

Axminster Town Council

Office Hours
Monday, Wednesday, Thursday
10am – 12 noon

Mayor: Cllr Jill Farrow
Town Clerk: Paul Hayward

www.axminstertowncouncil.gov.uk



THE GUILDHALL
WEST STREET
AXMINSTER
DEVON
EX13 5NX

Tel. 01297 32088

Email: Clerk@axminstertowncouncil.gov.uk

Axminster Town Council: Minutes of the Extraordinary meeting of the FULL Council

MINUTES APPROVED 11th July 2022; Part ONE version (Redacted).

Held in person on Monday 27th June 2022 at 7.00 p.m.

Present: Cllrs. Farrow (JF) (Chair), Sedgewick (AS) (Vice-Chair), Birnie (SBI.), Bourne (ABO.), Brooker (A) (ABr.), Brooker (S) (SBr.), Burrough (KB), Huskisson (AH), Leat (SL), Paice (EP), Steadman (BS) and Walden (JW) (*Meeting was quorate*).

Town Clerk, Paul Hayward (TC).
Council Administrator, Sarah Jackson (CA).
No members of the public present

Chair highlighted the building fire precautions and alerted those present to the fire exits.

Public Forum session.

No public representations. Chair closed the Public Forum session at 7.05pm

EFC22/014

To note members of committee present:

Attendance at meeting shown above.

EFC22/015

To note and, if thought fit, to approve apologies for absence and reasons therefore:

Cllr. Holt. Absence noted and reason and apology approved (conflicting engagement).

Cllr. Spurway. Absence noted and reason and apology approved (unwell).

Proposed by Chair, seconded by Vice-chair. Resolved unanimously.

EFC22/016

To note members of committee not otherwise present and to receive any other apologies for absence:

Cllr. Mynard. Absent. Noted.

No other apologies received.

Continued overleaf.

Axminster Town Council

Office Hours
Monday, Wednesday, Thursday
10am – 12 noon

Mayor: Cllr Jill Farrow
Town Clerk: Paul Hayward

www.axminstertowncouncil.gov.uk



THE GUILDHALL
WEST STREET
AXMINSTER
DEVON
EX13 5NX

Tel. 01297 32088

Email: Clerk@axminstertowncouncil.gov.uk

EFC22/017

To receive any declarations of interest from members of the committee in relation to items of business on this agenda and to note any dispensations previously afforded:

A declaration at this point does not preclude the need for members to declare any additional interests that may arise during this meeting.

The dispensation afforded to Cllr. Farrow (14/02/2022) was noted.

EFC22/018

To consider and, if thought fit, to approve the minutes of the Ordinary meeting of the FULL Council held on 16th May 2022 and to consider any matters arising from those minutes:

Approval of the substantive minutes (subject to correction of one small typographical error) proposed by Chair, seconded by JW. Resolved unanimously.

Minutes to be signed by Chair as a true and faithful record of the business of that meeting.

EFC22/019

Matters arising from those minutes: None raised.

EFC22/020

To consider and, if thought fit, to approve the minutes of the meeting of the FULL Council held on 13th June 2022 and to consider any matters arising from those minutes:

Approval of the substantive minutes (subject to a wording correction needed to clarify one item) proposed by Chair, seconded by EP. Resolved unanimously.

Minutes to be signed by Chair as a true and faithful record of the business of that meeting.

EFC22/021

Matters arising from those minutes: Chair noted that no formal letter of condolence had been sent from the Chair as yet (see Public Forum section of the minutes).

EFC22/022

To note the minutes of the following Committee meetings held (as dated below) and to consider any matters arising from those minutes:

- a) Employment Committee meeting - 17th May 2022. *Noted.*
- b) Planning Committee meeting - 30th May 2022. *Noted.*
- c) Strategy and Finance Committee meeting - 30th May 2022. *Noted.*
- d) Operations Committee meeting - 7th June 2022. *Noted.*
- e) Employment Committee meeting - 21st June 2022. *Noted.*

Axminster Town Council

Office Hours
Monday, Wednesday, Thursday
10am – 12 noon

Mayor: Cllr Jill Farrow
Town Clerk: Paul Hayward

www.axminstertowncouncil.gov.uk



THE GUILDHALL
WEST STREET
AXMINSTER
DEVON
EX13 5NX

Tel. 01297 32088

Email: Clerk@axminstertowncouncil.gov.uk

EFC22/023

To consider the recommendations from those committees (as per schedule circulated to members & published online) and, if thought fit, to approve these as Council policy (by way of resolution) *

** Only recommendations which fall outside of the relevant Committee terms of reference require FULL Council approval, unless the relevant Committee has formally deferred the decision to FULL Council, as specified within the minutes of that meeting.*

It was proposed from the Chair that two recommendations from the Strategy & Finance Committee meeting held on 30th May 2022 be approved as Council Policy, namely:
SF22/068d) – That Council deposit a further £7000 with Cambridge and Counties Bank.
SF22/069 – That KB be nominated as Council's representative on the EDDC Arts and Culture Forum (with JF as substitute member).
Both proposals seconded by SL. Resolved unanimously.

