

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

18 June 2019

Dear Councillor,

An extra-ordinary meeting of the Town Council has been arranged to be held at 7.00 P.M. on Monday 24th June 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 supporting papers for Annual Return Section 2 and if thought fit approve Section 2.
- b) To consider Internal Auditor's report.

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 and cleaning and conclusion of tenancy.
 - 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 in view of dearth of quotes for this work.
- 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. Request for dog bin on Trinity Hill Nature Reserve.
 - iv. Tree at North Street Allotments.

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. Replacement baffles for existing cooker hood in Guildhall kitchen.

11. TENANCY MATTERS:

- a. Old Courthouse.

Yours sincerely,

Hilary Kirkcaldie

TOWN CLERK