

AXMINSTER TOWN COUNCIL

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

The Guildhall,
Axminster,
Devon.

22 February 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 7.00 p.m. on Monday 28th February 2022.

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).

SF22/015

To note members of committee present:

SF22/016

To receive and, if thought fit, approve apologies for absence (and reasons therefore):

LGA 1972 S.85 (1)

SF22/017

To note members of the committee not otherwise present and to receive any other apologies for absence:

SF22/018

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.

This does not preclude the need for members to declare any additional interests that may arise during the meeting.

SF22/019

To consider and, if thought fit, to approve the minutes of the Strategy & Finance Committee meeting held 31st January 2022 and to consider any matters arising from those minutes.

SF22/020

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.

SF22/021**To consider matters pertaining to Council's Risk Management and Assessment procedure/protocol:**

- a) To consider draft Risk Management and Assessment report for Axminster Town Council for the period 2021-2022; members to review and revise as necessary and, if thought fit, to recommend for approval by Full Council on 14th March 2022.
- b) To consider and review a draft Financial Investment/Deposit Strategy (as per FSCS guidelines/regulations for Smaller Local Authorities) for the Town Council as part of the wider Risk Management Review.
- c) To consider the draft Internal Financial Control Review policy document as part of the wider Risk Management Review.

SF22/022**To consider matters pertaining to Financial matters:**

- a) To consider a request for reimbursement of expenditure relating to the celebration of Her Majesty The Queen's Platinum Jubilee (QJ22) from a local community organisation; such expenditure to be considered by way of Section 137 of the Local Government Act 1972.
- b) To consider the preferred use of the funds realised from the sale of two heritage assets recently, namely the Town Bell and Funeral Bier.
- c) To receive update on the arrangements for opening a new current account with Unity Trust Bank
- d) To consider proposal to open further Commercial Savings/Deposit accounts to help mitigate risks of non-protected Council deposits.
- e) To consider update on the Council's Asset Register re-assessment and re-valuation project; RFO to present report.
- f) To consider recommendation by RFO to repay smaller of Council's two outstanding PWLB loans due to the minimal level of borrowing outstanding thereupon.

SF22/023**To consider matters pertaining to Council's building and land assets:**

- a) To consider any updates on the acquisition of the recreation space known as Jubilee Field.

SF22/024**To consider matters pertaining to Council's digital presence and community engagement protocols:**

- a) To consider further resource allocation towards completion of Council's Social Media and Digital Engagement/Communications Policies.
- b) To consider progress with website re-development project.
- c) To consider proposal to host all meeting recordings online for public access thus negating need for administrative staff to access, copy and provide to members of public seeking them.

Continued overleaf.

SF22/025**To consider matters pertaining to Strategic policy and delivery:**

- a) To consider a first draft of a revised Standing Orders and Financial Regulations document (to include Scheme of Delegated Authority for Chairs and Proper Officer).
- b) To consider the following policies:
 - i) Data Retention/Archival Policy
 - ii) Publication and Disclosure Policy
 - iii) Data protection/GDPR/ICO Compliance Policy
- c) To consider matters pertaining to GDPR/DPO compliance in light of recent guidance on the capture of image data from CCTV systems under the Council's jurisdiction and control.
- d) To consider matters pertaining to developing the Axminster Town Council Strategic Plan 2022-2025(6).
- e) To consider (in conjunction with the Operations Committee) whether Council wishes to enter into a consultancy agreement with a H&S Contractor to maintain full H&S Compliance.
- f) To consider whether the Council (Officers and Members) should share a "common" Corporate Identity in terms of email traffic, written correspondence etc

SF22/026**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.

SF22/027 (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.

SF22/028 (IC)

To consider an application from an organisation seeking Grant Award/Financial assistance from the Town Council which would be outside of the approved Grant Award Policy.

SF22/029 (IC)

To consider quotations received for CyberRisk Insurance/Indemnity policies/cover.

Yours sincerely,

Paul Hayward

Locum Town Clerk

22nd February 2022