

AXMINSTER TOWN COUNCIL

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

The Guildhall,  
Axminster,  
Devon.

25 May 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 30th May 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).**

**SF22/059**

**To elect a Chair of the Strategy & Finance Committee.**

*The Vice-Chair to take the Chair for this agenda item.*

**SF22/060**

**To elect a Vice-chair of the Strategy & Finance Committee.**

**SF22/061**

**To note members of this committee present:**

**SF22/062**

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

LGA 1972 S.85 (1)

**SF22/063**

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

*Continued overleaf.*

**SF22/064**

**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.*

Clerk to provide a brief overview on the recently amended EDDC Code of Conduct protocols.  
See agenda item SF22/071 below.

**SF22/065**

**To consider and, if thought fit, to approve the minutes of the Strategy & Finance Committee meeting held 25<sup>th</sup> April 2022 and to consider any matters arising from those minutes.**

**SF22/066**

**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.**

**SF22/067**

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

a) To receive further updates on progress with the 2022-23 RMA workplan and to consider amendments to the timetable for review and completion as a consequence of staffing availability.

**SF22/068**

**To consider matters pertaining to Financial matters:**

a) To receive update on the Council's Annual Return (AGAR) submission for 21-22, to note and review draft AGAR(3) submission (Governance and Accounts) and to receive the amended/revised Asset Register for 2021-22.

b) To note Council's financial position as at 30/4/2022 and to question the RFO on financial matters if members so wish.

c) To consider proposal that the Monthly Financial Summary report be published on the public access section of the Town Council's website in the interests of openness and transparency.

d) To consider depositing a further £7,000 with Cambridge Bank to reduce the risks of unprotected deposits in accordance with the Council's adopted Investment/Deposit Policy.

**SF22/069**

**To consider whether Axminster Town Council wishes to appoint a representative (and a substitute) to the EDDC Arts and Culture Forum which meets 3 or 4 times per annum.**

**SF22/070**

**To receive update on progress with the Guildhall/GMC 'governance and legal form' project; RFO to present to members.**

*Continued overleaf.*

SF22/071

To consider whether Axminster Town Council should adopt the revised EDDC Code of Conduct Policy and protocols.

SF22/072

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

**SF22/073**

*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.*

**Committee business to be considered in Part Two:**

**SF22/074 (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.**

**SF22/075 (IC)**

To consider whether the Town Council should seek to be included within the Sidmouth Town Council collaborative IRF (EDDC) Tourism Strategy and to consider the financial implications of such inclusion and the cost vs benefit models; RFO to provide a report to members. **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.**  
*This is a time-sensitive matter and thus any decision of the Strategy and Finance Committee will require ratification by the FULL Town Council in June.*

**SF22/076 (IC)**

To consider matters pertaining to the EDDC Axe Valley Levelling Up Bid and the recent stakeholder meeting relating to the DCC Urban Renewal project; Cllr. Sedgewick to speak on this matter supported by the Clerk/RFO. **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.**

**SF22/077 (IC)**

To consider two grant applications from Community groups for financial grant assistance. **This matter is deemed confidential as it both pertains to 3<sup>rd</sup> parties and also relates to financial information considered commercially sensitive.**  
*Any recommendations from the Strategy and Finance Committee in relation to this matter would be considered at a future FULL Town Council meeting.*

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

Yours sincerely,

*Paul Hayward*  
Town Clerk

25<sup>th</sup> May 2022