

# Axminster Town Council

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

Mayor: Cllr Jill Farrow  
Town Clerk: Paul Hayward

[www.axminstertowncouncil.gov.uk](http://www.axminstertowncouncil.gov.uk)



THE GUILDHALL  
WEST STREET  
AXMINSTER  
DEVON  
EX13 5NX

Tel. 01297 32088

Email: [Clerk@axminstertowncouncil.gov.uk](mailto:Clerk@axminstertowncouncil.gov.uk)

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

### **MINUTES APPROVED on 10<sup>th</sup> July 2023; Part ONE version (Redacted)**

Held in person on Monday 19<sup>th</sup> June 2023 at 7.00 p.m.

**Present:** Cllrs. Farrow (JF) (Chair), Birnie (SB) (Vice-Chair), Brooker (ABr.), Burrough (KB), Langdon (TL), Leat (SL), Paice (EP), Steadman (BS), Walden (JW) and Willey (DW).  
(*Meeting was deemed quorate*).

Also; Town Clerk, Paul Hayward (TC).  
Sarah Jackson (SJ) - Staff  
Katie Edgell (KE) - Staff  
Cllr. Simon Smith (representing EDDC as Ward member)

Seven members of the public were also in attendance.

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

### **Public Forum session.**

**Open Public Forum session (limited to 15 minutes or as otherwise agreed by Chair presiding).**

There were no representations to Council from members of the public.  
JW reported that he was resuming his Councillor Surgery sessions at the Waffle House on Thursdays between 10am and 12 noon. Noted.

Chair closed the Public Forum session at 7.05pm

### **FC23/099**

#### **To note members of committee present:**

Councillors in attendance at meeting are shown above.

*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](http://www.axminstertowncouncil.gov.uk)



THE GUILDHALL  
WEST STREET  
AXMINSTER  
DEVON  
EX13 5NX

Tel. 01297 32088

Email: [Clerk@axminstertowncouncil.gov.uk](mailto:Clerk@axminstertowncouncil.gov.uk)

## FC23/100

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

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

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

Acceptance of reason for absence proposed by Chair, seconded by BS.

Resolved unanimously.

## FC23/101

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

Cllr. Ian Hall (DCC). Noted.

## FC23/102

**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.*

No other declarations of interest declared by members present.

## FC23/103

**i) To consider and, if thought fit, to approve the minutes of the Annual meeting of the FULL Council held on 15<sup>th</sup> May 2023 and to consider any matters arising from those minutes:**

Chair asked that the reference to EDDC Councillor (in respect of PH) was deleted as he attended the meeting in this capacity as Clerk. Noted and agreed.

Approval of the minutes proposed by Chair, seconded by JW. Resolved nem con.

Minutes will be signed (after amendment) by the Chair as a true and faithful record of the business of that meeting.

*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](http://www.axminstertowncouncil.gov.uk)



THE GUILDHALL  
WEST STREET  
AXMINSTER  
DEVON  
EX13 5NX

Tel. 01297 32088

Email: [Clerk@axminstertowncouncil.gov.uk](mailto:Clerk@axminstertowncouncil.gov.uk)

## FC23/103

### ii) Matters arising from those minutes:

- a) Clerk confirmed that the letter regarding Section 215 compliance on a landholding off West Street had been sent to EDDC and that a response was awaited.
- b) Clerk confirmed that amendments / revisions to bank signatories were in progress but that additional paperwork had been requested by the bank organisations involved. Noted.
- c) Clerk confirmed that the necessary page had been created for the uploading and publication of the Transparency Code Compliance data but that the actual content creation was still pending as a result of resource constraints. Noted.

## FC23/104

### To note the minutes of the committee meeting listed below and to consider any matters arising:

- a) Strategy & Finance Committee meeting held 22<sup>nd</sup> May 2023 – presented by JF.
- b) Operations Committee meeting held 5<sup>th</sup> June 2023. As no minutes were available, the review of the minutes was deferred to the Operations Committee to undertake.

