

AXMINSTER TOWN COUNCIL

To: Cllrs. Farrow (JF) (Chair), Walden (JW) (Vice-Chair), Bourne (ABo.), Bridge (PB), Brooker (ABr.), Bruce (DB), Burrough (KB), Dowdeswell (MD), Langdon (TL), Leat (SL), Lippett (RL), Paice (EP), Steadman (BS) and Willey (DW)

The Guildhall,
Axminster, Devon

2nd January 2024

Dear Councillor,

You are hereby summoned to attend an ORDINARY Meeting of the FULL Town Council which will take place on **Monday, 8th January 2024 at 7.00pm** at the Guildhall, West Street, Axminster.

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 wait to 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 and representations must be addressed through the Chair of 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 Assessment Management** policy.*

The Chair to highlight fire exits and Guildhall fire precautions for those present.

i) Announcement of the winner of the 2024 Robin Cross Award (Axminster Citizen of the Year) and Presentation of the Award.

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

FC24/001

To note those members present:

FC24/002

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

Continued Overleaf

FC24/003

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

FC24/004

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.

FC24/005

To consider and, if thought fit, to approve the minutes of the Ordinary Meeting of the FULL Council held on Monday 11th December 2023 as previously circulated to members and published online:

FC24/006

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

FC24/007

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

- a) Strategy & Finance Committee meeting – 27th November 2023
- b) Guildhall Sub-Committee meeting – 7th December 2023 (*adjourned*)
- c) Strategy & Finance Committee meeting – 18th December 2023

FC24/008

To consider any additional 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. ([see FC24/023\(IC\)](#))

FC24/009

To consider nominations for the co-option of a Councillor to the vacant Raymonds Hill ward seat (*Section 89; Local Government Act 1972*) (*The Local Elections (Parishes and Communities) (England and Wales) Rules 2006; Section 5*)

FC24/010

To consider Council's financial matters:

- a) To consider and, if thought fit, to approve and ratify payments for December 2023.
- b) To consider and, if thought fit, to approve the Bank Reconciliation for December 2023; this document to be counter-signed by a member of Council in conjunction with bank statements.
- c) To receive, and note, Responsible Financial Officer's report and financial pack for December 2023 in the approved format (also published online) incorporating the Guildhall Operational Financial Statement.
- d) Questions to the RFO on these accounts / financial reports from members.

Continued Overleaf

FC24/011

Planning matters:

a) To consider any planning applications received prior to the agenda publication and currently awaiting consideration (and decision):

Hyperlinks to EDDC website can be found using the blue highlighted applications references.

None advised to Council.

b) To ratify planning decisions made by way of delegated authority afforded to Chair of Planning Committee, Cllr. Leat, and the Council's Proper Officer in consultation with the members of the Council's Committee.

None requiring ratification.

c) To consider any tree related planning applications received prior to the agenda publication and currently awaiting consideration (and decision):

None advised to Council.

d) To consider planning applications received after the agenda publication and currently awaiting consideration (and decision) – published on a supplementary agenda (if applicable): *To be advised.*

e) To consider any planning correspondence received:

None advised to Council.

FC24/012

To consider the recommendation of the Strategy and Finance Committee (as per their meeting held on 18th December 2023) to adopt the substantive and revised Internal Financial Control Review [Policy]).

FC24/013

To consider the recommendation of the Strategy and Finance Committee (as per their meeting held on 18th December 2023) to adopt the substantive and revised Investment and Borrowing Strategy [Policy]).

FC24/014

To consider a proposal that the Town Council should acquire a drone for the purposes of site and building surveys, town mapping and traffic management (*this matter was deferred to the FULL Council by the Operations Committee*)

FC24/015

To review the Heads of Terms document provided by EDDC for a 30-year peppercorn lease of land adjacent to Millwey Rise Play Area (First Avenue) for the purposes of creating an ancillary accessible play amenity using allocated Section 106 funding and to consider whether the Town Council wishes to proceed with this project using said funding and any other funding that it deems appropriate.

FC24/016

To consider recent correspondence from DCC (Highways) regarding the Cabinet decision to proceed with Community Self-Delivery of Highway Improvements (CET/23/102).

Continued Overleaf

FC24/017

To consider recent correspondence from residents adjacent to the River Axe regarding the Town Council's duties and obligations regarding flood alleviation and defences.

FC24/018

To consider recent correspondence from SW Railways regarding the CCIF grant funding and potential for alternative projects in light of 3rd party delays to E-bike project at Axminster Railway Station concourse; Council to consider and agree upon progress and next steps.

FC24/019

To consider recommendations from the Strategy & Finance Committee as to the 2024-25 Financial Year Budget Preparation and Precept Calculation process; The Full Council to resolve budget figures and precept demand for this period, prior to submission to EDDC [The Billing Authority] (*Financial Regulations Section 3.1 to 3.3 inclusive*)

FC24/020

To consider any matters considered as urgent by the presiding Chair

FC24/021

To confirm the date of the next scheduled FULL meeting of the Town Council on Monday the 12th of February 2024, and other Council committee meetings.

- i) Guildhall Sub-Committee – 11th January 2024 – 7pm (reconvened from 7th Dec.)
- ii) Operations Committee – 15th January 2024 - 7pm
- iii) Employment Committee – 22nd January 2024 - 7pm
- iv) Strategy & Finance Committee – 29th January 2024 - 7pm

FC24/022

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.

Other Council Business to be considered (Part TWO – Confidential)

FC24/023 (IC)

To consider matters pertaining to the Old Courthouse and Guildhall buildings
Such matters are considered commercially sensitive in light of the ongoing tenancies of those buildings.

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

Paul Hayward

Town Clerk
2nd January 2024

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.
