

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

APPROVED MINUTES – approved 10th October 2022; Part ONE version (Redacted).

Held in person on Monday 25th July 2022 at 7.00 p.m.

Present: Cllrs. Farrow (JF) (Chair), Sedgewick (AS) (Vice-Chair), Bourne (ABo.), Brooker (A) (ABr.), Brooker (S) (SBr.), Leat (SL), Paice (EP), Spurway (MS) and Walden (JW) (**Meeting was quorate**).

Town Clerk, Paul Hayward (TC). Cllr. Sarah Jackson (EDDC).
No members of the public present

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

Public Forum session.

Chair made a public statement regarding proposed closure of the Lloyds bank branch in the town. It was agreed by those present that the Town Council should write to key stakeholders (including EDDC, DCC and the constituency MP) and also the decision-makers about these proposals to try and prevent the closure of the last bank branch in the town. Chair closed the Public Forum session at 7.30pm

EFC22/039

To note members of committee present:

Attendance at meeting shown above.

EFC22/040

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

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

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

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

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

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

Proposed by Chair, seconded by EP. Resolved unanimously.

EFC22/041

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

Cllr. Mynard. Absent. Noted.

No other apologies received.

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EFC22/042

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 dispensations afforded to Cllr. Farrow and Cllr. Leat were noted.

Chair asked the Clerk if EDDC had yet provided the new register of Interests template for Parish and Town Councillors using the EDDC Model Code of Conduct. Clerk confirmed that they had not as yet. Noted.

EFC22/043

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 - 19th July 2022. *Noted.*

EFC22/044

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.*

None to be considered.

EFC22/045

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.

Council Business to be considered:

EFC22/046

To note resignation of Cllr. Martin Mynard from the Employment Committee, and Cllr. Jill Farrow from the Planning Committee; revised committee memberships to be considered at the FULL Council meeting scheduled for 12th September 2022.

Noted. Clerk confirmed that this matter would be brought before Council in September.

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EFC22/047

To ratify delegated decisions made by the Chair of the Planning Committee (in conjunction with the members of the Planning Committee) relating to EDDC planning applications as listed below:

i) [22/1257/FUL](#) Ashmount, Green Lane, Axminster.
Construction of summerhouse in front garden.

This application was supported by the Planning Committee.

ii) [22/1474/FUL](#) (and 1475/LBC) Windsor House, West Street, Axminster.
Construction of dining/family room lean-to-rear extension.

This application was supported by the Planning Committee.

iii) [22/1483/FUL](#) Lower Beavor Farm, Axminster.
proposed covered slurry store.

This application was supported by the Planning Committee.

Ratification proposed by SL, seconded by EP. Resolved unanimously.

It was noted that a meeting of the Planning Committee would be held on 8th August 2022.

EFC22/048

To receive a draft version of the Town Council's Strategic Project Plan (as recently requested) for members consideration and suggestions for improvements and revisions.

Draft version of SPP was reviewed and noted. Amendments requested from Clerk to layout, content etc. (including a field for prioritisation of projects). It was confirmed that this Plan would be considered by the Strategy & Finance Committee when they next met in September. Members were asked to suggest additions and revisions and forward these to the Clerk for inclusion in the substantive document. Noted.

EFC22/049

To receive an update from Clerk on matters pertaining to Council's Risk Management Assessments (RMA)

Clerk advised that the target date for creation, review and adoption of the comprehensive RMA was December 2022 with preparatory works ongoing currently. This would ensure that the end-of-year AGAR process could affirm that all necessary risk management and internal financial controls had been completed in accordance with the AGAR protocol and as required by both the internal and external audit process.

Continued overleaf.

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EFC22/050

To receive an update from Clerk on matters pertaining to Council's All-Risks Insurance Policy which will expire on the 1st September 2022; to consider delegating authority to the RFO to proceed with renewal of the policy, after undertaking benchmarking/comparison exercise with alternative insurance providers, subject to consultation with the Chair (and members) of Strategy & Finance Committee at the point of renewal.

RFO presented renewal quotation from existing insurer for members consideration and confirmed that he was attempting to obtain cross-quotations for the same level of cover (or better) from other insurers/brokers. In order to ensure that coverage was maintained, *it was proposed by JW, seconded by SL, that the renewal be provisionally agreed with the current insurer for a 3 year Fixed Term Agreement (FTA) at a cost of £3764.59 per annum. The RFO was asked to continue making enquiries and delegated authority was afforded to the RFO to enter into an alternate agreement if better terms, fees and levels of cover could be obtained elsewhere. Resolved unanimously.*

EFC22/051

To note the date of the next FULL (Ordinary) meeting of the Town Council;
Monday 12th September 2022.

Noted.

EFC22/052

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.

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.

Chair proposed that agenda item EFC22/055(IC) be considered first to allow the participation of EDDC Councillor, Sarah Jackson, at the invitation of the Chair. Agreed by those present.

Continued overleaf.

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EFC22/055 (IC)

To consider a potential economic proposal being put forward by EDDC Economic Development Team and which will also involve other stakeholders in the town.

This matter is deemed confidential due to the commercially sensitive nature of the proposal and the need to consult with the other stakeholders prior to any decision.

After discussion between members of Council, the Clerk (who also holds the role of EDDC Cabinet Member for Economy) and Cllr. Jackson, it was agreed that the proposal had merit but that further discussion was needed between stakeholders (incl. EDDC Economic Development Team and the Chamber of Commerce) to determine levels of support, potential funding opportunities and to scope out the logistical arrangements for such a proposal to be executed. Noted.

Cllr. Jackson left the meeting at 7.55pm.

EFC22/053 (IC)

To consider the content of a report from the Town Clerk regarding a confidential employment matter and to seek approval from FULL Council for Employment Committee to take actions within its Terms of Reference (but which require FULL Council approval to proceed).

This matter is deemed confidential due to the sensitive nature of the employment matter.

It was proposed by AS, seconded by JW, that the recommendation relating to employment matters be approved as per the Council's adopted Disciplinary Policy.

7 votes in favour, 0 against, 2 abstentions (SL and ABo.). Proposal carried.

Clerk: please note and action accordingly.

EFC22/054 (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:

This matter is deemed confidential due to the sensitive nature of the employment matter.

The following Part Two recommendations from committees were considered:

EC22/097&98(IC). Proposed by Chair, seconded by JW. Resolved unanimously.

Chair thanked the Chair and members of the employment committee for their efforts to fill the vacancy in question.

With no further business to deal with, the Chair closed the meeting at 8.00pm.

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Signed Date: 10th October 2022

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