

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

24 June 2020

Dear Councillor,

You are hereby summoned to attend a virtual meeting of the Buildings and Finance Committee which will take place at 7.00 p.m. on Monday 29th June 2020. using remote conferencing technology as authorised by the regulations set out in Clause 78 of the Coronavirus Act 2020.

DETAILS OF HOW TO JOIN THIS MEETING WILL BE AVAILABLE ON THE TOWN COUNCIL WEBSITE ON THE DAY OF THE MEETING.

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. APOLOGIES:

2. MINUTES OF MEETING HELD ON 24TH FEBRUARY 2020 TO BE SIGNED:

3. MATTERS ARISING FROM MINUTES OF 24TH FEBRUARY NOT OTHERWISE COVERED BY ITEMS BELOW.

4. PUBLIC FORUM.

5. TO CONSIDER ANY COVID-19 RELATED ADJUSTMENTS REQUIRED.

6. FINANCIAL MATTERS:

- a. To consider Annual Return.
- b. To consider Larger Grants Policy.
- c. Vehicle Fuel Supplier.
- d. Update on insurance matters.

7. PROPERTY RELATED MATTERS:

- a. Guildhall
 - i. General update on works required.
 - ii. Update on bar.
 - iii. Carpeting.
- b. Old Courthouse
 - i. General update – 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. Retail Outlet – water ingress.
 - vi. Garden – to consider renaming.
- c. Cemetery
 - i. Update on digital mapping programme.
- d. Amenities
 - i. Update on Allotment Matters – asbestos survey, mapping.
 - ii. War memorial – to consider desirability of cleaning memorial; flower beds.

iii. Jubilee Field.

iv. Removal of Finger post stump in Coombefield Lane Car Park.

8. TO CONSIDER ANY MATTERS OF URGENCY.

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.

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

a. Old Courthouse Chimney

10. TENANCY MATTERS:

11. STAFFING MATTERS:

Yours sincerely,

Hilary Kirkcaldie

TOWN CLERK