

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

20 February 2019

Dear Councillor,

A meeting of the Buildings and Finance Committee has been arranged for 6.30 p.m. on Monday, 25th February 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. Update on works required
 - ii. To consider any report from contractors approached by surveyor
 - iii. To consider architect's proposals for office layout.

- b. Old Courthouse – to review rents and 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. TO REVIEW FINANCIAL REGULATIONS AND STANDING ORDERS RELATING TO FINANCE

7. BANKING ARRANGEMENTS

8. 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

9. TO CONSIDER QUOTES RECEIVED FOR VARIOUS WORKS.

- a. Digital Mapping
- b. Notice Boards – installation thereof.
- c. Office Computers.
- d. Any Guildhall related projects

10. TENANCY MATTERS:

- a. Old Courthouse.
- b. Pippins

Yours sincerely,

Hilary Kirkcaldie

TOWN CLERK