

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

3 November 2021

Dear Councillor,

You are hereby summoned to attend a Meeting of the Town Council which will take place on Monday, 8th November 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 11th OCTOBER 2021: To be presented by the Town Mayor – i) approve for accuracy. ii) adopt as policy.

5. TO RECEIVE AND IF THOUGHT FIT APPROVE AND ADOPT MINUTES OF MEETING HELD ON 1st NOVEMBER 2021: To be presented by the Town Mayor – i) approve for accuracy. ii) adopt as policy.

6. MATTERS AND ACTIONS ARISING FROM THE OCTOBER TOWN COUNCIL MEETING.

7. TOWN FORUM.

8. JUBILEE FIELD CONSULTATION OPTIONS: Cllr. Holt to speak.

9. RESILIENCE/EMERGENCY PLANNING WORKING PARTY: Cllr. Walden to speak.

10. FINANCIAL MATTERS:

- a. To Approve payments for October.
- b. To Consider Report from External Auditor.
- c. Responsible Financial Officer's Report.
- d. Update on Digital Grant Application.
- e. To alter signatories to bank account.
- f. Proposed annual fee for Christmas Lighting.

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

- a. EMPLOYMENT: Dated 6th October 2021, to be presented by the Chairman or a member of the Committee, - i) approve for accuracy. ii) adopt as policy.
- b. Matters arising from the above meeting.
- c. PLANNING: Dated 18th October 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 19th October 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 1st November 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. OPERATIONS: Dated 2nd November 2021 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.
 - i. To appoint a snow warden.
 - ii. Grit Bins Status Update.
 - iii. Public Rights of Way monitoring.
 - iv. Flood Fair.
- k. HEALTH AND SAFETY SUB-COMMITTEE: Dated 4th November 2021, to be presented by the Chairman of the Sub-committee, Cllr. Walden
- l. Matters Arising from the above meeting.
- 12. TO RECEIVE NEIGHBOURHOOD PLAN UPDATE: Cllr. Sedgewick to speak.
- 13. TO NOMINATE A SNOW WARDEN: Town Clerk or locum Deputy Town Clerk to speak.
- 14. TO ALLOCATE NEW COUNCILLORS TO COMMITTEES: Town Mayor or Town Clerk to speak.
- 15. TO CONSIDER DRAFT MEETING SCHEDULE FOR 2022: Town Mayor or Town Clerk to speak.
- 16. TO CONSIDER DISPOSAL OF BIER: Town Clerk or Cllr. Spurway to speak,
- 17. TO INVITE NOMINATIONS FOR THE ROBIN CROSS CITIZEN OF THE YEAR AWARD: Town Mayor to speak.
- 18. MATTERS OF URGENCY: To consider matters not detailed on the agenda but agreed by the Presiding Chairman as being matters of urgency.
- 19. CORRESPONDENCE:
 - a. D.C.C. – Road Closure orders, various
 - b. Various re COVID.
 - c. D.C.C. Climate Emergency Newsletter

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.

- 20. QUOTES: Among which:
- 21. TENANCY MATTERS:
- 22. INSURANCE MATTERS.

Yours sincerely,

Hilary Kirkcaldie

TOWN CLERK