

The Guildhall,
Axminster,
Devon.

22 October 2019

Dear Councillor,

A meeting of the Buildings and Finance Committee has been arranged to be held at 7.00 P.M. on Monday 28th October 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. Councillors are reminded also that, in making decisions, they should take into consideration the Town Council's decision to declare a Climate Emergency.

- 1 APOLOGIES:
- 2 TO SIGN MINUTES OF PREVIOUS MEETING AND CONSIDER ANY MATTERS ARISING THEREFROM.
- 3 PUBLIC FORUM.
- 4 FINANCIAL MATTERS:
 - a) Grant Policy reworking
 - b) Internal Audit Interim report
 - c) Budget/Precept Setting – matters for consideration by Committee Chairmen
 - d) Grant request – Light Up Axminster.
- 5 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 – referred to item 8
 - ii. Senior Citizens' Centre – nothing to report.
 - iii. Arts Café – nothing to report
 - iv. Constable's Room – nothing to report
 - v. Retail Outlet – nothing to report
 - vi. Garden – unauthorised signage.
 - c. Cemetery
 - i. Update on tree works - training.
 - d. Amenities
 - i. Partial hedge removal for access at Woodbury Park allotment site
 - ii. Section 106 Projects – no updates available
 - iii. Community Garden.
- 6 TO CONSIDER ANY MATTERS OF URGENCY.
- 7 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

- 8 TO CONSIDER QUOTES RECEIVED FOR VARIOUS WORKS: To include:
- a) Fords electrical works at the Old Courthouse
 - b) Options for electricity supply – Ecotricity.
 - c) Porter Haworth – surveying/AutoCAD.

9 TENANCY MATTERS:

- 10 STAFFING MATTERS:
- a) Lengthsman.

Yours sincerely,

Hilary Kirkcaldie

TOWN CLERK