

## AXMINSTER TOWN COUNCIL

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

The Guildhall,  
Axminster, Devon

22 June 2022

Dear Councillor,

You are hereby summoned to attend an Extraordinary meeting of the FULL Town Council which will take place on Monday, 27<sup>th</sup> June 2022 at 7.00pm. at the Guildhall, West Street, Axminster (in person) immediately prior to the scheduled Strategy & Finance Committee meeting which will follow immediately after this meeting.

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).**

EFC22/014

**To note members present:**

EFC22/015

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

EFC22/016

**To note members of Council who are neither present nor whose absence has been approved (as above); to receive any other apologies for absence:**

*Continued Overleaf*

EFC22/017

**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.*

At the FULL Council meeting held 14/02/2022, Cllr. Farrow was afforded a dispensation\* to discuss and vote upon matters pertaining to parish allotments. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of Cllr. Farrow's disclosable pecuniary interests as set out in the Register of Members Interests.

*\* Localism Act 2011 (s.33)*

EFC22/018

**To consider and, if thought fit, to approve the minutes of the Ordinary Meeting of the FULL Council held on Monday 16<sup>th</sup> May 2022 as previously circulated to members and published online:**

EFC22/019

**To consider any matters arising from the minutes of that meeting:**

EFC22/020

**To consider and, if thought fit, to approve the minutes of the Ordinary Meeting of the FULL Council held on Monday 13<sup>th</sup> June 2022 as previously circulated to members and published online:**

EFC22/021

**To consider any matters arising from the minutes of that meeting:**

EFC22/022

**To note the minutes of the following Committee meetings held (as dated below) and to consider any matters arising from those minutes:**

- a) Employment Committee meeting - 17<sup>th</sup> May 2022
- b) Planning Committee meeting - 30<sup>th</sup> May 2022
- c) Strategy and Finance Committee meeting - 30<sup>th</sup> May 2022
- d) Operations Committee meeting - 7<sup>th</sup> June 2022
- e) Employment Committee meeting - 21<sup>st</sup> June 2022

EFC22/023

**To consider the recommendations from those committees (as per the minutes 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's 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.*

EFC22/024

**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 EFC22/037 to 038 incl.):**

## **Council Business to be considered:**

EFC22/025

**To ratify a delegated decision made by the Chair of the Council (due to the limited timescales involved) that the Council should apply to the GWR Community Fund for a grant award towards the Feasibility/Scoping expenditure relating to the proposed “Green Wedge” project.**

EFC22/026

**To ratify a recommendation of the Strategy and Finance Committee meeting (held 30<sup>th</sup> May 2022) to award a Community Grant of £2000 to Nourish Axminster.**

EFC22/027

**To consider an urgent request for a Community Grant Award of £1976 from Axminster Skate Park (charity) to cover the insurance costs of the new skatepark for the period June 2022 to June 2023.**

EFC22/028

**To consider whether the Town Council wishes to register any objections to most recent HATOC (Highways and Traffic Orders Committee) Amendment Order for three locations within Axminster; Sector Lane, Tigers Way and Woodbury Park.**

EFC22/029

**To note the revised budget forecast figure for FY22-23 in respect of anticipated staff costs and to approve the amendment to the budget forecast in this regard; RFO to speak on this matter (see Employment Committee meeting minutes for 17/5/2022).**

EFC22/030

**To consider and, if thought fit, to approve the signing of the EDDC S106 Grant Funding Agreement for £15,000 towards the costs of the Climbing Wall (Play) Installation at Jubilee Field (agreement will be between EDDC and Axminster Town Council) – agreement to be signed by both Chair and Vice-Chair, and witnessed by Proper officer.**

EFC22/031

**To note the receipt of the Internal Auditor’s report for the Financial Year 2021-22, and to consider content. If thought fit, to approve the report for submission to the External Auditor.**

EFC22/032

**To consider, and if thought fit, to approve Section ONE (Governance Statement) of the Annual Governance and Accountability Return (AGAR-3) for Axminster Town Council in respect of the Financial Year 2021-22 and to authorise that this be signed on behalf of the Town Council and submitted to the External Auditor by the deadline of 30<sup>th</sup> June 2022.**

EFC22/033

**To consider, and if thought fit, to approve Section TWO (Accounting Statements) of the Annual Governance and Accountability Return (AGAR-3) for Axminster Town Council in respect of the Financial Year 2021-22 and to authorise that this be signed on behalf of the Town Council and submitted to the External Auditor by the deadline of 30<sup>th</sup> June 2022.**

*Continued Overleaf*

EFC22/034

**To approve the Notice Period for the Exercise of Public Rights for the Financial Year 2021-22 and to confirm that Axminster Town Council will comply with the publication and accessibility requirements as paid down in The Local Audit & Accountability Act 2014 and the Accounts & Audit Regulations 2015; the dates for the notice period being 1<sup>st</sup> July 2022 to 11<sup>th</sup> August 2022 inclusive.**

EFC22/035

**To note the date of the next FULL (ordinary) meeting of the Town Council; Monday 11<sup>th</sup> July 2022.**

*EFC22/036*

*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.*

**Council Business to be considered in confidential session (also known as Part Two):** (Public Bodies (Admission to Meetings) Act 1960 Section 2)

EFC22/037 (IC)

**To consider the content of a report from the Town Clerk regarding confidential tenancy matters which requires a resolution of the Council to resolve:**

**This matter is deemed confidential due to the commercial and legal considerations relating to the 3<sup>rd</sup> party nature of the tenancy.**

EFC22/038 (IC)

**To consider and, if thought fit, to approve recommendations from Committees which are deemed to be confidential in respect of the matter to be discussed considered:**

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

*Paul Hayward*

TOWN CLERK

22nd June 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***