

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

5 May 2020

Dear Councillor,

You are hereby summoned to attend a virtual meeting of the Town Council which will take place on Monday, 11th 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. This will be the Annual Meeting of the Town Council.

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.

Join Zoom Meeting

<https://us02web.zoom.us/j/86326461799>

Meeting ID: 863 2646 1799

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. ELECTION OF TOWN MAYOR
4. SIGNING OF DECLARATION OF OFFICE BY TOWN MAYOR
5. ELECTION OF DEPUTY TOWN MAYOR
6. DECLARATIONS OF INTEREST.
7. TO RECEIVE AND IF THOUGHT FIT APPROVE AND ADOPT MINUTES OF MEETING HELD ON MONDAY 20th APRIL 2020: To be presented by the Town Mayor – i) approve for accuracy. ii) adopt as policy.
8. TO PROPOSE THAT EXISTING TOWN COUNCIL COMMITTEE MEMBERSHIPS REMAIN UNCHANGED BUT THAT TO EXPEDITE THE BUSINESS OF THE TOWN COUNCIL ALL MEMBERS BE ELIGIBLE TO SIT ON ANY COMMITTEES AS REQUIRED TO ENSURE QUORACY
9. TO PROPOSE THAT EXISTING MEMBERSHIP OF OUTSIDE COMMITTEES REMAINS UNCHANGED BUT THAT SHOULD IT BE NECESSARY TO FIND SOMEONE TO DEPUTISE IN ANY CIRCUMSTANCES THAT ANY DECISION REGARDING THIS BE DELEGATED TO THE TOWN MAYOR AND DEPUTY MAYOR.
10. TO PROPOSE THAT REVIEW OF OTHER ITEMS SUCH AS STANDING ORDERS AND FINANCIAL REGULATIONS NORMALLY UNDERTAKEN AT THE ANNUAL MEETING BE DEFERRED UNTIL A LATER DATE.
11. TOWN MAYOR TO REPORT ON AXMINSTER CORONA EMERGENCY RESPONSE.

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

13. TO CONSIDER MATTERS ARISING FROM MINUTES OF 20TH APRIL 2020.

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

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

- a. PLANNING: Dated 20th April 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.

16. FINANCIAL MATTERS:

- a. To approve payments for February 2020
- b. To approve the payments for April 2020
- c. To discuss progress against budget for the past financial year.
- d. To receive Responsible Financial Officer's Report.
- e. Update on A.G.A.R 19-20 procedural changes.
- f. Report on expenditure made by Town Council on behalf of Guildhall Management Committee.

17. 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.

18. STAFFING MATTERS:

Yours sincerely,

Hilary Kirkcaldie

TOWN CLERK