

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

19 May 2021

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of the Town Council which will take place on Monday, 24th May 2021 at 8.00 p.m at the Guildhall, immediately after the Annual Parish Meeting.

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. 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.
- 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. ELECTION OF TOWN MAYOR.
2. SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE BY TOWN MAYOR.
3. ELECTION OF DEPUTY MAYOR.
4. TO RECEIVE AND APPROVE APOLOGIES AND APPROVE EXTENSION OF LEAVE OF ABSENCE FOR CLLR. MYNARD.
5. TO NOTE THOSE NOT PRESENT.
6. DECLARATIONS OF INTEREST.
7. TOWN FORUM
8. FINANCIAL MATTERS:
 - a. To consider payments for April.
 - b. To consider AGAR Section 1.
 - c. To consider viring funds budgeted for Guildhall foyer doors to decoration.
 - d. To receive report from Responsible Financial Officer.
 - e. To consider request for small grant from Royal British Legion.
9. TO UPDATE COMMITTEE MEMBERSHIPS: Town Clerk to speak.
10. TO REVIEW AND REVISE SCHEDULE OF MEETINGS: Town Clerk to speak.
11. REPORT ON NEIGHBOURHOOD PLAN WORKING PARTY: Cllr. Sedgewick to speak.
12. MATTERS OF URGENCY: To consider matters not detailed on the agenda but agreed by the Presiding Chairman as being matters of urgency.
13. TO REVIEW STANDING ORDERS
14. TO REVIEW FINANCIAL REGULATIONS.

15. SECTION 106 UPDATE

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:

16. STAFFING MATTERS.

17. SECTION 106 MATTER – PLAY AREA AT RAYMONDS HILL

18. QUOTES TO CONSIDER:

Yours sincerely,

Hilary Kirkcaldie

TOWN CLERK