

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

5 June 2019

Dear Councillor,

You are hereby summoned to attend a meeting of the Town Council which will take place on Monday, 10th June 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.

GROUND RULES

1. APOLOGIES.

2. DECLARATIONS OF INTEREST.

3. TO RECEIVE AND IF THOUGHT FIT APPROVE AND ADOPT MINUTES OF MEETINGS HELD ON MONDAY 13th MAY 2019:

4. TO CONSIDER APPLICATIONS RECEIVED FOR CO-OPTION TO TOWN COUNCIL Town Clerk to speak.

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

a. Not relating to Item 5

b. Relating to Item 5

6. TO CONSIDER TOWN COUNCIL'S RESPONSE TO PLANNING APPLICATION 19/1074/MOUT RELATING TO THE CENTRAL PORTION OF THE LAND EAST OF AXMINSTER

7. TO CONSIDER MATTERS ARISING FROM MINUTES OF 13TH MAY 2019

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

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

a. PLANNING: Dated 13TH May 2019, to be presented by the Chairman of the Committee, Cllr. Mrs. Leat. – i) approve ii) adopt.

b. Matters arising from above meeting.

c. PLANNING WITH TRAFFIC MANAGEMENT: Dated 20th May 2019, to be presented by the Chairman of the Committee, Cllr. Mrs. Leat – i) approve ii) adopt.

d. Matters arising from above meeting

e. BUILDINGS AND FINANCE: Dated 28th May 2019, to be presented by the Chairman of the Committee, Cllr. Young – i) approve ii) adopt.

f. Matters arising from above meeting.

g. EMPLOYMENT: Dated 30th May 2019, to be presented by the Chairman of the Committee, Cllr. Young – i) approve ii) adopt.

h. Matters Arising from the above meeting.

10. FINANCIAL MATTERS:

a. To approve payments March 2019

b. To advise change in year-end bank reconciliation following advice from the internal auditor.

c. To report matters approved for expenditure by Town Mayor/Committee Chairmen.

i. Green Book

ii. Payroll software

d. To receive Responsible Financial Officer's Report.

- e. To approve Annual Return. part 1.

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

12. FUTURE PLANS:

- i. Health and Safety Review.
- ii. Weed Killers – use of Glyphosate.

13. CORRESPONDENCE :

- a. Letters Received
 - i. Re article for Axminster Voice.
 - ii. .
- b. Meetings
 - i. L.A.G. meeting 4th July
- 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.

14. STAFFING MATTERS.

15. TO APPROVE WRITING OFF OF BAD DEBTS TO THE SUM OF £270.

16. TO DISCUSS QUOTATIONS RECEIVED:

- a. Electrical Works at Old Courthouse.
- b. Upgrading of office copiers and computer systems.
- c. Allotment plot clearance.
- d. Cemetery Strimmer.
- e. C.C.T.V.

17. TO DISCUSS TENANCY MATTERS

Yours sincerely,

TOWN CLERK