

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

31 October 2021

Dear Member,

You are hereby summoned to attend a meeting of the Health and Safety Sub-Committee which will take place on Thursday, 4th November 2021 **at Noon** at Axminster 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 also 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**. To assist in this process, please have a piece of card or something similar that you can raise to show that you wish to speak, then wait to be invited to speak by 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. ATTENDANCE:

- a. Present
- b. Apologies
- c. Not present

2. DECLARATIONS OF INTEREST.

3. PUBLIC FORUM:

4. TO CONSIDER PROGRESS WITH MATTERS RAISED IN HEALTH AND SAFETY AUDIT

5. TO CONSIDER PROGRESS WITH RISK ASSESSMENTS.

6. MATTERS OF URGENCY.

Yours sincerely,

Hilary Kirkcaldie

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