

AXMINSTER TOWN COUNCIL

The Guildhall,  
Axminster,  
Devon.

6 June 2018

Dear Councillor,

You are hereby summoned to attend a meeting of the Town Council which will take place on Monday, 11<sup>TH</sup> June 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. DECLARATIONS OF INTEREST.

3. COMMITTEE APPOINTMENTS

4. TO APPROVE MINUTES OF MEETING HELD ON MONDAY 14<sup>TH</sup> MAY 2018

5. TO RECEIVE REPORTS OR PRESENTATIONS

- a. Police
- b. County Councillor
- c. District Councillors
- d. Town Mayor's Announcements
- e. Town Mayor's Engagements

6. TOWN FORUM: The duration of this to be at the discretion of the Town Mayor.

7. TO CONSIDER MATTERS ARISING FROM MINUTES OF 14<sup>TH</sup> MAY 2018

8. MATTERS OF URGENCY: To consider matters not detailed on the agenda but agreed by the Presiding Chairman as being matters of urgency.

9. COMMITTEE REPORTS: To receive and if thought fit approve and adopt the reports, copies herewith, of the following committees:

- a. PLANNING: Dated 14<sup>th</sup> May 2018, to be presented by the Vice-Chairman of the Committee, Cllr. Hayward.
- b. TRAFFIC MANAGEMENT: Dated 21<sup>st</sup> May 2018, to be presented by the Deputy Mayor, Cllr. Young.
- c. OLD COURTHOUSE: Dated 30<sup>th</sup> April 2018, to be presented by the Chairman of the Committee, Cllr. Walden.
- d. BUILDINGS AND FINANCE: Dated 21<sup>st</sup> May 2018 to be presented by the Chairman of the Committee, Cllr. Walden.
- e. PIPPINS: Dated 4<sup>TH</sup> June 2018, to be presented by the Chairman, Cllr. Walden.

10. MATTERS ARISING FROM COMMITTEE REPORTS: To raise any matters arising from the above reports:

- a. PLANNING: Dated 14<sup>TH</sup> May 2018
- b. TRAFFIC MANAGEMENT: Dated 21<sup>ST</sup> May 2018
- c. OLD COURTHOUSE: Dated 21<sup>ST</sup> May 2018
- d. BUILDINGS AND FINANCE: Dated 21<sup>ST</sup> May 2018
- e. PIPPINS: Dated 4<sup>TH</sup> June 2018

11. FINANCIAL MATTERS:

- a. To approve payments for May 2018
- b. To approve bank reconciliation for April 2018
- c. To report matters approved for expenditure by Town Mayor/Committee Chairmen.
- d. Parishes Together Fund
- e. To consider internal auditor's report.
- f. To Consider and Approve Annual Governance Statement

- g. To Consider and Approve Accounting Statement
- h. To consider progress against budget 2017-2018
- i. To receive Responsible Financial Officer's Report.

12. IMPACT OF INTRODUCTION OF GENERAL DATA PROTECTION REGULATIONS:

- a. To approve subject access request policy
- b. To approve general privacy notice
- c. To approve staff/councillors'/role holders' privacy notice
- d. To approve general consent form.
- e. To approve councillor's consent form.
- f. To consider provision of a website password access page and councillor email addresses

13. TO CONSIDER ON-GOING GROUNDS MAINTENANCE IN THE PARISH: Cllr. Hayward to speak.

14. TO CONSIDER REQUEST FOR ADDITIONAL DOG BIN PROVISION IN MILLWEY: Town Clerk to speak.

15. TO DISCUSS PRESENCE OF BIRD FEEDERS AT THE OLD COURTHOUSE:

16. ATTENDANCE AT COMMITTEE MEETINGS:

17. WORKING PARTY ON PROCEDURES: Town Mayor or Town Clerk to speak.

18. TO RECEIVE NEIGHBOURHOOD PLANNING REPORT:

19. CORRESPONDENCE :

- a. Letters Received
- b. Meetings – East Devon L.A.G. 19<sup>th</sup> July, Colyton
- 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.

20. TO UPDATE ON STAFFING MATTERS.

Yours sincerely,

*Hilary Kirkcaldie*

TOWN CLERK