIAL MATTERS:

- a. To Approve payments for September.
- b. Responsible Financial Officer's Report.
- c. Quarterly Report Against Budget.
- d. To approve the following major expenditures:
  - i. Rectification of Matters Highlighted in Safety Audit Report.
  - ii. Benchmarking.
  - iii. Planting and landscaping at Jubilee Field.
  - iv. Autumnal works to Old Courthouse Garden.

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

- a. HEALTH AND SAFETY SUB-COMMITTEE: Dated 17<sup>th</sup> August 2021, to be presented by the Chairman of the Sub-committee, Cllr. Walden

- b. Matters Arising from the above meeting.
  - c. PLANNING: Dated 20<sup>th</sup> September 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 21<sup>st</sup> September 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. STRATEGY AND FINANCE: Dated 27<sup>th</sup> September 2021 to be presented by the Chairman or a member of the Committee, - i) approve for accuracy. ii) adopt as policy.
  - h. PLANNING: Dated 4<sup>th</sup> October 2021 to be presented by the Chairman or a member of the Planning Committee, - i) approve for accuracy. ii) adopt as policy.
  - i. Matters arising from the above meeting.
  - j. OPERATIONS: Dated 5<sup>th</sup> October 2021 to be presented by the Chairman or a member of the Committee: i) approve for accuracy. ii) adopt as policy.
  - k. Matters arising from the above meeting.
  - l. EMPLOYMENT: Dated 6<sup>th</sup> October 2021 to be presented by the Chairman or a member of the Committee: i) approve for accuracy ii) adopt as policy.
  - m. Matters Arising from the above meeting.
12. TO CONSIDER THE FOLLOWING POLICIES:
- a. Staff Handbook – Cllr. Holt to speak.
  - b. Overtime Policy – Cllr Holt to speak.
  - c. Protocols for using teams – Cllr. Farrow to speak.
13. CHRISTMAS ARRANGEMENTS:
- a. Christmas Lights Switch On.
  - b. Town Council Closure Period.
14. TO RECEIVE REPORT ON OPTIONS FOR PLATINUM JUBILEE CELEBRATIONS:
15. TO RECEIVE NEIGHBOURHOOD PLAN UPDATE: Cllr. Sedgewick to speak.
16. TO INVITE NOMINATIONS FOR THE ROBIN CROSS CITIZEN OF THE YEAR AWARD.
17. MATTERS OF URGENCY: To consider matters not detailed on the agenda but agreed by the Presiding Chairman as being matters of urgency.
18. CORRESPONDENCE:
- a. D.C.C. – Road Closure orders, various
  - b. Various re COVID.
  - c. D.C.C. Climate Emergency Newsletter
  - d. Light Up Axminster – re Christmas switch on.

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.

19. QUOTES: Among which:

20. TENANCY MATTERS:

21. TO APPROVE REMUNERATION OF LOCUM RESPONSIBLE FINANCIAL OFFICER/DEPUTY CLERK

22. INSURANCE MATTERS.

Yours sincerely,

*Hilary Kirkcaldie*

TOWN CLERK