

AXMINSTER TOWN COUNCIL

The Guildhall,  
Axminster,  
Devon.

19 February 2020

Dear Councillor,

A meeting of the Buildings and Finance Committee has been arranged to be held at 7.00 P.M. on Monday 24<sup>th</sup> February 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> JANUARY 2020 TO BE SIGNED:

3. MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING NOT OTHERWISE COVERED BY ITEMS BELOW.

4. PUBLIC FORUM.

5. FINANCIAL MATTERS:

- a. To consider any grants received
  - i. Axminster Gymnastic Club.
  - ii. Job Club
  - iii. Repair Café
  - iv. H.A.L.F.F.
- b. To consider draft paper on Town Buildings and Town Improvement Funds.

6. PROPERTY RELATED MATTERS:

- a. Guildhall
  - i. Update on works required.
  - ii. To propose that a full electrical survey of the Guildhall be undertaken.
  - iii. Update on bar.
- b. Old Courthouse
  - i. General update on repairs – external redecoration, roof repairs, cleaning arrangements for common parts.
  - ii. To set out requirements for lift access at this site.
  - iii. Museum – submeters, heating, welfare provision i.e..kitchen, subdivision.
  - iv. Senior Citizens' Centre – water ingress.
  - v. Arts Café – chimney.
  - vi. To consider requirements for installation of a lift
  - vii. Retail Outlet – water ingress.
  - viii. Garden.
- c. Cemetery
  - i. Cemetery path.
  - ii. Update on digital mapping programme.
- d. Amenities
  - i. Trees on Valley Path – discussions with South West Trains/Network Rail.
  - ii. Hedge cutting at Allotments.
  - iii. Various problems at lower entrance to Woodbury Park allotments.
  - iv. War memorial.

7. TO CONSIDER ANY MATTERS OF URGENCY.

8. FUTURE PLAN CONSIDERATION:

- a. To set up a working party for a 5 year strategic plan.

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.
- e. Van Insurance

10. TENANCY MATTERS:

11. STAFFING MATTERS:

Yours sincerely,

*Hilary Kirkcaldie*

TOWN CLERK