

AXMINSTER TOWN COUNCIL

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

The Guildhall,
Axminster,
Devon.

26 January 2022

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 31st January 2022 (to follow the meeting of the Planning Committee, held earlier at 7.00pm).

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.

Public Forum Session (limited to 15 minutes or as otherwise agreed by presiding Chair).

- | | |
|-----------------|---|
| SF22/001 | To note members of committee present: |
| SF22/002 | To receive and, if thought fit, approve apologies for absence (and reasons therefore): LGA 1972 S.85 (1) |
| SF22/003 | To note members of the committee not otherwise present and to receive any other apologies for absence: |
| SF22/004 | To receive any declarations of interest from members of the committee in relation to items of business on this agenda and to note any dispensations previously afforded. <i>This does not preclude the need for members to declare any additional interests that may arise during the meeting.</i> |
| SF22/005 | To note and review the minutes of the Strategy & Finance Committee Extraordinary meeting held 6th December 2021 (which were approved by FULL Council on 13th December 2021) and to consider any matters arising from those minutes. |
| SF22/006 | To consider any matters listed on this agenda that Councillors consider should be dealt with as confidential business as per the provisions of The Public Bodies (Admission to Meetings) Act 1960. |

SF22/007

To consider matters pertaining to Council's Risk Management and Assessment procedure/protocol:

- a) To consider principles of Local Authority Risk Management & Assessment and to understand what is required of a smaller authority in relation to the Annual Governance and Accountability Return (AGAR) submission 2021-22.
- b) To consider training needs for Councillors and staff members to ensure Council's obligations and duties in this respect are achieved and recorded.
- c) To consider timetable for Risk management and assessment review prior to financial year end.
- d) To consider next steps in undertaking a comprehensive risk management analysis for Axminster Town Council.
- e) To consider proposal that Council indemnifies itself against potential Cyber Risks by way of an insurance policy.
- f) To consider and review Town Council's Financial Investment/Deposit Strategy (as per FSCS guidelines/regulations for Smaller Local Authorities).

SF22/008

To consider matters pertaining to Financial matters:

- a) To consider whether the Town Council should apply to the EDDC Support Grant Fund and create a "town-based" support fund for the benefit of local residents which the Town Council would be responsible for administering and distributing.
- b) To consider the Town Council's Local Procurement Policy (being mindful of the limitations of the Council's extant Financial Regulations)
- c) To consider whether the Town Council should make an application to the OPCC Community Grant Scheme towards the costs of providing security and CCTV for projects across the Axminster parish.
- d) To consider Council's financial contribution towards the cost of events (to be determined) which celebrate the forthcoming Platinum Jubilee of Her Majesty The Queen in June 2022. **(Council has been asked by the Lord Lieutenant of Devon to provide details of events planned).**
- e) To consider the matter of Accounting Software specific to small local authorities for the day-to-day accounting functionality of the Town Council; Locum Clerk to provide comparative quotes and provide a report on options available to the Council (which conform to the requirements of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020)
- f) To consider the Council's Forward Plan for capital and revenue expenditure in 2022-23 as set out in the Budget and Precept Financial projections previously considered and to consider a timetable for said expenditure.
- g) To consider update on the Council's Asset Register re-assessment and re-valuation project and to agree a way forward, both for the 2021-22 AGAR and for future accounting periods.

SF22/009
assets:

To consider matters pertaining to Council's building and land

- a) To consider whether such matters should be considered and dealt with by this committee or by the Operations Committee (S&F Comm. incorporates the historic Building and Finance Committee but other matters involving buildings are often dealt with by Operations Committee as amenities).
- b) To receive update from Locum Clerk on the ongoing building survey/valuation exercise.
- c) To consider matters pertaining to Jubilee Field recreation area/green space and to develop a Forward Plan for this amenity/asset.

SF22/010

To consider matters pertaining to Council's digital presence and community engagement protocols:

SF22/011

To consider matters pertaining to Strategic policy and delivery:

- a) To consider whether Council wishes to meet in FULL (and committee) session in August annually.
- b) To consider timetable and methodology for review (and/or revision) of Council's extant Standing Orders and Financial Regulations, to include Scheme of Delegated Authority for Chairs and Proper Officer.
- c) To consider timetable and methodology for the review (and/or revision) of the Town Council's other Policies.
- d) To consider whether the Town Council wishes to develop closer links and relationships with the Axminster Chamber of Commerce organisation (which incorporates the Totally Locally Axminster group, and – by default – the Action in Axminster Working Party group).
- e) To consider matters pertaining to developing the Axminster Town Council Strategic Plan 2022-2025(6).
- f) To consider matters pertaining to the review of Council's emerging/developing Emergency plan

SF22/012

To consider any matters considered as urgent by presiding Chair for discussion/notation only:

If appropriate, Vice-Chair 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.

Continued overleaf

SF22/013 (IC)

**To consider matters pertaining to building tenancies and hires;
To receive report from Locum Clerk on ongoing tenancy matters
and consider future leases/licences and revisions thereof.**

SF22/014 (IC)

**To consider an application from an organisation seeking Grant
Award/Financial assistance from the Town Council.**

Yours sincerely,

Paul Hayward

Locum Town Clerk

26th January 2022