EFC22/024

To consider any matters listed on this agenda that Councillors consider should be dealt with as confidential business as per the provisions of The Public Bodies (Admission to meetings) Act 1960: None raised by committee members. Items already scheduled for Part Two consideration (EFC22/037 (IC) and 038 (IC) below, were noted).

Council Business to be considered:

EFC22/025

To ratify a delegated decision made by the Chair of the Council (due to the limited timescales involved) that the Council should apply to the GWR Community Fund for a grant award towards the Feasibility/Scoping expenditure relating to the proposed "Green Wedge" project.

Proposed by Chair, seconded by JW. Resolved unanimously.

Clerk confirmed that application had been submitted and acknowledged and that Council was awaiting decision from the award panel at the end of July. Noted.

Continued overleaf.

Axminster Town Council

Office Hours
Monday, Wednesday, Thursday
10am – 12 noon

Mayor: Cllr Jill Farrow
Town Clerk: Paul Hayward

www.axminstertowncouncil.gov.uk



THE GUILDHALL
WEST STREET
AXMINSTER
DEVON
EX13 5NX

Tel. 01297 32088

Email: Clerk@axminstertowncouncil.gov.uk

EFC22/026

To ratify a recommendation of the Strategy and Finance Committee meeting (held 30th May 2022) to award a Community Grant of £2000 to Nourish Axminster.

Chair left the meeting in light of her Declaration of Interests (this being an “affects” Non-registrable Interest). AS assumed the Chair.

Ratification and approval of grant award proposed by AS, seconded by JW. Resolved unanimously.

Clerk: please action accordingly.

Chair re-joined the meeting and resumed the Chair.

EFC22/027

To consider an urgent request for a Community Grant Award of £1976 from Axminster Skate Park (charity) to cover the insurance costs of the new skatepark for the period June 2022 to June 2023.

It was proposed by Chair, seconded by EP that further discussion of this matter be deferred into Part Two due to the commercially sensitive nature of the request. Resolved unanimously (see minutes below).

EFC22/028

To consider whether the Town Council wishes to register any objections to most recent HATOC (Highways and Traffic Orders Committee) Amendment Order for three locations within Axminster; Sector Lane, Tigers Way and Woodbury Park.

Proposed by Chair, seconded by SBI. that no objections be registered.

Resolved unanimously. No further action required.

EFC22/029

To note the revised budget forecast figure for FY22-23 in respect of anticipated staff costs and to approve the amendment to the budget forecast in this regard; RFO to speak on this matter (see Employment Committee meeting minutes for 17/5/2022).

Amendment to budget proposed by Chair, seconded by JW. Resolved unanimously.

Continued overleaf.

Axminster Town Council

Office Hours
Monday, Wednesday, Thursday
10am – 12 noon

Mayor: Cllr Jill Farrow
Town Clerk: Paul Hayward

www.axminstertowncouncil.gov.uk



THE GUILDHALL
WEST STREET
AXMINSTER
DEVON
EX13 5NX

Tel. 01297 32088

Email: Clerk@axminstertowncouncil.gov.uk

EFC22/030

To consider and, if thought fit, to approve the signing of the EDDC S106 Grant Funding Agreement for £15,000 * towards the costs of the Climbing Wall (Play) Installation at Jubilee Field (agreement will be between EDDC and Axminster Town Council) – agreement to be signed by both Chair and Vice-Chair and witnessed by Proper officer.

Proposed by Chair, seconded by KB. that the funding agreement for £15,000 (being the value of the quotation from Proludic Play for the provision of the climbing wall amenity) be signed and that Council would assume responsibility for the maintenance and insurance of the play equipment for a period of not less than 10 years from the date of installation.

* See Proludic Play (Re)Quote dated 8th April 2022 for Climbing Wall amenity as chosen by consultation with local school children – undertaken and facilitated by EDDC S106 officer).

EFC22/031

To note the receipt of the Internal Auditor's report for the Financial Year 2021-22, and to consider content. If thought fit, to approve the report for submission to the External Auditor.

Receipt and content noted. Acceptance and approval proposed by Chair, seconded by JW. Resolved unanimously.

EFC22/032

To consider, and if thought fit, to approve Section ONE (Governance Statement) of the Annual Governance and Accountability Return (AGAR-3) for Axminster Town Council in respect of the Financial Year 2021-22 and to authorise that this be signed on behalf of the Town Council and submitted to the External Auditor by the deadline of 30th June 2022.

Approval proposed by Chair, seconded by SB. that Council accepted the statement as published and authorised that it be signed by the Chair and RFO and submitted to the External Auditor. Resolved unanimously.

