

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

25 April 2018

Dear Councillor,

An extra-ordinary meeting of the Buildings and Finance Committee has been arranged for 7.00 p.m. on Monday, 30th April 2018 at the Guildhall.

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

3. PUBLIC FORUM.

4. FINANCIAL MATTERS

- a. Statement of General and Earmarked Reserves.
- b. To consider grant applications for coming year
- c. To review grants policy

5. PROPERTY RELATED MATTERS:

- a. Guildhall
 - i. Update on meetings with N.P.S.
 - ii. Office accommodation.
- b. Old Courthouse
 - i. Museum.
 - ii. Senior Citizens' Centre
 - iii. Arts Cafe
 - iv. Constable's Room
- c. Cemetery
- d. Amenities
 - i. Allotments
 - ii. Other
- e. Pippins
 - i. Consideration of quotes for works outlined in surveyor's report (?in committee)

6. BANKING ARRANGEMENTS

7. 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

8. TO APPROVE QUOTES RECEIVED FOR VARIOUS WORKS.

- a. Flag.
- b. Floodlighting
- c. Sub-meters
- d. Camera
- e. Office equipment.

9. TO CONSIDER SUBMISSIONS FROM PROSPECTIVE TENANTS:

10. INSURANCE MATTER

11. EMPLOYMENT COSTS

Yours sincerely,

Hilary Kirkcaldie

TOWN CLERK