

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

23 January 2019

Dear Councillor,

A meeting of the Buildings and Finance Committee has been arranged for 7.30 p.m. on Monday, 28th January 2019 at the **Senior Citizens' Centre**.

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. TO SIGN MINUTES OF PREVIOUS MEETING AND CONSIDER ANY MATTERS ARISING THEREFROM.

3. PUBLIC FORUM.

4. FINANCIAL MATTERS:

5. PROPERTY RELATED MATTERS:

- a. Guildhall
 - i. To prioritise order of works required
 - ii. To consider any report from contractors approached by surveyor
 - iii. To consider architect's proposals for office layout.

- b. Old Courthouse – general update on repairs and any matters specific to
 - i. Museum.
 - ii. Senior Citizens' Centre
 - iii. Arts Cafe
 - iv. Constable's Room

- c. Cemetery
- d. Amenities
 - i. Additional storage for equipment and location thereof.
 - ii. Tree works on allotment sites.
- e. Pippins

6. UPDATE ON BANKING ARRANGEMENTS

7. TO CONSIDER ANY MATTERS OF URGENCY.

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

8. TO CONSIDER QUOTES RECEIVED FOR VARIOUS WORKS.

- a. Bus Shelter.
- b. Notice Boards
- c. Office Computers.

9. TENANCY MATTERS:

- a. Old Courthouse._

Yours sincerely,

Hilary Kirkcaldie

TOWN CLERK