RFO: Please note and action accordingly.

BS thanked RFO for his efforts in completing this administrative task by the deadline date.

Continued overleaf.

Axminster Town Council

Office Hours
Monday, Wednesday, Thursday
10am – 12 noon

Mayor: Cllr Jill Farrow
Town Clerk: Paul Hayward

www.axminstertowncouncil.gov.uk



THE GUILDHALL
WEST STREET
AXMINSTER
DEVON
EX13 5NX

Tel. 01297 32088

Email: Clerk@axminstertowncouncil.gov.uk

EFC22/033

To consider, and if thought fit, to approve Section TWO (Accounting Statements) of the Annual Governance and Accountability Return (AGAR-3) for Axminster Town Council in respect of the Financial Year 2021-22 and to authorise that this be signed on behalf of the Town Council and submitted to the External Auditor by the deadline of 30th June 2022.

Approval proposed by Chair, seconded by SBi. that Council accepted the statement as published and authorised that it be signed by the Chair and RFO and submitted to the External Auditor. Resolved unanimously.

RFO: Please note and action accordingly.

EFC22/034

To approve the Notice Period for the Exercise of Public Rights for the Financial Year 2021-22 and to confirm that Axminster Town Council will comply with the publication and accessibility requirements as paid down in The Local Audit & Accountability Act 2014 and the Accounts & Audit Regulations 2015; the dates for the notice period being 1st July 2022 to 11th August 2022 inclusive.

Approval proposed by Chair, seconded by JW that Council publish the statutory notice as per dates suggested above and that those dates be submitted to the External Auditor. Resolved unanimously.

RFO: Please note and action accordingly.

EFC22/035

To note the date of the next FULL (ordinary) meeting of the Town Council;
Monday 11th July 2022.

Noted.

EFC22/136

AS 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. Seconded by Chair. Resolved.

Continued overleaf.

Axminster Town Council

Office Hours
Monday, Wednesday, Thursday
10am – 12 noon

Mayor: Cllr Jill Farrow
Town Clerk: Paul Hayward

www.axminstertowncouncil.gov.uk



THE GUILDHALL
WEST STREET
AXMINSTER
DEVON
EX13 5NX

Tel. 01297 32088

Email: Clerk@axminstertowncouncil.gov.uk

The meeting moved into closed session (Part Two). Recording of meeting was stopped to ensure a full Part One recording was available. The Part Two session was also recorded.

Part TWO business to be considered.

EFC22/027

To consider an urgent request for a Community Grant Award of £1976 from Axminster Skate Park (charity) to cover the insurance costs of the new skatepark for the period June 2022 to June 2023 (item moved into Part Two session from earlier).

After further discussion over the implications of funding this expenditure (allowable under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976), **it was proposed by Chair, seconded by EP, that the grant award of £1976 be approved to enable the payment of the annual insurance premium for FY22-23. Resolved unanimously.**

Chair wished to record in the minutes the Council's thanks and gratitude to Cllr. Sarah Jackson for leading on this project and for bringing together all the key partners to enable the skatepark to be built and opened within the funding timeframe. Noted.

EFC22/037 (IC)

To consider the content of a report from the Town Clerk regarding confidential tenancy matters which requires a resolution of the Council to resolve:

This matter is deemed confidential due to the commercial and legal considerations relating to the 3rd party nature of the tenancy.

It was proposed by Chair, seconded by JW, that a delegation comprising JF/AS/SH and the Clerk be authorised to negotiate on behalf of the Council as a matter of urgency to bring this matter to a conclusion. Resolved unanimously.

EFC22/038 (IC)

To consider and, if thought fit, to approve recommendations from Committees which are deemed to be confidential in respect of the matter to be discussed considered:

The following Part Two recommendations from committees were considered:

EC22/070(IC). Proposed by Chair, seconded by EP. Resolved unanimously.

EC22/071(IC). Proposed by Chair, seconded by SBi. Resolved unanimously.

SF22/075(IC). Proposed by BS, seconded by KB. Resolved unanimously.

SF22/076(IC). Proposed by Chair, seconded by JW. Resolved unanimously.

EC22/085(IC). Proposed by Chair, seconded by KB. Resolved unanimously.

With no further business to deal with, the Chair closed the meeting at 8.10pm.

Axminster Town Council

Office Hours
Monday, Wednesday, Thursday
10am – 12 noon

Mayor: Cllr Jill Farrow
Town Clerk: Paul Hayward

www.axminstertowncouncil.gov.uk



THE GUILDHALL
WEST STREET
AXMINSTER
DEVON
EX13 5NX

Tel. 01297 32088

Email: Clerk@axminstertowncouncil.gov.uk

Signed Date: 11th July 2022

Axminster Town Council: Minutes of the meeting of the FULL Council

MINUTES APPROVED 11th July 2022; Part ONE version (Redacted).