



CLLR. SLEIGH DECLARED AN INTEREST AS BEING REGISTERED WITH SOCIAL WORK ENGLAND.

CLLR. SPURWAY DECLARED AN INTEREST AS A MANAGEMENT MEMBER OF CLOAKHAM LAWN SPORTS CLUB, A MEMBER OF CO-OP FOOD GROUP, AND OF THE LIBERAL DEMOCRATS.

CLLR. WALDEN DECLARED A PERSONAL INTEREST AS BEING VICE-CHAIRMAN OF THE GOVERNORS OF AXE VALLEY ACADEMY, AS A MEMBER OF AXMINSTER SKATEPARK STEERING GROUP, AXMINSTER TWINNING ASSOCIATION, LIAISON COUNCILLOR WITH AXMINSTER JOB CLUB, A MEMBER OF THE LABOUR PARTY, COMMUNITY UNION, NATIONAL TRUST AND AS BEING SAFEGUARDING LEAD FOR AXMINSTER YOUTH CLUB.

2021/0292 MINUTES OF TOWN COUNCIL MEETING DATED 28<sup>TH</sup> JUNE 2021: The following corrections were requested:

Cllr. Farrow seconded by Cllr. Walden proposed that these minutes be approved for accuracy.  
Agreed.

Cllr. Farrow seconded by Cllr. Holt proposed that the above minutes be adopted as policy.  
Agreed.

2021/0293 MATTERS ARISING AND ACTIONS FROM THE ABOVE MEETING: The Town Clerk said that a request for additional information had been received from the External Auditor in response to the Annual Return submitted following its approval at the last meeting.

2021/0294 TOWN FORUM – BENCHES ON MINSTER GREEN:

CLLR. FARROW PROPOSED THAT STANDING ORDERS BE SUSPENDED AND AGENDA ITEM 14 BE BROUGHT FORWARD FOR DISCUSSION AT THIS POINT. CLLR. SEDGEWICK SECONDED THE PROPOSAL. AGREED.

Cllr. Farrow read out the proposal put forward by Action in Axminster for the placing on the Minster Green of 6 picnic tables along with litter bins. The group confirmed that this had the agreement of the Parochial Church Council on the basis that it was for only the current year at present and set out the arrangements for checking on the tables during the day and disposal of litter. Cllr. Walden and one member of the public expressed the view that this was inappropriate on what was a closed churchyard and was detrimental to the setting of the Minster. Cllr. Holt felt that the sum to be expended was considerable and asked what had happened to the tables used last year. It was explained that these had been passed on to another group.

Following further discussion, Cllr. Farrow, seconded by Cllr. Leat proposed that Axminster Town Council should support the proposal put forward by Action in Axminster.  
Agreed.

Approved 9<sup>th</sup> August 2021, Min 2021/0330

2021/0295 TOWN FORUM - CELEBRATION OF THE PLATINUM JUBILEE: A member of the public urged the Town Council to think about participating in the Big Jubilee Lunch and embracing the whole community whether at Millwey Rise, Foxhill or Woodbury.

2021/0296 TOWN FORUM – FLOOD RESILIENCE: in response to a question from a member of the public, no Councillor or officer had been able to attend a recent webinar on this topic. The Town Clerk will try to find out if a recording is available.

2021/0297 FINANCIAL MATTERS – PAYMENTS FOR JUNE: Cllr. Farrow, seconded by Cllr. Walden, proposed that these payments be authorised. Agreed.

2021/0298 FINANCIAL MATTERS – QUARTERLY REPORT AGAINST BUDGET: The Responsible Financial Officer said that 96% of expected income had been received and expenditure overall was at 73% of that expected. She gave more detailed explanations regarding those cost centres where expenditure exceeded the predicted level.

2021/0299 FINANCIAL MATTERS – GRANT APPLICATION FROM AXE VALLEY CHRISTIANS AGAINST POVERTY: Following discussion, Cllr. Farrow, seconded by Cllr. Holt, proposed that Axminster Town Council declines to support this request as it lacks evidence of how it would benefit Axminster residents. Agreed.

2021/0300 FINANCIAL MATTERS– RESPONSIBLE FINANCIAL OFFICER’S REPORT: The Responsible Financial Officer said that the Internal Auditor had requested a nominated Councillor who could supply identification. Cllr. Farrow, seconded by Cllr. Holt, proposed that Cllr. Walden fulfil this role. Agreed. The Deputy Clerk then outlined the information requested by the External Auditor, which related to the Town Council’s responsibilities as an Employer. She said that requests for information would be ongoing until the External Auditor was able to sign off the Annual Return. Cllr. Sedgewick asked that the Strategy and Finance Committee have sight of the responses submitted.

