

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

3 May 2017

Dear Councillor,

You are hereby summoned to attend a meeting of the Town Council which will take place on Monday, 8th May 2017 at 7.30 p.m. at The Guildhall to transact the following:

Members are reminded 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 interest** before any discussion takes place.

1. APOLOGIES.
2. CANDIDATE ELECTED FOR WEYCROFT WARD TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE
2. ELECTION OF TOWN MAYOR
3. SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE BY TOWN MAYOR
4. ELECTION OF DEPUTY TOWN MAYOR
5. TOWN CLERK TO RECEIVE COMPLETED REGISTERS OF MEMBERS INTERESTS.
6. DECLARATIONS OF INTEREST.
7. COMMITTEE APPOINTMENTS
 - a. Council Committees
 - b. Outside Committees and Liaison
8. TO APPROVE MINUTES OF MEETING HELD ON MONDAY 10th APRIL 2017
9. TO RECEIVE REPORTS OR PRESENTATIONS
 - a. Police
 - b. County Councillor
 - c. District Councillors
 - d. Town Mayor's Announcements
 - e. Town Mayor's Engagements
10. TOWN FORUM: The duration of this to be at the discretion of the Town Mayor.
11. TO CONSIDER MATTERS ARISING FROM MINUTES OF 10th APRIL 2017
12. MATTERS OF URGENCY: To consider matters not detailed on the agenda but agreed by the Presiding Chairman as being matters of urgency.
13. TOWN MAYOR'S ANNOUNCEMENTS:
14. TOWN MAYOR'S ENGAGEMENTS:
15. COMMITTEE REPORTS: To receive and if thought fit approve and adopt the reports, copies herewith, of the following committees:
 - a. PLANNING: Dated 10th April 2017, to be presented by the Chairman of the Committee, Cllr. Hayward.
 - b. EMPLOYMENT : Dated 23RD March 2017, to be presented by the Chairman of the Committee, Cllr. Hayward.
 - c. BUILDINGS AND FINANCE: Dated 12th April 2017, to be presented by the Chairman of the Committee, Cllr. Hayward.
 - d. RISH AND EMERGENCY PLANNING: Dated 3rd May 2017, to be presented by the Chairman, Cllr. Walden.
16. MATTERS ARISING FROM COMMITTEE REPORTS: To raise any matters arising from the above reports:
 - a. PLANNING: Dated 10TH April 2017
 - b. EMPLOYMENT: Dated 23rd March 2017
 - c. BUILDINGS AND FINANCE: Dated 12th April 2017

d. RISK AND EMERGENCY PLANNING: Dated 3rd May 2017

17. FINANCIAL MATTERS:

- a. To approve payments for March 2017
- b. To approve payments for April 2017
- c. To report matters approved for expenditure by Town Mayor/Committee Chairmen.
- d. To consider requests for financial assistance
 - i. Light Up Axminster.
- e. Parishes Together Fund – update
- f. Audit Notice and to consider Section 1
- g. To Note Responsible Financial Officer's Report
 - i. To review Santander Business Bond
 - ii. Business Water Supplier
 - iii. Banking arrangements.

18. HEALTHCARE – TO PLEDGE SUPPORT IN FIGHT AGAINST BASIS ON WHICH DECISION TO CLOSE FURTHER IN PATIENT HOSPITAL BEDS WAS TAKEN

19. TO NOMINATE DELEGATES TO DEVON COMMUNITY RESILIENCE FORUM: Town Clerk to speak.

20. TO APPROVE FINANCIAL REGULATIONS

21. TO APPROVE STANDING ORDERS

22. TO APPROVE HEALTH AND SAFETY POLICY

23. TO APPROVE DISCIPLINE AND GRIEVANCE POLICIES

24. NEIGHBOURHOOD PLANNING UPDATE: Cllr. Moulding to speak.

25. JUBILEE FIELD UPDATE: Cllr. Walden to speak.

26. CORRESPONDENCE :

- a. Letters Received
 - i. Various re Jubilee Field
 - ii. D.C.C. – re change in Neighbourhood Highway Officer arrangements.
- b. Meetings – East Devon L.A.G. 8th June, Colyton
- c. Reports Received - the following reports are available for consultation in the office:
 - i. East Devon L.A.G. Minutes

To be taken In Committee :

If appropriate, Deputy Mayor 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.

27. TO CONSIDER QUOTES RECEIVED FOR VARIOUS WORKS AT TOWN COUNCIL PROPERTIES

28. TO UPDATE ON STAFFING MATTERS.

Yours sincerely,

Hilary Kirkcaldie

TOWN CLERK