

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

24 July 2019

Dear Councillor,

A meeting of the Buildings and Finance Committee has been arranged to be held at 7.00 P.M. on Monday 29th July 2019 at the **Guildhall**.

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. TO CONSIDER APPLICATIONS FOR CO-OPTION: Town Clerk to speak.

4. PUBLIC FORUM.

5. FINANCIAL MATTERS:

- a) To consider progress against budget for quarter one.
- b) To consider request for grant.
- c) To consider options for electricity supply.

6. PROPERTY RELATED MATTERS:

- a. Guildhall
 - i. Update on works required
 - ii. To consider any report from contractors approached by surveyor
- b. Old Courthouse – general update on repairs and any matters specific to
 - i. Museum – electrical matters.
 - ii. Senior Citizens' Centre – floor.
 - iii. Arts Cafe
 - iv. Constable's Room conclusion of tenancy
 - v. Former T.I.C.
 - vi. Garden – arrangements for maintenance.
- c. Cemetery
 - i. To discuss tree works.
 - ii. To discuss works to buttresses.
 - iii. To consider purchase of digital mapping programme.
- d. Amenities
 - i. To propose that works to sycamore and certain other trees at Woodbury Lane Allotments be brought forward to current year.
 - ii. Trees on Valley Path.
 - iii. New water bowser.
 - iv. Trees at North Street and Woodbury allotment sites.

7. BANKING ARRANGEMENTS: to report on situation regarding signatories.

8. TO CONSIDER ANY MATTERS OF URGENCY.

9. FUTURE PLAN CONSIDERATION

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

10. TO CONSIDER QUOTES RECEIVED FOR VARIOUS WORKS

To include:

- i. Upgrade for C.C.T.V. to Guildhall Forecourt.
- ii. New printer/scanner and computers
- iii. To consider arrangements required for new lengthsman – lease of vehicle, storage, training etc..
- iv. Training Courses
- v. Alternative provision of Email.
- vi. Flooring in Senior Citizens Centre.

11. TENANCY MATTERS:

- a. Old Courthouse.

12. STAFFING MATTERS:

- a) Pension Matters
 - i) Handyman.
 - ii) Lengthsman.
- b) Pay equalisation.

Yours sincerely,

Hilary Kirkcaldie

TOWN CLERK