

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

25 November 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 30th November 2020 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/86843422387>

Meeting ID: 868 4342 2387

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. DECLARATIONS OF INTEREST:

3. UPDATE ON MATTERS ARISING FROM MEETING HELD ON 26th OCTOBER 2020 NOT OTHERWISE COVERED BY ITEMS BELOW.

4. PUBLIC FORUM.

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

6. FINANCIAL MATTERS:

- a. Pre-Budget Report from Responsible Financial Officer.
- b. Interim Audit Report
- c. Laptops for Clerical Staff.
- d. Grant Application – Axe Valley Ring and Ride.

7. PROPERTY RELATED MATTERS:

- a. Guildhall
 - i. General update.
- b. Old Courthouse
 - i. General update – including impact of recent fire at Arts Café.
- c. Cemetery
 - i. Chapels.
- d. Amenities
 - i. Update on Allotment Matters – including asbestos removal.
 - ii. Jubilee Fountain.
 - iii. Jubilee Field.

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.

A different zoom code will be required for this part of the meeting.

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

- a. Risk Management Training.
- b. I.T. Quote.

10. TENANCY MATTERS: - leases

11. STAFFING MATTERS:

Yours sincerely,

Hilary Kirkcaldie

TOWN CLERK