

## AXMINSTER TOWN COUNCIL

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

The Guildhall,  
Axminster,  
Devon.

20 April 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 25th April 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).**

**SF22/043**

**To note members of committee present:**

**SF22/044**

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

LGA 1972 S.85 (1)

**SF22/045**

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

**SF22/046**

**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.*

**SF22/047**

**To consider and, if thought fit, to approve the minutes of the Strategy & Finance Committee meeting held 28<sup>th</sup> March 2022 and to consider any matters arising from those minutes.**

*Continued overleaf.*

**SF22/048**

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.

**SF22/049**

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

a) To receive update on progress with the 2022-23 RMA workplan and to agree timetable for review and completion.

**SF22/050**

To consider matters pertaining to Financial matters:

a) To receive update on the Council's Annual Return (AGAR) submission for 21-22, to note timetable for completion and progression with internal & external auditing arrangements.

b) To consider initial virements between/into earmarked reserves as a result of the 21-22 financial year out-turn position; RFO to provide report to members of committee.

c) To consider the specific creation of an earmarked "Contested Election" reserve fund to safeguard the Town Council against unforeseen and unbudgeted election expenditure.

d) To consider a report on the availability of Section 106 / CIL funding to the Town Council for amenity and service projects within the Axminster Parish and to agree forward plan for reporting and acquisition of said funds to prevent any potential losses due to failure to meet spending deadlines.

**SF22/051**

To consider whether Axminster Town Council should seek to achieve accreditation under the NALC Quality Award Scheme (Foundation level):

**SF22/052**

To consider whether Axminster Town Council should procure Asset Management/Play Inspection software for the improved governance & administration of both responsibilities:

**SF22/053**

To consider whether Axminster Town Council should offer a "Livestreaming" service for all Council meetings for the wider benefit of residents of Axminster parish unable to attend said meetings; to further consider costs and staff resourcing to enable such activity to be undertaken:

**SF22/054**

To consider update on the creation of the Axminster Town Council Strategic Plan for 2022-27:

**SF22/055**

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

**SF 22/056**

*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.*

**Business to be considered in Part Two:**

**SF22/057 (IC)**

To consider a report from the Town Clerk relating to the maintenance, repair and improvements to the Guildhall building and to consider any appropriate actions relating to the extant lease between the Town Council and the Guildhall Management Committee.

**This matter is deemed confidential as it pertains to financial information considered commercially sensitive and where legal advice may need to be sought.**

**SF22/058 (IC)**

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

**This matter is deemed confidential as it both pertains to a 3<sup>rd</sup> party and also relates to financial information considered commercially sensitive.**

*With no further business to attend to, the Chair will bring the meeting to an end.*

Yours sincerely,

*Paul Hayward*  
**Town Clerk**

**20th April 2022**