

AXMINSTER TOWN COUNCIL

The Guildhall,  
Axminster,  
Devon.

8 July 2020

Dear Councillor,

You are hereby summoned to attend an extra-ordinary virtual meeting of the Town Council which will take place on Monday, 13<sup>th</sup> July 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.

DETAILS FOR JOINING THIS MEETING ARE:

Join Zoom Meeting

<https://us02web.zoom.us/j/87884255209>

Meeting ID: 878 8425 5209

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.

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 8<sup>TH</sup> JUNE 2020: To be presented by the Town Mayor – i) approve for accuracy. ii) adopt as policy.

5. FINANCIAL MATTERS:

- a. To approve payments for June.
- b. To consider and, if thought fit, approve Annual Return. part 1 – Statement of Accounts
- c. To consider and, if thought fit, approve Annual Return. part 2 – Statement of Assurance
- d. To consider quarterly progress against budget.
- e. To receive report from Responsible Financial Officer.

6. COMMITTEE APPOINTMENTS: to appoint Committees for remainder of Civic Year.

7. TO PROPOSE THAT AXMINSTER TOWN COUNCIL TAKES MONEY FROM RESERVES TO BUY A MOBILE SOLAR POWERED VEHICLE ACTIVATED SIGN: Cllr. Adamson-Drage to speak.

8. TO CONSIDER DISTRICT COUNCIL PROPOSALS FOR RE-OPENING OF TOWN CENTRE: Town Clerk to speak.

9. DEPUTY MAYOR TO REPORT ON AXMINSTER COMMUNITY EMERGENCY RESPONSE.

10. TO RESPOND TO REQUEST FOR A COUNCILLOR TO LIAISE WITH THE BUSINESS

COMMUNITY: Town Clerk to speak.

11. TO PROPOSE RESPONSE TO CONSULTATION ON REMOVAL OF TELEPHONE KIOSK FROM TRINITY SQUARE: Deputy Mayor to speak.

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

13. TO CONSIDER MATTERS ARISING FROM MINUTES OF 8<sup>th</sup> JUNE 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 8<sup>th</sup> June 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. EMPLOYMENT: Dated 23<sup>rd</sup> June 2020, to be presented by the Chairman of the Committee, Cllr. Young - i) approve for accuracy. ii) adopt as policy.
- d. BUILDINGS AND FINANCE: Dated 29<sup>th</sup> June 2020, to be presented by the Chairman of the Committee, Cllr. Young. - i) approve for accuracy. ii) adopt as policy.
- e. Matters arising from above meeting.
- f. PLANNING: Dated 29<sup>th</sup> June 2020 to be presented by the Chairman of the Committee, Cllr. Mrs. Leat. – i) approve for accuracy. ii) adopt as policy.
- g. Matters arising from above meeting.

16. TO CONSIDER OFFICE RE-ARRANGEMENTS AND OTHER COVID RELATED MATTERS:  
Town Clerk to speak.

17. TO PROPOSE THAT THE STONEMASONRY ON THE WAR MEMORIAL BE CLEANED IN LINE WITH METHODOLOGY APPROVED BY WAR MEMORIALS TRUST.: Town Clerk to speak.

#### 18. CORRESPONDENCE

THIS PART OF THE MEETING WILL END AT 8.15 P.M.

To be taken In Committee:

THIS SECTION OF THE MEETING WILL HAVE A DIFFERENT CODE AND WILL START AT 8.30 P.M.

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.

19. STAFFING MATTERS:

20. TENANCY MATTERS:

21. INSURANCE MATTER:

Yours sincerely,

*Hilary Kirkcaldie*

TOWN CLERK