

## AXMINSTER TOWN COUNCIL

**To: Cllrs. Farrow (JF) (Chair), Sedgewick (AS) (Vice-Chair), Birnie (SBi.), Brooker A (AB), Brooker S (SBr.), Hall (CH), Holt (SH), Huskisson (AH), Leat (SL), Mynard (MM), Paice (EP), Spurway (MS), Steadman (BS) and Walden (JW)**

The Guildhall,  
Axminster, Devon

9 February 2022

Dear Councillor,

You are hereby summoned to attend an Ordinary meeting of the FULL Town Council which will take place on Monday, 14<sup>th</sup> February 2022 at 7.00pm. at the Guildhall, West Street, Axminster (in person).

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 normally 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 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.***
- 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.***

***Chair to highlight fire exits and extant fire precautions and to remind those present of any ongoing CV19 measures or health/hygiene precautions.***

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

FC22/016      **To note members present.**

FC22/017      **To note and, if thought fit, to approve apologies for absence (and reasons thereof). (LGA 1972 s.85 (1))**

FC22/018      **To note members of Council who are not present and whose absence has not been approved (as above); to receive any other apologies for absence.**

FC22/019      **i) 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.*

**ii) To consider request from Cllr. Farrow for a dispensation under the Localism Act 2011 in relation to matters pertaining to allotments within Axminster parish.**

*Proper Officer to outline justification for the dispensation request which must be approved by members of the Council.*

- FC22/020i) **To consider and, if thought fit, to approve the minutes of the meeting of the FULL Council held on Monday 10<sup>th</sup> January 2022 as previously circulated to members and published online.**
- FC22/020ii) **To consider any matters arising from the minutes of that meeting.**
- FC22/020iii) **To note the minutes of the following Committee meetings held (as dated below) and to consider any matters arising from those minutes:**
- a) Planning Committee meeting held 17/01/2022
  - b) Planning Committee meeting held 31/01/2022
  - c) Strategy and Finance Committee meeting held 31/01/2022
  - d) Employment Committee meeting held 27/01/2022
  - e) Employment Committee meeting held 04/02/2022
  - f) Operations Committee meeting held 01/02/2022
- FC22/021 **To consider the recommendations from those committees (as per schedule circulated to members & published online) and, if thought fit, to approve these as Council policy (by way of resolution) \***  
*\* Only recommendations which fall outside of the relevant Committee terms of reference require FULL Council approval, unless the relevant Committee has formally deferred the decision to FULL Council, as specified within the minutes of that meeting.*
- FC22/022 **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 (other than those already shown below as Part Two business – see agenda items FC22/037 to 040 incl.)**
- FC22/023 **To consider co-option of a Town Councillor for the Town Ward of Axminster to fill the casual Vacancy created by the resignation of former Councillor, Carol Doherty. Proper Officer to outline the legal process behind this item of business and to perform the duty of teller for any vote required (which will be undertaken by way of a paper ballot).**
- FC22/024 **To receive and note a report from the Proper Officer’s regarding NALC advice on Defamation (referred to as Legal Topic Note (LTN) 30), the review of which forms part of Council’s Annual risk assessment and management protocol.**
- FC22/025 **To consider matters pertaining to Her Majesty The Queen’s Platinum Jubilee in June 2022;**  
 i) **To consider local events and how the Council might assist community groups and organisations in celebrating the event;**  
 ii) **To consider expenditure related to the celebration of this Jubilee event;**  
 iii) **To consider accepting the offer of a Jubilee Oak tree from EDDC to be planted at a public location in the town (this location to be agreed upon).**
- FC22/026 **To consider update on Town Council’s acquisition of, and the future plans for, the Jubilee Field (recreation area) off Boxfield Road; to receive report from Cllrs. Hall and Holt on the recent public meeting held in the Guildhall on 8<sup>th</sup> February 2022.**
- FC22/027 **To consider update on Axminster’s ongoing draft Neighbourhood Plan (NHP). Chair of the NHP, Cllr. Sedgewick, to provide report.**

*Continued overleaf*

- FC22/028      **To consider financial matters:**  
a) To consider and, if thought fit, to approve payments for January 2022.  
b) To receive, and note, Responsible Financial Officer's Report.  
c) To consider recommendation from Strategy and Finance Committee for a grant award of £2000 to the Axminster Community Shed organisation (which falls outside of the extant grant policy previously adopted by the Council).
- FC22/029      **To consider planning matters:**  
a) To consider any planning applications awaiting consideration (and decision) that the presiding Chair wishes to be dealt with at this meeting (such applications to be detailed on a supplementary published agenda).

**Business to be considered:**

- FC22/030      **To consider whether the Town Council wishes to submit nominations for EDDC's Standards Committee (Local Council member) vacancy.**
- FC22/031      **To consider whether the Town Council wishes to submit a formal response to the ongoing EDDC Code of Conduct Consultation exercise (by 14/03/2022).**
- FC22/032      **To consider the meeting schedule/timetable/frequency for Town Council and Committee meetings for the forthcoming year; Chair to speak on this matter.**
- FC22/033      **To receive, and discuss, report on potential future engagement/liaison with Axminster Chamber of Commerce (and Totally Locally Axminster group).**
- FC22/034      **To consider, and agree upon, date for the Annual Parish Meeting and to consider invitations for guest speakers at that event.**
- FC22/035      **To consider any matters of urgency for noting / Chair's announcements.**
- FC22/036      **To note the date of the next FULL meeting of the Town Council; 14<sup>th</sup> March 2022.**

*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.*

- FC22/037 (IC) **To consider a confidential employment matter regarding a former employee of the Town Council and to agree upon any actions considered by the Council.**
- FC22/038 (IC) **To consider the recommendation from the Employment Committee regarding the variation to the contract of employment for the Locum Town Clerk.**
- FC22/039 (IC) **To consider the recommendation from the Employment Committee regarding the recruitment of a permanent Town Clerk/RFO position.**
- FC22/040 (IC) **To consider a confidential matter pertaining to employee remuneration.**

*Continued overleaf*

With no further business to be considered, the Chair will close the meeting.

*Paul Hayward*

LOCUM TOWN CLERK

9<sup>th</sup> February 2022

*Under the Openness of Local Government Bodies Regulations 2014, members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings*

*No prior notification is needed but it would be helpful if you could let the Chair, or Clerk, know that you plan to film or record so that the necessary arrangements can be made to provide reasonable facilities for you to report on meetings.*

*This permission does not extend to parts of meetings which are not open to the public. You should take all recording and photography equipment with you if a public meeting moves into a session which is not open to the public*