*Meeting minutes noted by members.*

*No matters arising raised by members.*

## FC23/105

### To consider the recommendations from that committee (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.*

The Part One recommendations contained within the Strategy & Finance Committee meeting minutes (22<sup>nd</sup> May 2023) were proposed by Chair, seconded by BS. Resolved unan.

## FC23/106

### 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.

*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](http://www.axminstertowncouncil.gov.uk)



THE GUILDHALL  
WEST STREET  
AXMINSTER  
DEVON  
EX13 5NX

Tel. 01297 32088

Email: [Clerk@axminstertowncouncil.gov.uk](mailto:Clerk@axminstertowncouncil.gov.uk)

## FC23/107

**To consider the proposal that the three casual vacancies for the office of Councillor (one each for the Town, Weycroft and Raymonds Hill wards) are filled by co-option: (Local Elections (Parishes and Communities) (England and Wales) Rules 2006 SI2006/3305)**

Three candidates had submitted their nominations (one for each of the vacancy seats).

Paul Bridge (Town ward), Dianne Bruce (Raymonds Hill ward) and Mark Dowdeswell (Weycroft ward). Clerk confirmed that all candidates were eligible to stand for co-option.

**It was subsequently proposed by JW, seconded by BS, that all three candidates be co-opted to the role of Town Councillor for their respective wards. Resolved unanimously.**

*All three co-opted members were present and were asked to join the meeting at this point.*

*The Clerk witnessed the signing of their respective Declarations of Acceptance of Office.*

Clerk was asked to contact the press and publicise the co-options, making particular note that the co-options brought the Council back up to its maximum membership of 15 Cllrs.

Similarly, the co-options were to be publicised on our website and social media channels. Noted.

## FC23/108

**To consider Council's financial matters:**

a) To consider and, if thought fit, to approve payments for May 2023 (£31497.04)

Financial reports had been circulated to members before meeting and published online.

**Chair proposed payment of accounts due for May 2023. Seconded by EP.**

**Resolved 10 votes for / 0 against / 3 abstentions (PB, DB and MD).**

b) To receive, and note, Responsible Financial Officer's Report and financial pack for May 2023 (Q1). **Noted.**

c) Questions to the RFO on these accounts/financial reports.

**None raised.**

d) To consider applications for grant assistance from the following bodies/organisations:

i) Nourish – seeking £2000 towards venue rental/hire costs.

ii) Axminster Youth Club – seeking £1000 towards venue rental/hire costs

iii) Guildhall Management Committee – seeking sponsorship of Ice Skating event December 2023.  
£TBD

**Chair proposed that Standing Orders be suspended for the duration of this agenda item.**

**Seconded by KB. Resolved 10 votes for / 0 against / 3 abstentions (PB, DB and MD).**

Chair declared an "Affects NRI" in respect of the Nourish application and advised that she would not participate in the debate nor the vote.

A representative of Nourish spoke in support of their grant application.

*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](http://www.axminstertowncouncil.gov.uk)



THE GUILDHALL  
WEST STREET  
AXMINSTER  
DEVON  
EX13 5NX

Tel. 01297 32088

Email: [Clerk@axminstertowncouncil.gov.uk](mailto:Clerk@axminstertowncouncil.gov.uk)

## FC23/108

### To consider Council's financial matters (continued):

#### d) Grant applications.

The Chair passed to SB for the duration of this agenda item.

JW proposed that Nourish be awarded a grant of £2000 as requested. Seconded by BS.  
Resolved 9 votes for / 0 against / 4 abstentions (JF, PB, DB and MD).

Clerk then advised Council that consideration of the further two grant requests (ii and iii) should be deferred as further information had been sought from the applicants to assist Council's consideration of the applications but that, at this time, the information had not been received. Chair proposed deferment. Agreed.

e) To consider proposal that the Town Council formally request a 31-day extension to the PKF Littlejohn LLP Annual Return submission deadline (from 30<sup>th</sup> June to 31<sup>st</sup> July 2023) to allow for the finalisation of the Council's FY22-23 annual accounts. To further note that the consideration and approval of the Council's Annual Governance and Accountability Return (AGAR) will be tabled for the July Ordinary meeting agenda.

