

AXMINSTER TOWN COUNCIL

The Guildhall,  
Axminster,  
Devon.

20 May 2020

Dear Councillor,

You are hereby summoned to attend an extra-ordinary virtual meeting of the Town Council which will take place on Tuesday, 26<sup>th</sup> May 2020 at 7.00 p.m using remote conferencing technology as authorised by the regulations set out in Clause 78 of the Coronavirus Act 2020.

Members and the public are reminded that **remarks must be addressed through the person chairing the meeting**. To assist in this process, please have a piece of card or something similar that you can raise to show that you wish to speak, then wait to be invited to speak by the Mayor.

Time: May 26, 2020 07:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/81896112424>

Meeting ID: **818 9611 2424**

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 of the points set out in the Town Council's **risk management** strategy.

1. TO RECEIVE AND APPROVE APOLOGIES.
2. TO NOTE OTHER MEMBERS NOT PRESENT.
3. DECLARATIONS OF INTEREST.
4. TO RECEIVE AND IF THOUGHT FIT APPROVE AND ADOPT MINUTES OF MEETING HELD ON MONDAY 20<sup>th</sup> APRIL 2020: To be presented by the Town Mayor – i) approve for accuracy. ii) adopt as policy.
5. TO RECEIVE AND IF THOUGHT FIT APPROVE AND ADOPT MINUTES OF MEETING HELD ON MONDAY 11<sup>th</sup> MAY 2020: To be presented by the Town Mayor – i) approve for accuracy. ii) adopt as policy.
6. TO PROPOSE THAT A CONTRACTOR WITH EXPERIENCE IN DAMP PENETRATION BE INVITED TO ADVISE ON THE PROBLEM OF DAMP AT THE OLD COURTHOUSE.
7. TO PROPOSE ADOPTION OF AN ENQUIRIES AND COMPLAINTS HANDLING POLICY: Town Mayor to speak.
8. TOWN MAYOR TO REPORT ON AXMINSTER COMMUNITY EMERGENCY RESPONSE.
9. TOWN FORUM: The duration of this to be at the discretion of the Town Mayor.
10. TO CONSIDER MATTERS ARISING FROM MINUTES OF 20<sup>TH</sup> APRIL 2020.
11. TO CONSIDER MATTERS ARISING FROM MINUTES OF 11<sup>TH</sup> MAY 2020
12. MATTERS OF URGENCY: To consider matters not detailed on the agenda but agreed by the Presiding Chairman as being matters of urgency.
13. COMMITTEE REPORTS: To receive and, if thought fit, approve and adopt the reports, copies herewith, of the following committees:

- a. PLANNING: Dated 11<sup>th</sup> May 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.
14. TO PROPOSE THAT AN ADDITIONAL TAB BE ADDED TO THE TOWN COUNCIL WEBSITE TO ENABLE LOCAL BUSINESSES TO HIGHLIGHT TO RESIDENTS THE GOODS AND SERVICES THEY PROVIDE: Town Mayor to speak.
15. TO PROPOSE THAT ARRANGEMENTS FOR THE INSURANCE COVER OF THOSE DEFIBRILLATORS FOR WHICH THE TOWN COUNCIL IS RESPONSIBLE BE ADDED TO THE TOWN COUNCIL'S OWN COVER, RATHER THAN BEING RECHARGED BY ANOTHER COUNCIL: Responsible Financial Officer to speak.
16. CORRESPONDENCE

THIS PART OF THE MEETING WILL END AT 8.00 P.M.

To be taken In Committee:

THIS SECTION OF THE MEETING WILL HAVE A DIFFERENT CODE AND WILL START AT 8.15

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.

17. STAFFING MATTERS:

18. TO PROPOSE THAT THIS TOWN COUNCIL SHOULD CONSIDER OFFERING A RENT HOLIDAY TO THOSE TENANTS AFFECTED BY THE GOVERNMENT LOCKDOWN OF COMMERCIAL PREMISES: Town Mayor to speak.

Yours sincerely,

*Hilary Kirkcaldie*

TOWN CLERK