

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

8 May 2019

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of the Town Council which will take place on Monday, 13th May 2019 at 7.00 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. SIGNING OF DECLARATIONS OF ACCEPTANCE OF OFFICE BY ALL COUNCILLORS.
2. ELECTION OF TOWN MAYOR.
3. SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE BY TOWN MAYOR
4. ELECTION OF DEPUTY TOWN MAYOR.
5. APOLOGIES.
6. CO-OPTION TO FILL VACANCIES ON THREE WARDS
7. COMMITTEE ARRANGEMENTS - PENDING COUNCIL MEMBERSHIP BEING INCREASED TO FULL STRENGTH, TO PROPOSE A SIMPLIFIED COMMITTEE STRUCTURE, AS PER ATTACHED BRIEFING NOTE: Town Clerk to speak.
8. TO APPOINT COMMITTEE MEMBERS: Town Clerk to speak.
 - a) Council Committees
 - b) Outside Committees and Liaison.
9. TO APPROVE MINUTES OF MEETING HELD ON MONDAY 29TH APRIL 2019: Town Mayor to speak.
10. TOWN FORUM: The duration of this to be at the discretion of the Town Mayor.
11. TO CONSIDER MATTERS ARISING FROM MINUTES OF 8th APRIL 2019.
12. TO CONSIDER MATTERS ARISING FROM MINUTES OF 29th APRIL 2019
13. MATTERS OF URGENCY: To consider matters not detailed on the agenda but agreed by the Presiding Chairman as being matters of urgency.
14. TO RECEIVE REPORTS OR PRESENTATIONS:
 - a. Police.
 - b. County Councillor.
 - c. District Councillors.
 - d. Town Mayors Announcements.
 - e. Town Mayors Engagements.
15. COMMITTEE REPORTS: To receive and if thought fit approve and adopt the reports, copies herewith, of the following committees:
 - a. PLANNING : Dated 8th April 2019, to be presented by Member of the Committee, Cllr. Mrs. Leat.
 - b. Matters arising from the above meeting.
 - c. PLANNING. Dated 29th April 2019, to be presented by Member of the Committee, Cllr. Mrs. Leat.
 - d. Matters arising from the above meeting.
 - e. BUILDINGS AND FINANCE : Dated 29th April 2019, to be presented by the Chairman of the Committee, Cllr. Walden.
 - f. Matters arising from the above meeting
16. FINANCIAL MATTERS
 - a. To approve payments April 2019
 - b. To confirm bank reconciliation for March 2019
 - c. To report matters approved for expenditure by Town Mayor/Committee Chairmen.

i.

d. To receive Responsible Financial Officer's Report.

e. Annual Return.

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

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

19. TO CONSIDER FORWARD PLAN FOR ALLOTMENT PROVISION AT MILLWEY: Cllr. Hull to speak.

20. 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.

21. STAFFING MATTERS.

22. TO WRITE OFF DEBTORS.

23. TO DISCUSS QUOTATIONS RECEIVED:

24. TO DISCUSS TENANCY MATTERS

Yours sincerely,

Hilary Kirkcaldie

TOWN CLERK