2021/0301 FINANCIAL MATTERS – DEFIBRILLATOR TRAINING: Cllr. Farrow, seconded by Cllr. Spurway, proposed that Axminster Town Council would pay for the hire of the Guildhall to facilitate defibrillator training for those in the area who wished to partake. Cllr. Walden offered to collaborate with Cllr. Tucker on this project and ensure it was promoted widely to the public.

2021/0302 FINANCIAL MATTERS – GUILDHALL REDECORATION: following Council’s recommendation that the decoration of the main doors be brought forward and undertaken as soon as possible, the Town Clerk reported that she had been informed by the Chairman of the Guildhall Management Committee that the contractor had expressed confidence that it would not be detrimental to do the work in January at the same time as the rest of the work. The Town Clerk said that she had concerns about this.

2021/0303 FINANCIAL MATTERS – RE-ASSIGNMENT OF PARTIALLY SPENT TESCO CARDS: The Responsible Financial Officer said that there was around £250 left on these cards which had been bought at the start of the pandemic. Now that

virtually all restrictions were to be lifted, Cllr. Walden, seconded by Cllr. Sedgewick, proposed that any outstanding balance on these cards be split equally between Nourish and the Foodbank. Agreed. Cllr. Farrow did not participate in the discussion or voting as her partner volunteers for Nourish but is not employed by them.

2021/0304 CONTENT OF PUBLIC SERVICES LEAFLET: Cllr. Leat asked that the Guildhall be added to the list of items for which the Town Council is responsible. Cllr. Farrow, seconded by Cllr. Holt, proposed that the leaflet be published as amended. Agreed. Cllr. Holt, seconded by Cllr. Sedgewick, proposed that the parish-wide distribution via Royal Mail of the leaflet in hard copy be abandoned and that A3 copies of the document be placed on the Council's noticeboard and that 250 paper copies would be printed for display at certain outlets or for sending out on request. Agreed.

2021/0305 MAINTENANCE OF OLD COURTHOUSE GARDEN: Cllr. Farrow said that she had received an email from a member of the public asking that any cutting back in the garden was deferred until the end of the bird nesting season. Cllr. Holt referred to the informal meeting of Councillors the previous week at which the view had been expressed that it might be possible to add two benches to the garden. He said that it was the thought of those who attended the recent site meeting that the garden be revamped in the autumn for the following year.

The Deputy Clerk suggested that the former Dyer's Garden be cleared and re-designated as the Douglas Hull Memorial Garden.

Cllr. Sedgewick suggested that the maintenance of the garden become the responsibility of the Cemetery Groundskeeper once appointed.

2021/0306 CONTRACTORS' PROPOSALS RE ARTS CAFÉ REPAIRS: Cllr. Holt pointed out that the liability for resolving the problem of rising damp lay with the Town Council. The Town Clerk said that it would be short-sighted to undertake the briefer proposal as it may not resolve the problem on a long-term basis which would be short-sighted and more expensive. Cllr. Holt, seconded by Cllr. Sedgewick, proposed that the quote to undertake the works for the sum of £12,863.87 be accepted. Agreed. A tri-partite meeting with Councillors, the contractors and the tenants will be arranged.

2021/0307 EMBEDDING THE CLIMATE AGENDA IN TOWN COUNCIL BUSINESS: Cllr. Leat said that an action plan was needed. She said that an allowance had been made in the current budget to enable this. It was agreed that the matter be put on the next agenda for the Strategy and Finance Committee.

2021/0308 PROPOSED RE-ORGANISATION OF NATIONAL HEALTH SERVICE: Cllr. Walden asked that this be deferred as he had not been able to liaise with the local medical practice.

2021/0309 RESPONSE TO EAST DEVON LEISURE SURVEY: it was agreed that the responses received to this consultation be forwarded directly to the firm undertaking the survey.

2021/0310 MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 9<sup>TH</sup> FEBRUARY 2021: Cllr. Leat, seconded by Cllr. Sleigh, proposed that these be approved for accuracy. Agreed. Cllr. Leat, seconded by Cllr. Spurway, proposed that they be adopted as policy. Agreed.

2021/0311 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 9<sup>TH</sup> FEBRUARY 2021: None.

2021/0312 MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 21<sup>ST</sup> JUNE 2021: Cllr. Leat, seconded by Cllr. Spurway, proposed that the minutes of the above meeting be approved for accuracy. Agreed. Cllr. Leat, seconded by Cllr. Farrow, proposed that they be approved as policy. Agreed

2021/0313 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 21<sup>ST</sup> JUNE 2021: None.

