

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

22 September 2021

Dear Councillor,

You are hereby summoned to attend a meeting of the Finance and Strategy Committee which will take place at Axminster Guildhall at 7.30 p.m. on Monday 27th September 2021.

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.**

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. UPDATE ON MATTERS ARISING AND ACTIONS FROM MEETING HELD ON 23rd AUGUST 2021 NOT OTHERWISE COVERED BY ITEMS BELOW.

4. PUBLIC FORUM.

5. FINANCIAL MATTERS:

- a. Request for Town Council to Fund Two Defibrillators at Cloakham.
- b. To Set Up a Platinum Jubilee Grant for Neighbourhood Events.
- c. Grant Request from Plastic Free Axminster.
- d. Monthly Grant Process.

6. HEALTH AND SAFETY:

- a. Policy.
- b. Update on Audit Visit.
- c. Risk Assessments.

7. TO REVIEW EMERGENCY PLAN: Town Clerk to speak.

8. TO REVIEW STANDING ORDERS: Town Clerk to speak.

9. TO REVIEW FINANCIAL REGULATIONS: Responsible Financial Officer to speak.

10. TO RECEIVE SUGGESTIONS FOR DISTRICT COUNCIL INNOVATION AND RESILIENCE GRANT FUNDING.

11. TO DISCUSS STRATEGIC PLAN INPUT.

12. COUNCILLOR PROJECT LEADS: Cllr. Holt to speak.

13. POLICY AND PROCEDURE REVIEW SCHEDULE:

14. UPDATES ON PROPERTY RELATED MATTERS:

- a. Old Courthouse.
- b. Guildhall.

15. TO CONSIDER ANY MATTERS OF URGENCY.:

16. UPDATE ON OFFICE 365

If appropriate, Deputy Mayor 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.

17. TO CONSIDER ANY QUOTES RECEIVED FOR VARIOUS WORKS: among which:

a. C.C.T.V. Works.

18. INSURANCE MATTERS.

19. TENANCY MATTERS: - Among which:

a. Lease Valuations.

Yours sincerely,

Hilary Kirkcaldie

TOWN CLERK