

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

8 October 2020

Dear Councillor,

You are hereby summoned to attend a virtual meeting of the Town Council which will take place on Monday, 12th October 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.

Join Zoom Meeting

<https://us02web.zoom.us/j/81116173416>

Meeting ID: 811 1617 3416

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 14th SEPTEMBER 2020: To be presented by the Town Mayor – i) approve for accuracy. ii) adopt as policy.
5. TO RECEIVE ANY APPLICATIONS TO FILL CASUAL VACANCIES: Town Clerk to speak.
6. FINANCIAL MATTERS:
 - a. To approve payments for September.
 - b. To receive report from Responsible Financial Officer.
 - c. Insurance Renewal
 - d. To consider grant applications received.
 - e. To consider membership of Market Towns Organisation.
 - f. To consider quarterly report against budget.
7. COVID 19 RELATED MATTERS: Town Mayor to speak
8. NEIGHBOURHOOD PLAN: Cllr. Sedgewick to speak.
9. TOWN FORUM: The duration of this to be at the discretion of the Town Mayor.
10. TO CONSIDER MATTERS ARISING FROM MINUTES OF 14th SEPTEMBER 2020
11. MATTERS OF URGENCY: To consider matters not detailed on the agenda but agreed by the Presiding Chairman as being matters of urgency.

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

- a. EMPLOYMENT: Dated 23rd June 2020, to be presented by the Chairman of the Committee, Cllr. Young. – i) approve for accuracy. ii) adopt as policy.
- b. Matters Arising from the above meeting.
- c. BUILDINGS AND FINANCE: Dated 27th July 2020, to be presented by the Chairman of the Committee, Cllr. Young. - i) approve for accuracy. ii) adopt as policy.
- d. Matters arising from above meeting.
- e. PLANNING: Dated 14th September 2020, to be presented by the Chairman of the Committee, Cllr. Mrs. Leat. – i) approve for accuracy. ii) adopt as policy.
- f. Matters arising from above meeting.
- g. EMPLOYMENT: Dated 22nd September 2020, to be presented by the Chairman of the Committee, Cllr. Farrow.
- h. Matters Arising from the above meeting
- i. BUILDINGS AND FINANCE: Dated 24th August 2020, to be presented by the Chairman of the Committee, Cllr. Young. - i) approve for accuracy. ii) adopt as policy.
- j. Matters arising from above meeting.
- k. TRAFFIC MANAGEMENT: Dated 28th September 2020, to be presented by the Chairman of the Committee, Cllr. Young. i) approve for accuracy. ii) adopt as policy.
- l. Matters arising from above meeting.
- m. BUILDINGS AND FINANCE: Dated 28TH September 2020, to be presented by the Chairman of the Committee, Cllr. Young. - i) approve for accuracy. ii) adopt as policy.
- n. Matters arising from above meeting.
- o. PLANNING: Dated 28TH September 2020 to be presented by the Chairman of the Committee, Cllr. Mrs. Leat. – i) approve for accuracy. ii) adopt as policy.
- p. Matters arising from above meeting.

13. UPDATE ON MATTERS PERTAINING TO WAR MEMORIALS: Town Clerk to speak.

14. TO REPORT ON INFORMATION RECEIVED RELATING TO JUBILEE FOUNTAIN: Town Clerk to speak.

15. UPDATE ON PROPOSALS REGARDING SOLAR POWERED VEHICLE ACTIVATED SIGN: Cllr. Adamson-Drage to speak.

16. REPORT ON L.A.G. MEETING AND SAFER TOWNS INITIATIVE: Cllr. Sedgewick to speak.

17. CORRESPONDENCE:

THIS PART OF THE MEETING WILL END AT 8.30. P.M.

To be taken In Committee:

THIS SECTION OF THE MEETING WILL HAVE A DIFFERENT CODE AND WILL START AT 8.40P.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.

18. TO CONSIDER QUOTES RECEIVED: among which

- a. Conservation works to Jubilee Fountain.
- b. Training in Risk Management.
- c. Staff First Aid at Work Re-training.
- d. Valuation of Council Property Assets.

19. STAFFING MATTERS: To approve Annual Cost of Living Pay settlements in respect of all staff as per national agreements.

20. TENANCY MATTERS:

21. INSURANCE MATTER:

Yours sincerely,

Hilary Kirkcaldie
TOWN CLERK