

AXMINSTER TOWN COUNCIL

The Guildhall,  
Axminster,  
Devon.

23 January 2020

Dear Councillor,

A meeting of the Buildings and Finance Committee has been arranged to be held at 7.00 P.M. on Monday 27<sup>th</sup> January 2020 at the **Guildhall**.

Members are reminded 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** interest before any discussion takes place. Councillors are reminded also that, in making decisions, they should take into consideration the Town Council's decision to declare a Climate Emergency.

1 APOLOGIES:

2 MINUTES OF MEETING HELD ON 27<sup>TH</sup> NOVEMBER TO BE SIGNED:

3 MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING.

4 PUBLIC FORUM.

5 FINANCIAL MATTERS:

- a) To Finalise Budget for Financial Year 2020-2021.

6 PROPERTY RELATED MATTERS:

a) Guildhall

- i. Update on works required.
- ii. To consider any report from contractors approached by surveyor.
- iii. To consider action required in respect of bar.
- iv. Water Ingress from upstairs kitchen.

b) Old Courthouse

- i. General update on repairs – external redecoration, roof repairs, cleaning arrangements for common parts.
- ii. Museum – submeters, heating, welfare provision i.e..kitchen, subdivision.
- iii. Senior Citizens' Centre – water ingress.
- iv. Arts Café – chimney.
- v. Former T.I.C. – ponding over roof.
- vi. Garden – arrangements for maintenance.

c) Cemetery

- i. Cemetery path.
- ii. Cemetery field.
- iii. Update on digital mapping programme.

d) Amenities

- i. Trees on Valley Path – discussions with South West Trains/Network Rail.
- ii. Section 106 Projects – trail and Raymonds Hill. Play area. Request from E.D.D.C. for meeting.
- iii. Brown Signage to promote Axminster.
- iv. Hedge cutting at Allotments.
- v. Various problems at lower entrance to Woodbury Park allotments.
- vi. War memorial.

7 TO CONSIDER ANY MATTERS OF URGENCY.

8 FUTURE PLAN CONSIDERATION;

- a) Old Courthouse.

- b) Risk Management – ad hoc working party.

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.

9 TO CONSIDER QUOTES RECEIVED FOR VARIOUS WORKS: To include:

- a) Digital Mapping Project.
- b) Old Courthouse Chimney
- c) Sliding doors for Guildhall foyer
- d) Measured Buildings Surveys for Town Council Properties.

10 TENANCY MATTERS:

- a) Old Courthouse. – requests for use of Constable's Room.

11 STAFFING MATTERS:

Yours sincerely,

TOWN CLERK