

AXMINSTER TOWN COUNCIL

Members of the Committee: Cllrs. Farrow (Chair), Bourne, Brooker (A), Burrough, Leat, Walden and Willey.

The Guildhall,
Axminster,
Devon.

14 February 2024

Dear Councillors,

You are hereby summoned to attend a meeting of the Strategy & Finance Committee which will take place at the Axminster Guildhall at 7.30 p.m. on Monday 19th February 2024 (to immediately follow the Planning Committee meeting convened for 7pm)

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).

SF24/001

To note members of this committee present:

SF24/002

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

LGA 1972 S.85 (1)

SF24/003

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

SF24/004

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.

Continued Overleaf

SF24/005

To consider and, if thought fit, to approve the minutes of the Strategy & Finance Committee meeting held 18th December 2023 and to consider any matters arising from those minutes.

SF24/006

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.

Strategy & Finance Business to be considered:

SF24/007

To consider first draft of FY23-24-25 Council risk management & assessment review and to make revisions and amendments prior to final completion by RFO.

SF24/008

To consider the response from PKF Littlejohn LLP (external auditor) to Council's recent correspondence regarding FY22-23 AGAR assurance and audit; to review document and to make recommendations to FULL Council to enable FY23-24 AGAR submission to proceed.

SF24/009

To consider the report from ST Accounting received as part of their FY23-24 Internal Audit work (interim audit) and to note recommendations/observations; to decide what actions the committee will take forward as a consequence of that interim review prior to FULL internal audit in May 2024.

SF24/010

To consider the Council's extant Grant Award Policy (and application forms and protocol) and to make recommendations to FULL Council on any changes or revisions deemed necessary or appropriate.

SF24/011

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

SF24/012

To note the date of the next scheduled meeting of this committee; 29th April 2024, although it may be necessary to bring this meeting forward (or convene an additional extraordinary meeting of the committee) to attend to any business relating to Council's AGAR submission that requires consideration.

SF24/013

The Vice-Chair (or another member) 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

Committee business to be considered in Part Two:

SF24/014 (IC)

To consider matters pertaining to a draft lease agreement between the Town Council and a 3rd party tenant; to bring members up-to-date on legal discussions and advice received:

RFO to present report.

As this agenda item relates to commercially sensitive 3rd party details, this item will be considered as a Part Two confidential matter.

SF24/015 (IC)

To consider matters pertaining to the potential acquisition of a strategic parcel of land in the parish that may be of benefit to the Town Council: RFO to present report.

As this agenda item relates to commercially sensitive 3rd party finances and land ownership, this item will be considered as a Part Two confidential matter.

SF24/016 (IC)

To consider matters pertaining to ongoing discussions on VAT self-registration and to consider advice received from 3rd parties and HMRC VAT department: RFO to present report.

As this agenda item relates to commercially sensitive 3rd party finances and land ownership, this item will be considered as a Part Two confidential matter.

SF24/017 (IC)

In conjunction with SF24/016 (IC) above, to consider matters pertaining to the potential requirement for this Council to utilise Local Authority accounting software deemed compliant with the HMRC “Making-Tax-Digital” requirements: RFO to present report and outline anticipated resource requirements.

As this agenda item relates to commercially sensitive 3rd party finances and land ownership, this item will be considered as a Part Two confidential matter.

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

Yours sincerely,

Paul Hayward
Town Clerk

14th February 2024