Proposed by Chair, seconded by KB.

Resolved 10 votes for / 0 against / 3 abstentions (PB, DB and MD).

RFO please note and action accordingly.

f) To receive and review the finalised Axminster Town Council Asset Register as at 31<sup>st</sup> March 2023.

Chair proposed that consideration of this agenda item be deferred until July in line with above resolution re: AGAR.

Resolved 10 votes for / 0 against / 3 abstentions (PB, DB & MD).

g) To consider a proposal to pay the sum of £250 to the Axminster PCC towards the annual costs of maintaining the Minster Church Clock in the FY23-24 period.

(Parish Council Act 1957 s2.)

Proposed by Chair, seconded by BS.

Resolved 10 votes for / 0 against / 3 abstentions (PB, DB & MD).

JW asked Clerk to make enquiries of the PCC to determine the current reserves held for the purposes of specific Church Clock maintenance. 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](http://www.axminstertowncouncil.gov.uk)



THE GUILDHALL  
WEST STREET  
AXMINSTER  
DEVON  
EX13 5NX

Tel. 01297 32088

Email: [Clerk@axminstertowncouncil.gov.uk](mailto:Clerk@axminstertowncouncil.gov.uk)

## FC23/109

### To consider planning matters:

a) To consider any planning applications awaiting consideration (and decision)  
*Hyperlinks to EDDC website can be found using the blue highlighted applications references. Applications presented by the Chair of the Planning Committee, SL.*

None to be considered.

b) To ratify planning decisions made by way of delegated authority afforded to Chair of Planning Committee, Cllr. Leat, and the Council's Proper Officer.  
*Hyperlinks to EDDC website can be found using the blue highlighted applications references.*

None to be considered.

c) To consider any planning applications received after the agenda publication and currently awaiting consideration (and decision) – published on a supplementary agenda:  
*Hyperlinks to EDDC website can be found using the blue highlighted applications references.*

None to be considered.

d) To note planning correspondence received:

1) To note the confirmation of a Tree Protection Order (TPO/22/0029) for Land south of Little Coombe (rear of 11 Lyme Close) Field End, Lyme Road, Axminster. **Noted.**

2) To note receipt of correspondence from the Crown Estate regarding the Axminster Neighbourhood Plan and the Town Council's Climate Action Group objectives and for members to consider how they wish to liaise with the Crown Estate representatives. **Noted.**

BS proposed that the Council should agree to meet with the Crown Estate representatives via the mechanism of a Town Council Member Advisory Panel (with officers of the Town Council present to take notes). Seconded by JW on the condition that any such meeting would be reported back to FULL Council and the public as a matter of urgency thereafter.

Resolved 10 votes for / 0 against / 3 abstentions (PB, DB & MD).

Clerk: Please liaise with the Crown Estate accordingly and make the necessary arrangements for the hosting of the panel meeting with members of Council.

*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](http://www.axminstertowncouncil.gov.uk)



THE GUILDHALL  
WEST STREET  
AXMINSTER  
DEVON  
EX13 5NX

Tel. 01297 32088

Email: [Clerk@axminstertowncouncil.gov.uk](mailto:Clerk@axminstertowncouncil.gov.uk)

## FC23/109

### To consider planning matters (continued):

e) To note any matters relating to planning that have arisen as a result of EDDC Planning Committee or Strategic Planning Committee meetings since the last FULL meeting of Council.

*Clerk provided a brief update on recent EDDC SPC meeting outcomes which were relevant to the Town Council. Noted.*

### Standing Council Business to be considered:

## FC23/110

### To consider matters pertaining to the ongoing development of the Axminster Neighbourhood Plan.

i) To consider the membership of the Neighbourhood Plan Steering Group in light of recent changes to the composition of Axminster Town Council & East Devon District Council.

