

## AXMINSTER TOWN COUNCIL

### MINUTES OF A MEETING OF THE BUILDINGS AND FINANCE COMMITTEE HELD AT 12.30 p.m. ON WEDNESDAY, 25<sup>TH</sup> MAY 2016 AT THE AXMINSTER GUILDHALL.

1. PRESENT: Cllr. P.G. Hayward (Town Mayor), Cllr. L.A. Rowe (Deputy Town Mayor), Cllrs. G.S. Godbeer, D.R.H. Hull, A.T. Moulding and J.W. Walden. No members of the public or press.

2. APOLOGIES: None..

CLLRS. D.R.H. HULL AND CLLR. G.S. GODBEER, P.G. HAYWARD AND A.T. MOULDING EACH DECLARED A PERSONAL INTEREST AS BEING MEMBERS OF THE AXMINSTER GUILDHALL MANAGEMENT COMMITTEE.

CLLR. WALDEN DECLARED AN INTEREST AS BEING A FRIEND OF AXMINSTER TOURIST INFORMATION CENTRE.

3. PUBLIC FORUM: None.

4. MINUTES OF PREVIOUS MEETING HELD ON 27<sup>TH</sup> APRIL 2016: these minutes, having been approved and adopted by the full Town Council, were signed by the Chairman.

5. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 27<sup>TH</sup> APRIL 2016; there were no matters which would not be covered by the agenda for the present meeting.

It was resolved that Agenda Item 15 be brought forward.

6. CONSIDERATION OF QUOTATION RELATING TO REMIT OF AMENITIES COMMITTEE – PROPOSED PERMISSIVE PATH: Three quotations had been received. The Town Clerk will contact the two contractors whose quotes were very close to clarify certain points which would affect the comparability of the prices quoted.

#### 7. PROGRESS WITH PROGRAMME OF BUILDING AND OTHER WORKS:

a) Old Courthouse - the following matters were discussed:-

- i. The electrical works were complete and the painting was due to start shortly.
- ii. Quotes will be sought for the provision of individual meters to different areas within the former museum area.

b) Guildhall- the following matters were discussed:-

- i. Lift – the quotation from the consultant regarding the fourth option will be considered further at a later date.

c) Cemetery – the following matters were discussed:-

- i. Tractors and link box – a report from the Deputy Town Clerk was considered regarding purchase of these items owned at present by Cllr. Jeffery and which he has used in his role as a community volunteer. Three independent valuations for the items concerned had been obtained. Based on these, it was resolved, proposed Cllr. D.R.H. Hull and seconded Cllr. Moulding, to value the items at £20,500. It was further resolved to pay this as one lump sum using reserves. It was further resolved to insure the items with N.F.U. taking money from reserves and to reimburse Cllr. Jeffery in respect of such insurance as he had incurred on the vehicles in the current insurance period.

- ii. Verge outside Cemetery – the Town Clerk will try to ascertain who owns this and will seek the assistance of the local Neighbourhood Highways Officer in getting it re-instated following damage caused during the works undertaken on behalf of a developer for the installation of additional street lighting.

d) Allotments – A contractor will be asked to put in a new gate post at the Millwey Rise Allotments.

e) Amenities – the following matters were discussed:-

- i. Bus shelter – the Town Clerk will obtain a range of prices for a shelter at Millwey.
- ii. Benches – the benches at the corner of South Street and by the St. John Ambulance station on Trafalgar Way will be replaced by ones in recycled plastic with a plaque commemorating the 90<sup>th</sup> Birthday of H.M The Queen. The bench from Trafalgar Way will be refurbished and re-used at the Cemetery.
- iii. Noticeboards – options for replacing the town noticeboards with larger versions of the existing board in West Street car park or with ones in wood made by a local supplier were considered. The views of full Town Council will be sought.

f) Pippins – no matters were discussed.

8. FINANCIAL REPORTING: the Town Mayor said that he was keen to get as much information as possible on the website.

9. MATTERS OF URGENCY: None.

10. REVISIONS TO FINANCIAL REGULATIONS AND POLICIES: The Town Mayor said that he would be arranging for a series of policies to be put before Council over the next few months, starting with policies relating to applications to the Town Council for grants.

10. SECTION 1 OF AUDIT FORM: the Deputy Town Clerk said that she had had no response from Councillors to the information sent out.

Cllr. Moulding left at this point.

11. STAFFING MATTERS: The Deputy Town Clerk said that it would be helpful to have an updated version of the Green Book. It was suggested that this might be obtainable via Devon Association of Local Councils.

The Town Clerk said that she was continuing the process for compliance with the auto enrolment requirements.

Signed ..... Date .....

