

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

4 March 2020

Dear Councillor,

You are hereby summoned to attend a meeting of the Town Council which will take place on Monday, 9th March 2020 at 7.00 p.m at The Guildhall to transact the following:

Members and the public are reminded that **remarks must be addressed through the person chairing the meeting.**

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 the points set out in the Town Council's **risk management** strategy.

1. APOLOGIES.

2. DECLARATIONS OF INTEREST.

3. TO RECEIVE AND IF THOUGHT FIT APPROVE AND ADOPT MINUTES OF MEETING HELD ON MONDAY 10th FEBRUARY 2020: To be presented by the Town Mayor, Cllr. Young – i) approve for accuracy. ii) adopt as policy.

4. TOWN FORUM: The duration of this to be at the discretion of the Town Mayor.

5. TO CONSIDER MATTERS ARISING FROM MINUTES OF 10TH FEBRUARY 2020.

6. MATTERS OF URGENCY: To consider matters not detailed on the agenda but agreed by the Presiding Chairman as being matters of urgency.

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

- a. PLANNING: Dated 10th February 2020, to be presented by the Chairman of the Committee, Cllr. Mrs. Leat. – i) approve for accuracy. ii) adopt as policy.
- b. Matters arising from above meeting.
- c. AMENITIES: Dated 17th February 2020, to be presented by the Chairman of the Committee, Cllr. Walden. - i) approve for accuracy. ii) Adopt as policy.
- d. Matters Arising from the above meeting.
- e. RISK AND EMERGENCY PLANNING: Dated 17th February 2020 to be presented by the Chairman of the Committee, Cllr. Young – i Approve for accuracy. ii Adopt as policy.
- f. Matters Arising from the above meeting.
- g. BUILDINGS AND FINANCE: Dated 24th February 2020, to be presented by the Chairman of the Committee, Cllr. Young - i) approve for accuracy. ii) Adopt as policy.
- h. Matters Arising from the above meeting.
- i. PLANNING: Dated 24th February 2020, to be presented by the Chairman of the Committee, Cllr. Mrs. Leat - i) approve for accuracy. ii) Adopt as policy.
- j. Matters Arising from the above meeting.
- k. CEMETERY: Dated 2nd March 2020, to be presented by the Chairman of the Committee, Cllr. Spurway. i) approve for accuracy. ii) Adopt as policy.
- l. Matters Arising from the above meeting.
- m. EMPLOYMENT: Dated 3rd March 2020, to be presented by the Chairman of the Committee, Cllr. Young - i) approve for accuracy. ii) Adopt as policy.
- n. Matters Arising from the above meeting.

8. FINANCIAL MATTERS:

- a. To approve payments for February 2020

- b. To report matters approved for expenditure by Town Mayor/Committee Chairmen:
 - i. Removal of redundant water tanks at Guildhall.
 - ii. Installation of a dashboard camera on the new van.
 - c. To receive Responsible Financial Officer's Report.
 - d. Update on vehicle acquisition.
 - e. Use of Town Buildings Fund and Town Improvement Fund.
 - f. In light of the recommendations of the Buildings and Finance Committee, to consider grant applications received.
 - i. Axminster Gymnastic Club
 - ii. Job Club
 - iii. H.A.L.F.F.
 - iv. Totally Locally.
9. TO APPROVE FINAL BUDGET FOR 2020-2021 AS AGREED AT THE BUILDINGS AND FINANCE MEETING HELD ON 27TH JANUARY, THE MINUTES OF WHICH WERE RATIFIED BY THE FULL TOWN COUNCIL ON 10TH FEBRUARY
10. FINANCIAL RISK ASSESSMENT:
11. TO PROPOSE THAT EXPENDITURE FROM MAYORAL ALLOWANCE BE ALIGNED WITH FINANCIAL YEAR: Town Mayor to speak.
12. TO PROPOSE THAT FUNDING BE ALLOCATED TO SUPPORT THOSE AFFECTED BY REDUNDANCIES AT AXMINSTER CARPETS: Town Clerk to speak.
13. TO PROPOSE CONSENT BE GIVEN TO VARIATION IN TERMS OF AGREEMENT WITH HOUSING ASSOCIATION: Town Clerk to speak.
14. TO PROPOSE ADOPTION OF THE REVISED PENSIONS DISCRETIONS POLICY:
15. TO PROPOSE ADOPTION OF THE FLEXIBLE RETIREMENT POLICY :
16. ARRANGEMENTS FOR ANNUAL PARISH MEETING:
17. TO PROPOSE THE FORMATION OF A STRATEGIC PLANNING COMMITTEE AND CONFIRM MEMBERSHIP: Town Mayor to speak.
18. LETTER FROM CHIDEOCK PARISH COUNCIL: Town Clerk to speak.
19. UPDATE ON SAFER TOWNS AND POLICE LIAISON MEETING: Town Mayor to speak.
20. CORRESPONDENCE:
- a. Letters Received.
 - i. D.C.C. – re highway ditching policy.
 - b. Meetings
 - c. Reports Received:
21. ACTIONS UPDATE: Administrative Assistant to report.
22. NEXT STEPS: Administrative Assistant to speak.

To be taken In Committee:

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.

23. STAFFING MATTERS:

- a. Training.

24. TO DISCUSS QUOTATIONS RECEIVED:

- a. Old Courthouse Chimney.
- b. Measured Buildings Survey.

25. TO DISCUSS TENANCY MATTERS:

Yours sincerely,

Hilary Kirkcaldie

TOWN CLERK