

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

4 February 2020

Dear Councillor,

You are hereby summoned to attend a meeting of the Town Council which will take place on Monday, 10th February 2020 at 7.00 p.m at The Guildhall to transact the following:

Members and the public are reminded that **remarks must be addressed through the person chairing the meeting.**

Members are reminded:

- a) 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** one.
- b) That in reaching decisions they should take into consideration the Town Council's decision to reduce its carbon footprint in the light of the **climate/environment emergency**.
- c) To ensure that their discussions include full consideration the points set out in the Town Council's **risk management** strategy.

1. APOLOGIES.

2. DECLARATIONS OF INTEREST.

3. TO RECEIVE AND IF THOUGHT FIT APPROVE AND ADOPT MINUTES OF MEETING HELD ON MONDAY 13th JANUARY 2020: To be presented by the Town Mayor, Cllr. Young –
i) approve for accuracy. ii) adopt as policy.

4. TO WELCOME NEW COUNCILLOR AND ALLOCATE COMMITTEE MEMBERSHIPS:
Town Clerk to speak.

5. TOWN FORUM: The duration of this to be at the discretion of the Town Mayor.

6. TO CONSIDER MATTERS ARISING FROM MINUTES OF 13TH JANUARY 2020.

7. MATTERS OF URGENCY: To consider matters not detailed on the agenda but agreed by the Presiding Chairman as being matters of urgency.

8. COMMITTEE REPORTS: To receive and, if thought fit, approve and adopt the reports, copies herewith, of the following committees:

- a. PLANNING: Dated 13th January 2020, to be presented by the Chairman of the Committee, Cllr. Mrs. Leat. – i) approve for accuracy. ii) adopt as policy.
- b. Matters arising from above meeting.
- c. TRAFFIC MANAGEMENT: Dated 27th January 2020, to be presented by the Chairman of the Committee, Cllr. Young. - i) approve for accuracy. ii) Adopt as policy.
- d. Matters Arising from the above meeting.
- e. BUILDINGS AND FINANCE: Dated 27th January 2020, to be presented by the Chairman of the Committee, Cllr. Young - i) approve for accuracy. ii) Adopt as policy.
- f. PLANNING: Dated 27th January 2020, to be presented by the Chairman of the Committee, Cllr. Mrs. Leat.
- g. Matters Arising from the above meeting.
- h. RISK AND EMERGENCY PLANNING COMMITTEE: Dated 3rd February 2020, to be presented by the Chairman of the Committee, Cllr. Young.
- i. Matters Arising from the above meeting.

9. FINANCIAL MATTERS:

- a. To approve payments for January 2020
- b. To report matters approved for expenditure by Town Mayor/Committee Chairmen:
 - i. Works to fit weldmesh panels to high level fire escape.
 - ii. Structural report on beam over doors between inner and outer foyers.

- c. To receive Responsible Financial Officer's Report.
- d. Update on vehicle acquisition.
- e. To approve actions required for closure of a current account with one bank and opening of a new current account with a different bank.

10. TO CONSIDER AND APPROVE VARIOUS ACTIONS RELATING TO RISK

MANAGEMENT: Cllr. Young to speak.

11. TO PROPOSE THAT THIS TOWN COUNCIL OFFERS MATCH-FUNDING FOR THE SAFER TOWNS PROJECT IN AXMINSTER: Cllr. Young to speak.

12. TO PROPOSE ADOPTION OF REVISED GRIEVANCE POLICY: Cllr. Young to speak.

13. TO PROPOSE ADOPTION OF REVISED DISCIPLINARY POLICY: Cllr. Young to speak.

14. TO DECIDE ON PREFERRED OPTION FOR TOWN ENTRY SIGNS: Town Mayor to speak.

15. TO CONSIDER REVISED ARRANGEMENTS FOR MEETINGS: Cllr. Young to speak.

16. TO CONSIDER ALTERNATIVE ARRANGEMENTS FOR STORAGE OF TOWN COUNCIL EQUIPMENT FOR GROUNDS AND OTHER MAINTENANCE: Cllr. Walden to speak.

17. TO RECEIVE REPORT FROM TOWN CLERK ON STAFF TRAINING DAY AT PLYMOUTH: Town Clerk to speak.

18. FUTURE PLANS:

- a. To arrange a meeting of the Environment Working Party.
- b. To approve arrangements for next New2Axminster coffee morning – 29th February 2020.

19. CORRESPONDENCE:

- a. Letters Received.
 - i. E.D.D.C. – Draft Affordable Housing Strategy consultation.
 - ii. R. Green – re Plastic Free Town status.
 - iii. K. Hackman – re Old Courthouse.
 - iv. D.A.L.C. – re Royal Garden Party nominations.
 - v. A35 Diversion Group.
- b. Meetings
- c. Reports Received:

20. ACTIONS UPDATE: Administrative Assistant to report.

21. NEXT STEPS: Administrative Assistant to speak.

To be taken In Committee:

If appropriate, 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.

22. STAFFING MATTERS:

- a. Vehicles for outdoor staff.
- b. Training.

23. TO DISCUSS QUOTATIONS RECEIVED:

- a. C.C.T.V.
- b. Digital Mapping Proposals.
- c. Guildhall Roofing/Gutters quote.
- d. Old Courthouse Chimney.
- e. Measured Buildings Survey.

24. TO DISCUSS TENANCY MATTERS:

Yours sincerely,

Hilary Kirkcaldie

TOWN CLERK