2021/0314 MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD ON 22<sup>ND</sup> JUNE 2021: Cllr. Sedgewick, having pointed out a minor typing error, and seconded by Cllr. Farrow, proposed that the minutes of the above meeting be approved for accuracy subject to the error being corrected. Agreed. Cllr. Sedgewick, seconded by Cllr. Farrow, proposed that they be approved as policy. Agreed

2021/0315 MATTERS ARISING FROM THE MINUTES OF THE EMPLOYMENT COMMITTEE HELD ON 22<sup>ND</sup> JUNE 2021: None.

2021/0316 MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 5<sup>TH</sup> JULY 2021: Cllr. Leat, seconded by Cllr. Farrow, proposed that the minutes of the above meeting be approved for accuracy. Agreed. Cllr. Leat, seconded by Cllr. Farrow, proposed that they be approved as policy. Agreed

2021/0317 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 5<sup>TH</sup> JULY 2021: None.

2021/0318 MINUTES OF THE MEETING OF THE OPERATIONS COMMITTEE HELD ON 6<sup>TH</sup> JULY 2021: Cllr. Walden, seconded by Cllr. Sleigh proposed that the minutes of the above meeting be approved for accuracy. Agreed. Cllr. Walden, seconded by Cllr. Spurway, proposed that they be approved as policy. Agreed

2021/0319 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE OPERATIONS COMMITTEE HELD ON 5<sup>TH</sup> JULY 2021: The Town Clerk said that she had been in contact with the relevant District Council officer regarding the use of Welcome Back funding for the fingerpost signage and been advised that it was not likely to be suitable and that the items likely to be suitable had been show on the email.

Cllr. Walden said that he was confused as he felt that signage did comply with the directive in the letter that the items be non-permanent.

The Town Mayor proposed that Standing Orders be suspended to allow Dist. Cllr. Jackson to speak. Cllr. Walden seconded the proposal. Agreed.

Cllr. Jackson suggested that signage could be funded via the Adaptation, Innovation and Resilience Fund.

Dist. Cllr. Hayward said that this fund could be used for signage as it had economic and visitor benefit.

The Town Clerk said that the Welcome Back Fund could be used for benches on the Jubilee Field.

Cllr. Hayward suggested that another option would be to use the Welcome Back Fund to replace all the single use bins with separated bins to encourage more recycling of general waste. The Town Clerk will speak to the District Council Officer.

Cllr. Farrow, seconded by Cllr. Walden, proposed that Standing Orders be reinstated. Agreed.

2021/0320 OPERATIONS COMMITTEE REVISED TERMS OF REFERENCE: Cllr. Farrow, seconded by Cllr. Walden, proposed that these adopted. Agreed.

2021/0321 FLEXIBLE WORKING POLICY: Cllr. Sedgewick, seconded by Cllr. Holt, proposed that this policy be adopted. Agreed.

Cllr. Sedgewick proposed that the items relating to the Job Description and Statement of Particulars for the Administrative Assistant be deferred to the next meeting. Agreed.

2021/0322 ARRANGEMENTS FOR PLATINUM JUBILEE OF H.M. THE QUEEN: Cllr. Sedgewick commended the Queen's Green Canopy and re-wilding projects. Cllr. Walden said that community events have, in the past, been organised by local groups such as Light Up Axminster and others. Cllr. Holt said that a working party should be set up between the Council and the Community. Cllr. Sedgewick will put the matter on the agenda for the Communications Working Party.

2021/0323 RE-NAMING OF SENIOR CITIZENS' CENTRE: Cllr. Sedgewick proposed that this part of the Old Courthouse be renamed the Minster Room. Cllr. Holt seconded the proposal. Agreed.

2021/0324 MATTERS OF URGENCY: None.

2021/0325 CORRESPONDENCE: there had been much correspondence relating to COVID 19 and also notices about road closures. The latter are on the website.

Cllr. Sedgewick proposed 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. Cllr. Walden seconded the proposal. Carried.

2021/0326 QUOTE RELATING TO RAYMONDS HILL PLAY AREA: Cllr. Farrow, seconded by Cllr. Sleight, proposed that the Planning Consultant's Fee, inclusive of the payments to the Planning Authority, for a total of £1194.60 be approved. Agreed.

Approved 9<sup>th</sup> August 2021, Min 2021/0330

## ACTIONS LIST

Email link to Cllrs re webinar on flooding from Devon Communities
Investigate reaching the public to offer defibrillator training
Arrange meeting between contract, tenants & Cllrs regarding the Arts Café
Prepare action plan for Climate emergency
Arrange Climate Emergency Officer from EDDC to talk at next S & F meeting
Defer Item 12 reorganisation of NHS to next council agenda
Investigate obtaining grants for AIR fund for signage
Investigate with EDDC replacing town bins with 3 stage recycling bins.
Include in next agenda Administrative Assistant job description and contract.

Signature ..... Date.....

Approved 9<sup>th</sup> August 2021, Min 2021/0330