

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

3 April 2019

Dear Councillor,

You are hereby summoned to attend a meeting of the Town Council which will take place on Monday, 8th April 2019 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. TO RECEIVE AND IF THOUGHT FIT APPROVE AND ADOPT MINUTES OF MEETINGS HELD ON MONDAY 11th MARCH 2019:

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

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. TO CONSIDER MATTERS ARISING FROM MINUTES OF 11TH FEBRUARY 2019

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

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

- a. PLANNING: Dated 11th March 2019, to be presented by the Vice-Chairman of the Committee, Cllr. Hayward.
- b. Matters arising from above meeting.
- c. BUILDINGS AND FINANCE : Dated 25th March 2019, to be presented by the Chairman of the Committee, Cllr. Walden.
- d. Matters arising from above meeting.

9. FINANCIAL MATTERS:

- a. To approve payments March 2019
- b. To confirm bank reconciliation for February 2019
- c. To report matters approved for expenditure by Town Mayor/Committee Chairmen.
 - i.
- d. To receive Responsible Financial Officer's Report.
- e. To consider grant requests received (if any).
- f. To write off various debtors in preparation for Annual Return.
- g. To set operational budget for year.

10. TO PROPOSE APPROVAL OF STANDING ORDERS AS REVIEWED AND REVISED BY BUILDINGS AND FINANCE COMMITTEE: Town Clerk and Town Mayor to speak.

11. TO PROPOSE APPROVAL OF FINANCIAL REGULATIONS AS REVIEWED AND REVISED BY BUILDINGS AND FINANCE COMMITTEE: Town Clerk and Town Mayor to speak.

12. TO PROPOSE THAT AS A TEMPORARY MEASURE IN THE EVENT OF THERE BEING NO EXISTING COUNCILLOR SIGNATORIES RE-ELECTED STANDING ORDERS AND FINANCIAL REGULATIONS BE SUSPENDED FOLLOWING THE TOWN COUNCIL ELECTIONS BUT ONLY FOR AS LONG AS IS NECESSARY TO ENABLE NEW

SIGNATORIES TO BE APPROVED BY THE COUNCIL'S BANK AND THAT DURING THIS TIME THE CLERK AND RESPONSIBLE FINANCIAL OFFICER/DEPUTY CLERK BE AUTHORISED TO SIGN CHEQUES AND AUTHORISE ONLINE PAYMENTS TO THE VALUE OF £2000 – WITH INVOICES/COUNTERFOILS SIGNED IN GREEN BY ANY TWO COUNCILLORS: Town Clerk and Town Mayor to speak.

13. WEBSITE INFORMATION: Town Clerk to speak.

14. TO CONSIDER ANY OTHER MATTERS IT MAY BE PRUDENT TO DELEGATE TO OFFICERS ON A TEMPORARY BASIS OVER AND BEYOND THE ELECTION PERIOD:
Town Clerk to speak.

15. UPDATE ON REQUEST FROM GUILDHALL MANAGEMENT COMMITTEE TO DISPOSE OF PIANO IN CHURCHILL ROOM AND GRAND PIANO: Town Clerk to speak.

16. UPDATE ON SECTION 106 RECREATION AND PLAY MONEYS: Town Clerk to speak.

17. CORRESPONDENCE :

- a. Letters Received
 - i. E.D.D.C. – various re elections.
 - ii. E.D.D.C. - Future High Streets Fund.
- b. Meetings
 - i. L.A.G. meeting date change
- c. Reports Received - the following reports are available for consultation in the office:
 - i. Health Watch Voices

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.

18. STAFFING MATTERS.

19. TO DISCUSS QUOTATIONS RECEIVED:

20. TO DISCUSS TENANCY MATTERS

Yours sincerely,

Hilary Kirkcaldie

TOWN CLERK