

AXMINSTER TOWN COUNCIL

Members of the Committee: Cllrs. Farrow, Brooker (A), Hall, Holt, Leat, Sedgewick, Spurway, Steadman and Walden

The Guildhall,
Axminster,
Devon.

15 November 2021

Dear Councillor,

You are hereby summoned to attend a meeting of the Strategy & Finance Committee which will take place at the Axminster Guildhall at 7.30 p.m. on Monday 22nd November 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 Chair.

Voting will also take place by show of hands and the Chair will indicate the votes have been noted.

Members and the public are reminded that remarks must be addressed through the Chair.

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 elect a Chair of the Strategy & Finance Committee:

2. To elect a Vice-Chair of the Strategy & Finance Committee:

3. To receive and, if thought fit, approve apologies for absence:

4. To note members of the committee not in attendance:

5. To receive declarations of interest from members of the committee:

This does not preclude the need for members to declare further interests if they become aware of them during the meeting.

6. Public Forum session:

7. To review the minutes of the Strategy & Finance Committee Meeting held on 26th September 2021 and to consider any action points/matters arising from those minutes:

8. Budget and Precept Planning for 2022-23 Financial Year:

- a. *To consider establishment of a working party to prepare Budget & Precept draft.*
- b. *To receive input from Chairs of Committees & members as to financial priorities for 2022-23.*
- c. *To receive update from Locum RFO as to current Budget and Precept Planning process.*
- d. *To consider projects / services / amenities / asset acquisition to be included in the 1st draft.*

9. Health and Safety / Risk Management:

- a. *To receive update on previous H&S matters discussed at this committee/Full Council.*
- b. *To consider deferment of further Risk Management training and assessments until the New Year once the current staffing/internal control matters within Council had been resolved.*
- c. *To consider any H&S/RM matters considered as urgent for action.*

10. Financial Matters for consideration:

- a. To consider Council's earmarked and non-earmarked reserves (allocations).
- b. To consider Council's primary banking arrangements.
- c. To consider Council's Accounting Software provision and future enhancements.
- d. To consider Council's Internal Financial Control process (and payment authorisation).

11. To receive update from Clerk on Council's digital presence (Website, Social Media and Internal Digital Comms, telephony – including meeting PA and recordings):

12. To consider matters pertaining to Council's Grant Award Policy:

- a. To consider application from Axe Valley Ring and Ride Service.
- b. To consider a request for S137 grant assistance towards replacement of Town Crier's uniform.
- c. To consider proposed changes to Council's Grant Award Policy.
- d. To consider upgrading the application process to a digital platform.

13. To consider matters pertaining to developing Strategic Plan 2021-2025

14. To consider matters pertaining to the review of Council's emergency plan:

- a. To consider financial consequences and expenditure relating to recent flooding events.

15. Policy and procedure review schedule:

- a. To review Council's Standing Orders.
- b. To review Council's Financial Regulations.
- c. To consider creation of a Council Investment Strategy/Policy (see 10. above)
- d. To consider creation of a Delegation Policy.
- e. To consider wider Policy Review timetable

16. To consider matters pertaining to Council's Land and Buildings:

- a. Old Courthouse.
- b. Guildhall.
- c. Cemetery Grounds.
- d. Jubilee Field.
- e. Other Land and Buildings.

17. To consider any matters considered as urgent by presiding Chair for discussion only:

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.

18. To consider matters pertaining to ongoing maintenance of Council's land and buildings.

19. To consider matters pertaining to Council's Internal Financial Control Review process and re-appointment of the Internal Auditor.

20. To consider matters pertaining to expenditure relating to servicing & maintenance of Council's plant, machinery and equipment assets.

Yours sincerely,

Paul Hayward

Locum Deputy Clerk

15th November 2021