

AXMINSTER TOWN COUNCIL

The Guildhall,  
Axminster,  
Devon.

21 February 2018

Dear Councillor,

An extra-ordinary meeting of the Buildings and Finance Committee has been arranged for 6.00 p.m. on Monday, 26<sup>th</sup> February 2018 at the Guildhall.

1. APOLOGIES:

2. TO SIGN MINUTES OF PREVIOUS MEETING AND CONSIDER ANY MATTERS ARISING THEREFROM.

3. PUBLIC FORUM.

4. PROPERTY RELATED MATTERS:

- a. Guildhall
  - i. Carpets
  - ii. Inner front foyer doors
  - iii. Stage Dressing and Lighting.
  - iv. Ceiling
- b. Pippins
  - i. Lift
  - ii. Fire Alarm
  - iii. Entry System
  - iv. Report from meeting with representatives of Devon County Council.
- c. Old Courthouse
  - i. Windows
  - ii. Shed Roof
  - iii. Walls
  - iv. Water heater.
- d. Cemetery
- e. Allotments

5. TO PROPOSE THAT HEALTH AND SAFETY AND RISK ASSESSMENTS BE OUTSOURCED

6. TO CONSIDER ANY MATTERS OF URGENCY.

If appropriate at any point in the above discussions:

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

7. TO DISCUSS PENSIONS DISCRETIONS POLICY

8. TO APPROVE QUOTES RECEIVED FOR VARIOUS WORKS.

9. TO DISCUSS LICENCE FOR TENANTS AT OLD COUTRHOUSE.

Yours sincerely,

*Hilary Kirkcaldie*

Town Clerk