*The following composition was proposed by SB and seconded by BS.*

4 members of the Town Council

3 EDDC ward members

1 DCC division member

3 public members

**TOTAL: 11 standing members**

*Resolved 10 votes for / 0 against / 3 abstentions (PB, DB & MD).*

ii) To consider the election of a Chair for the Axminster Neighbourhood Plan Steering Group (ANPSG) for 2023-24

*Chair proposed that BS be elected as Chair of the ANPSG. Seconded by JW.*

*BS accepted the nomination.*

*Resolved 9 votes for / 0 against / 4 abstentions (BS, PB, DB & MD).*

*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](http://www.axminstertowncouncil.gov.uk)



THE GUILDHALL  
WEST STREET  
AXMINSTER  
DEVON  
EX13 5NX

Tel. 01297 32088

Email: [Clerk@axminstertowncouncil.gov.uk](mailto:Clerk@axminstertowncouncil.gov.uk)

## FC23/110

### To consider matters pertaining to the ongoing development of the Axminster Neighbourhood Plan (continued):

*iii) To receive an update report from members of the NPSG and to decide upon the timing for the next stage of the Neighbourhood Plan consultation process.*

Chair of Council proposed suspension of the Standing Orders to permit participation by members of the public. Seconded by JW. Resolved nem con.

Representations received from Steve Holt and David Knapman.

After further debate and discussion, Chair of Council (JF) proposed that an urgent meeting of the ANPSG (with revised/updated membership) be convened to re-consider the matters of consultation, publication of the draft (3<sup>rd</sup> edit) plan document and compliance with the emerging EDDC Local Plan.

This course of action was opposed by SH and DK.

Subsequently, Chair (JF) proposed an amended motion that the ANPSG should be permitted to undertake their consultations once the ANPSG has met to discuss and debate the "fine tuning" of the proposed consultation questions, together with the amended policies and overall NP methodology. Seconded by EP.

Resolved 9 votes for / 1 against (ABr.) / 3 abstentions (PB, DB & MD).

Cllr. Brooker (ABr.) asked that his opposition to this proposal be minuted.

SH asked that the RFO liaise with the ANPSG Chair to ensure that funds could be made available (from the ring-fenced ANP reserves) to cover any consultation expenses. Agreed.

Chair of Council thanked the Chair of the ANHPSG and all its members for their continued time and effort.

Chair of Council proposed resumption of the Standing Orders. Seconded by BS. Resolved nem con.

*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](http://www.axminstertowncouncil.gov.uk)



THE GUILDHALL  
WEST STREET  
AXMINSTER  
DEVON  
EX13 5NX

Tel. 01297 32088

Email: [Clerk@axminstertowncouncil.gov.uk](mailto:Clerk@axminstertowncouncil.gov.uk)

## FC23/111

**To receive an update on the work of the Axminster Climate Action group.**  
Presentation from BS on recent ACAG activity. Noted.

## FC23/112

**To receive a progress report/update on the work of the Axminster Regeneration Forum (ARF) in conjunction with the EDDC/DCC Urban Renewal project.**  
Presentation from Clerk on progress with regards to the ARF. Noted.

## FC23/113

**To receive an update from the Town Council's representative to the Axminster Chamber of Commerce.**  
Presentation from Chair (JF) and MD introduced as an active Chamber member.  
Noted.

In light of the potential conflict between Council and Chamber meetings, the Chair of Council asked that Town Council meetings on the 3<sup>rd</sup> Monday of any given month be avoided as far as was possible to ensure that members with dual roles would not be unduly affected by such a conflicting engagement.

## Council Business to be considered:

### FC23/114

**To consider whether the Town Council wishes to sign up to the Devon and Cornwall Police Community Safety Charter as a "community partner".**

Proposed from the Chair that Council applies to become a DCP Community Partner.

Resolved 10 votes for / 0 against / 3 abstentions (PB, DB & MD).

Clerk: Please action accordingly.

### FC23/115

**To ratify the recent Council decision to appoint Cllr. Bourne (ABO.) as the Town Council's representative to the Axminster Twinning Association.**

Proposed by the Chair, seconded by JW.

