

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

9 May 2018

Dear Councillor,

You are hereby summoned to attend a meeting of the Town Council which will take place on Monday, 14th May 2018 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. 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 9th APRIL 2018
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 9th APRIL 2018
12. MATTERS OF URGENCY: To consider matters not detailed on the agenda but agreed by the Presiding Chairman as being matters of urgency.
13. COMMITTEE REPORTS: To receive and if thought fit approve and adopt the reports, copies herewith, of the following committees:
 - a. PLANNING: Dated 9th April 2018, to be presented by the Vice-Chairman of the Committee, Cllr. Hayward.
 - b. PLANNING: Dated 30th April 2018, to be presented by the Vice-Chairman of the Committee, Cllr. Hayward.
 - c. EMPLOYMENT : Dated 30th April 2018, to be presented by the Chairman of the Committee, Cllr. Walden.
 - d. BUILDINGS AND FINANCE: Dated 30th April 2018, to be presented by the Chairman of the Committee, Cllr. Walden.
 - e. BUILDINGS AND FINANCE: Dated 10th May 2018 to be presented by the Chairman of the Committee, Cllr. Walden.
 - f. RISK AND EMERGENCY PLANNING: Dated 5th February 2018, to be presented by the Chairman, Cllr. Walden.
14. MATTERS ARISING FROM COMMITTEE REPORTS: To raise any matters arising from the above reports:
 - a. PLANNING: Dated 9TH April 2018
 - b. PLANNING: Dated 30TH April 2018
 - c. EMPLOYMENT: Dated 30th April 2018

- d. BUILDINGS AND FINANCE: Dated 30th April 2018
- e. BUILDINGS AND FINANCE: Dated 10th May 2018
- f. RISK AND EMERGENCY PLANNING: Dated 3rd May 2017

15. FINANCIAL MATTERS:

- a. To approve payments for March 2018
- b. To approve payments for April 2018
- c. To report matters approved for expenditure by Town Mayor/Committee Chairmen.
- d. Parishes Together Fund – update
- e. Audit Notice
- f. To Note Responsible Financial Officer’s Report
 - i. Banking arrangements.
- g. To consider progress against budget January – March 2018

16. OFFICE ACCOMMODATION: Cllr. Hull to speak.

17. CASUAL VACANCY – UPDATE ON SITUATION REGARDING POLL:

18. AXE VALLEY HEALTH HUB: Cllr. Walden to speak.

19. IMPACT OF INTRODUCTION OF GENERAL DATA PROTECTION REGULATIONS: 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. TO RECEIVE NEIGHBOURHOOD PLANNING REPORT:

25. CORRESPONDENCE :

- a. Letters Received
 - i. G. Barton – re lighting of trees on Minster Green During Cherry Fayre.
 - ii. Dist. Cllr. Moulding – request for nomination for local champion of the arts.
- b. Meetings – East Devon L.A.G. 7th June, Axminster
- c. Reports Received - the following reports are available for consultation in the office:
 - i. East Devon L.A.G. Minutes
 - ii. The Project newsletter
 - iii. Police Commissioner’s news letter

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.

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

27. TO UPDATE ON STAFFING MATTERS.

Yours sincerely,

Hilary Kirkcaldie

TOWN CLERK