

AXMINSTER TOWN COUNCIL

Members of the Committee: Cllrs. Farrow (Chair), Sedgewick (Vice-Chair), Birnie, Bourne, Brooker (A), Burrough, Holt, Leat, Spurway and Walden.

The Guildhall,
Axminster,
Devon.

4 January 2023

Dear Councillor,

You are hereby summoned to attend a meeting of the Strategy & Finance Committee which will take place at the Axminster Guildhall at 7.00 p.m. on Monday 9th January 2023.
This meeting is convened following the postponement of the earlier meeting scheduled for 31st October 2022 which was adjourned (postponed) due to lack of quorum and the following meeting scheduled for 19th December 2022 which was adjourned (postponed) due to clerk and member absence.

This meeting will be recorded, and recordings will be held for one year by the town council. If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.

If you wish to speak, please raise your hand and you will be invited to speak by the Chair. Voting will also take place by show of hands and the Chair will indicate the votes have been noted.

Members and the public are reminded that remarks must be addressed through the Chair.

Members are reminded:

- a) 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** one.
- b) That in reaching decisions they should take into consideration the Town Council's decision to reduce its carbon footprint in the light of the **climate/environment emergency**.
- c) To ensure that their discussions include full consideration of the points set out in the Town Council's **risk management** strategy.

Public Forum Session (limited to 15 minutes or as otherwise agreed by presiding Chair).

SF22/089R

To note members of this committee present:

SF22/090R

To receive and, if thought fit, approve apologies for absence (and reasons therefore):

LGA 1972 S.85 (1)

SF22/091R

To note members of the committee not otherwise present and to receive any other apologies for absence:

SF22/092R

To receive any declarations of interest from members of the committee in relation to items of business on this agenda and to note any dispensations previously afforded.

This does not preclude the need for members to declare any additional interests that may arise during the meeting.

Continued overleaf.

SF22/093R

To consider and, if thought fit, to approve the minutes of the Strategy & Finance Committee meeting held 27th June 2022 and to consider any matters arising from those minutes.

SF22/094R

To consider any matters listed on this agenda that Councillors consider should be dealt with as confidential business as per the provisions of The Public Bodies (Admission to Meetings) Act 1960.

SF22/095R

Business to be considered:

- a) To consider first draft of Council's revised Standing Orders.
- b) To consider first draft of Council's revised Financial Regulations
- c) To consider initial report from RFO on Council's Risk Management & Assessment Review.
- d) To consider updated and revised Strategic Forward Plan and to amend/edit as necessary.
- e) To consider Council's Budget and Precept Statement (and calculation) for FY2023-24 and to agree a recommendation for FULL Council on 16/01/2023 having given due consideration to Council's forecast general reserves position and anticipated income and expenditure for FY2023-24.
- f) To note the re-appointment of PKF Littlejohn LLP as the External Auditor to this local authority for the period 2022-23 to 2026-27.

SF22/096R

To consider any matters considered as urgent by presiding Chair for discussion/notation only:

SF22/097R

Vice-Chair 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.

Committee business to be considered in Part Two:

SF22/098R (IC)

To consider matters pertaining to Axminster Guildhall building works; to receive update report from Town Clerk on A&B (and A&B+) works, and costs vs budget allocation, relating to stage lighting, electrical safety and structural integrity of the stage area.

This matter is deemed confidential as it pertains to financial information considered commercially sensitive.

SF22/099R (IC)

To consider matters pertaining to the "crawl space" / "roof-void" area above the main hall which is currently inaccessible following the works referred to in SF22/98R (IC); to consider proposals for alternate access from balcony level and to consider budget allocation necessary/appropriate to allow these works to proceed (part of C works programme considered URGENT).

This matter is deemed confidential as it pertains to financial information considered commercially sensitive.

Continued overleaf.

SF22/100R (IC)

To consider proposals pertaining to Guildhall Dressing Rooms and Jubilee Room and to consider budget allocation necessary/appropriate to allow these works to proceed (part of C works programme considered necessary on safety/amenity grounds).

This matter is deemed confidential as it pertains to financial information considered commercially sensitive.

SF22/101R (IC)

To consider matters pertaining to Council's Internal Audit services; to consider quotations received from three audit providers as sought by RFO following recent resolution to change internal auditor in accordance with Good Practice guidelines for Auditing and Accountability.

This matter is deemed confidential as it pertains to financial information considered commercially sensitive.

With no further business to attend to, the Chair will bring the meeting to an end.

Yours sincerely,

Paul Hayward
Town Clerk

4th January 2023