AXMINSTER TOWN COUNCIL

 The Guildhall,

 Axminster,

 Devon.

 21 April 2021

Dear Councillor,

 You are hereby summoned to attend a virtual meeting of the Town Council which will take place on Monday, 26th April 2021 at 7.00 p.m using remote conferencing technology as authorised by the regulations set out in Clause 78 of the Coronavirus Act 2020.

Join Zoom Meeting
<https://us02web.zoom.us/j/88690252875>

Meeting ID: 886 9025 2875

Details on how to join the meeting are on the relevant Committee Page on our website, should you be unable to access the meeting, please contact us on 01297 32088

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, at which point your microphone will be unmuted. 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 Mayor.

Members are reminded:

1. 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. In virtual meetings, if members have a pecuniary interest, they will be placed in the ‘waiting room’ where they cannot hear or participate in discussion and voting.
2. 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**.
3. To ensure that their discussions include full consideration of the points set out in the Town Council’s **risk management** strategy.
4. TO RECEIVE AND APPROVE APOLOGIES.
5. TO NOTE THOSE NOT PRESENT.
6. DECLARATIONS OF INTEREST.
7. TO RECEIVE AND IF THOUGHT FIT APPROVE AND ADOPT MINUTES OF MEETING HELD ON 16th MARCH 2021: To be presented by the Town Mayor – i) approve for accuracy. ii) adopt as policy.
8. TO RECEIVE NOTES FROM PUBLIC MEETING HELD ON 15TH MARCH 2021.
9. TOWN FORUM
10. FINANCIAL MATTERS:
	1. To approve payments for March.
	2. To receive report from Responsible Financial Officer.
	3. Insurance Matters
	4. To consider Quarterly Report Against Budget.
	5. Funding Request from Royal British Legion.
	6. To Consider Request for Funding for Picnic Tables on Minster Green.
11. TO UPDATE COMMITTEE MEMBERSHIPS: Town Clerk to speak.
12. TO CONSIDER OPTIONS IN RESPECT OF HOLDING OF MEETINGS AFTER 6TH MAY 2021: Town Clerk to speak.
	1. Annual Parish Meeting.
	2. Annual Meeting of Town Council.
	3. Approval of Annual Accounts.
	4. Committee Meetings.
13. REPORT ON NEIGHBOURHOOD PLAN WORKING PARTY: Cllr. Sedgewick to speak.
14. TO DISCUSS AGENDA FOR ANNUAL PARISH MEETING: Cllr. Sedgwick to speak.
15. TO DISCUSS CONTENT OF RESIDENTS’ NEWSLETTER: Cllr. Sedgewick to speak.
16. TO CONSIDER WHERE TOWN COUNCIL SHOULD PLACE PUBLIC SEATS: Town Mayor to speak.
17. TO CONSIDER REQUEST RE COURSE FOR FUN RUN: Town Clerk to speak.
18. TO CONSIDER REPORT FROM TOWN CLERK ON VISIT FROM STRUCTURAL SURVEYOR: Town Clerk to speak.
19. TO CONSIDER AND ADOPT THE FOLLOWING POLICIES/DOCUMENTS:
	1. Recruitment and Selection Policy.
	2. Induction Policy.
	3. Induction Checklist.
	4. Training and Development Policy.
	5. Town Clerk Job Description.
	6. Cemetery Caretaker Job Description
20. TO CONSIDER MATTERS AND ACTION POINTS ARISING FROM MINUTES OF 8th MARCH 2021
21. MATTERS OF URGENCY: To consider matters not detailed on the agenda but agreed by the Presiding Chairman as being matters of urgency.
22. COMMITTEE REPORTS: To receive and, if thought fit, approve and adopt the reports, copies herewith, of the following committees:
	1. EMPLOYMENT: Dated 22nd March 2021, to be presented by the Chairman of the Committee, Cllr. Sedgewick - i) approve for accuracy. ii) adopt as policy.
	2. Matters arising from the above meeting.
	3. FINANCE AND STRATEGY: Dated 29th March 2021 to be presented by the Chairman of the Committee, Cllr. Sedgewick - i) approve for accuracy. ii) adopt as policy.
	4. Matters arising from the above meeting.
	5. PLANNING: Dated 23rd March 2021 to be presented by the Chairman of the Planning Committee, Cllr. Mrs. Leat - i) approve for accuracy. ii) adopt as policy.
	6. Matters arising from the above meeting.
	7. OPERATIONS: Dated 6th April 2021, to be presented by the Chairman of the Operations Committee, Cllr. Walden.
	8. Matters arising from the above meeting.
	9. PLANNING WORKING PARTY: Dated 13th April 2021, to be presented by the Chairman of the Working Party, Cllr. Mrs. Leat. To approve for accuracy.
	10. EMPLOYMENT WORKING PARTY : Dated 19th April 2021, to be presented by the Chairman of the Working Party, Cllr. Sedgewick. To approve for accuracy
23. TO CONSIDER TOWN COUNCIL RESPONSE TO DISTRICT COUNCIL URBAN CAPACITY STUDY: Cllr. Mrs. Leat to speak.
24. TO DISCUSS TRAINING FOR STRATEGIC PLANNING AND RISK MANAGEMENT: Town Mayor to speak.
25. SECTION 106 EXPENDITURE UPDATE
26. IDENTITY BADGES FOR TOWN COUNCIL EMPLOYEES: Cllr. Sedgewick to speak.
27. DOCUMENT CONTROL PROCEDURES: Cllr. Holt to speak
28. UPDATING OF WEBSITE: Cllr. Sedgewick to speak.
29. ACTIONS PROTOCOL: Cllr. Sedgewick to speak.
30. CORRESPONDENCE;
	1. Various re COVID 19
	2. Healthwatch Voices
	3. Devon Climate Emergency – notification of meeting.
	4. Anti-social behaviour and community safety officer – numerous.

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.

To be taken In Committee:

THIS SECTION OF THE MEETING WILL HAVE A DIFFERENT CODE AND WILL START AT THE CONCLUSION OF THE OPEN MEETING.

1. QUOTES TO CONSIDER:
2. TENANCY MATTERS
3. INSURANCE MATTERS

Yours sincerely,

Hilary Kirkcaldie

TOWN CLERK