

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

21 May 2019

Dear Councillor,

A meeting of the Buildings and Finance Committee has been arranged to be held at 7.00 P.M. on Tuesday, 28th May 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. PUBLIC FORUM.

4. FINANCIAL MATTERS:

- a) Annual Return – progress report.
- b) Update on disposal of grand piano.

5. PROPERTY RELATED MATTERS:

- a. Guildhall
 - i. Update on works required
 - ii. To consider any report from contractors approached by surveyor
 - iii. Office re-design.
- b. Old Courthouse – to review rents and general update on repairs and any matters specific to
 - i. Museum – electrical matters and cleaning.
 - ii. Senior Citizens' Centre – floor.
 - iii. Arts Cafe
 - iv. Constable's Room
 - v. Former T.I.C.
 - vi. Garden – arrangements for maintenance.
- c. Cemetery
 - i. To discuss tree works.
 - ii. To discuss works to buttresses.
- d. Amenities
 - i. To propose that, pending the Council coming up to full strength, delegated powers to deal with Section 106 recreation projects be conferred on those Councillors who are available to attend meetings with District Council officers.
 - ii. To propose that, in the interests of the environment Axminster Town Council adopts a policy of cutting only the margins of amenity grass areas
 - iii. Tree works on allotment sites.
 - iv. Station grounds
- e. Pippins
 - i. Roof problems.

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

7 TO CONSIDER ANY MATTERS OF URGENCY.

8. 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

9. 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

10. TENANCY MATTERS:

- a. Old Courthouse.
- b. Pippins

Yours sincerely,

Hilary Kirkcaldie

TOWN CLERK