

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

15 April 2020

Dear Councillor,

You are hereby summoned to attend a virtual meeting of the Town Council which will take place on Monday, 20th April 2020 at 7.00 p.m using remote conferencing technology as authorised by the regulations set out in Clause 78 of the Coronavirus Act 2020.

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.

Join Zoom Meeting

<https://us02web.zoom.us/j/89578726482?pwd=Q3lkUWlEcTEyMWYyNFdVOVdGTHdDUT09>

OR

Go to <https://zoom.us/join> and type in the following information when prompted:

Meeting ID: 895 7872 6482

Password: 873574

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. TO RECEIVE AND IF THOUGHT FIT APPROVE AND ADOPT MINUTES OF MEETING HELD ON MONDAY 9th MARCH 2020: To be presented by the Town Mayor, Cllr. Young – i) approve for accuracy. ii) adopt as policy.

4. TOWN MAYOR TO REPORT ON AXMINSTER CORONA EMERGENCY RESPONSE.

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

6. TO CONSIDER MATTERS ARISING FROM MINUTES OF 9TH March 2020.

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

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

- a. PLANNING: Dated 9th March 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. EMPLOYMENT: Dated 3rd March 2020, to be presented by the Chairman of the Committee, Cllr. Young - i) approve for accuracy. ii) Adopt as policy.

d. Matters Arising from the above meeting.

9. FINANCIAL MATTERS:

- a. To approve payments for March 2020
- b. To propose that all request for grants, other than those relating to the present emergency, be suspended.
- c. To receive Responsible Financial Officer's Report.
- d. Update on A.G.A.R 19-20 procedural changes.
- e. Financial Arrangements Facilitating A.C.E.R.

10. TO PROPOSE THAT AS A RESULT OF THE COVID-19 EMERGENCY ALLOTMENT TENANTS BE INSTRUCTED NOT TO LIGHT BONFIRES UNTIL SUCH TIME AS THIS TOWN COUNCIL ADVISES TO THE CONTRARY.

11. UPDATE ON REQUESTED VARIATION IN TERMS OF AGREEMENT WITH HOUSING ASSOCIATION: Town Clerk to speak.

12. TO PROPOSE THAT RUNNING COSTS FOR GUILDHALL MANAGEMENT BE PAID DIRECTLY BY THE TOWN COUNCIL FOR THE DURATION OF THE COVID-19 EMERGENCY USING THE MONEY ALLOCATED IN THE BUDGET FOR SUPPORT OF THE GUILDHALL; Cllr. Mrs. Leat to speak.

To be taken In Committee: THIS SECTION OF THE MEETING WILL HAVE A DIFFERENT CODE AND WILL START AT 8.15

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.

13. STAFFING MATTERS:

Yours sincerely,

Hilary Kirkcaldie

TOWN CLERK