

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

9 October 2019

Dear Councillor,

You are hereby summoned to attend a meeting of the Town Council which will take place on Monday, 14th October 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** one. Members are reminded also that in reaching decisions they should bear in mind the Town Council proposal to endeavour to reduce its carbon footprint in the light of the climate emergency.

1. APOLOGIES.

2. DECLARATIONS OF INTEREST.

3. TO RECEIVE AND IF THOUGHT FIT APPROVE AND ADOPT MINUTES OF MEETING HELD ON MONDAY 9th SEPTEMBER 2019:

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

5. TO CONSIDER MATTERS ARISING FROM MINUTES OF 9TH SEPTEMBER 2019

6. TO CONSIDER ANY APPLICATIONS RECEIVED FOR CO-OPTION.

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. REPORT OF THE CEMETERY WORKING PARTY HELD ON 30TH JULY 2019: To be presented by the Chairman of the Cemetery Committee, Cllr. Spurway – i) approve for accuracy ii) adopt as policy.
- b. Matters arising from the above meeting.
- c. PLANNING: Dated 9TH September 2019, to be presented by the Chairman of the Committee, Cllr. Mrs. Leat. –
- d. Matters arising from above meeting.
- e. ENVIROMENT WORKING PARTY – To receive reports from Environment Working Party.
- f. TRAFFIC MANAGEMENT: Dated 30th September 2019, to be presented by the Chairman of the Committee, Cllr. Young – i) approve for accuracy ii) adopt as policy.
- g. Matters arising from the above meeting.
- h. PLANNING: Dated 30th September 2019, to be presented by the Chairman of the Committee, Cllr. Mrs. Leat – i) approve for accuracy ii) adopt as policy.
- i. Matters arising from above meeting
- j. BUILDINGS AND FINANCE: Dated 30TH September 2019 to be presented by the Chairman of the Committee, Cllr. Young.
- k. Matters Arising from the above meeting.

9. FINANCIAL MATTERS:

- a. To approve payments August 2019
- b. To approve payments September 2019
- c. To report matters approved for expenditure by Town Mayor/Committee Chairmen.
- d. To receive report from external auditor.
- e. To receive report of expenditure against budget for Quarter 2.
- f. To receive Responsible Financial Officer's Report.
- g. To propose rent level for Allotment Plots from October 2020
- h. To consider funding request from Light Up Axminster.

i. To consider grant funding request from Axminster Christmas Together.

j. To allocate a budget for Environment Day.

10. TO CONSIDER LETTER FROM DISTRICT COUNCIL REGARDING EMPTY HOMES WEEK:

Cllr. Farrow to speak.

11. TO DISCUSS PLANS AND EXPENDITURE FOR PROPOSED ENVIRONMENT DAY: Town

Mayor to speak.

12. TO PROPOSE THAT A "NEW COMERS" COFFEE MORNING BE HELD: Town Mayor to speak.

13. FUTURE PLANS:

a. Proposals for Risk Management.

b. To propose that a new comers coffee morning be held.

14. CORRESPONDENCE :

a. Letters Received.

i. Letter of thanks from Nourish.

b. Meetings

i. 24th October - Working Together for the Future of East Devon.

c. Reports Received - the following reports are available for consultation in the office:

i. Healthwatch 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.

15. STAFFING MATTERS:

a. Van and Equipment for Lengthsman.

b. Training.

16. TO DISCUSS QUOTATIONS RECEIVED:

a. C.C.T.V.

17. TO DISCUSS TENANCY MATTERS:

Yours sincerely,

Hilary Kirkcaldie

TOWN CLERK