Resolved 10 votes for / 0 against / 3 abstentions (PB, DB & MD).

*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](http://www.axminstertowncouncil.gov.uk)



THE GUILDHALL  
WEST STREET  
AXMINSTER  
DEVON  
EX13 5NX

Tel. 01297 32088

Email: [Clerk@axminstertowncouncil.gov.uk](mailto:Clerk@axminstertowncouncil.gov.uk)

## FC23/116

**To ratify the recent Council decision to appoint Cllr. Bourne as a Town Council trustee board member of the Guildhall Management Committee (GMC) [300749].**

It was proposed by the Chair, seconded by ABr. that both ABo. and EP be approved as Councillor members of the GMC board of trustees.

Resolved 10 votes for / 0 against / 3 abstentions (PB, DB & MD).

Clerk: please advise the Chair of the GMC trustee Board accordingly.

## FC23/117

**To consider membership of the Town Council's Operations Committee (to seek additional committee members).**

The Chair proposed that Cllr. Langdon (TL) be elected to the Operations Committee membership. Seconded by JW. TL accepted the nomination.

Resolved 10 votes for / 0 against / 3 abstentions (PB, DB & MD).

Chair asked the newly co-opted Councillors to consider which committees they would wish to serve on, based upon their interests, experience and skills. The subject of further committee appointments was to be added to a forthcoming FULL Council agenda;

Clerk to note and action accordingly.

## FC23/118

**To consider the appointment of the Town Council's representative to the EDDC Arts and Culture Forum.**

Cllrs. Dianne Bruce (DB) and Mark Dowdeswell (MD) volunteered to act in this role jointly.

Proposed from the Chair. Resolved nem con.

Clerk: please advise EDDC ACF officers accordingly and pass on the email details for the members named above.

## FC23/119

**To consider and, if thought fit, to approve the (draft) Terms of Reference for the Council's Strategy & Finance Committee; these have been referred to FULL Council by that committee for their consideration.**

Approval of the Terms of Reference for the Strategy & Finance Committee proposed by the Chair, seconded by SL. Resolved 10 votes for / 0 against / 3 abstentions (PB, DB & MD).

*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](http://www.axminstertowncouncil.gov.uk)



THE GUILDHALL  
WEST STREET  
AXMINSTER  
DEVON  
EX13 5NX

Tel. 01297 32088

Email: [Clerk@axminstertowncouncil.gov.uk](mailto:Clerk@axminstertowncouncil.gov.uk)

## FC23/120

**To consider correspondence from Plastic Free Axminster (PFA) regarding the condition of the walkway from West Street (via Belle Vue) to Shand Park (land believed to be in the ownership of Tesco Plc) and to agree whether the Town Council wishes to respond formally to PFA or any other 3<sup>rd</sup> party regarding the points raised in that correspondence.**

After a lengthy discussion, and with contributions from JW, KB and SB, it was proposed from the Chair that the Town Council should write once again to the Tesco store management, including a copy of the PFA letter, and confirming that the Town Council full endorsed the PFA position on the condition and maintenance of the Belle Vue walkway. Furthermore, that members of the Town Council staff were to contact the local Police beat team to determine whether allegations of ASB and "arson" events could be corroborated.

Resolved 10 votes for / 0 against / 3 abstentions (PB, DB & MD).

Clerk: please action accordingly and bring back to FULL Council in September for further consideration and decision.

## FC23/121

**To consider any matters considered as urgent by the presiding Chair and to receive any announcements from the Chair of the Council.**

Clerk advised the Council that a matter of urgency had arisen but that (due to the subject matter) this could only be discussed in Part Two session. Chair proposed that this matter be discussed in Part Two (see later in these minutes). Agreed.

Chair also raised the issue of the paintwork in the Guildhall building and asked the Clerk to take this matter up with the decorating contractor used. Noted.

Finally, the Chair reminded members that the Axminster Big Dinner was taking place on the 30<sup>th</sup> June and that we were using this as a platform for a Council Community Engagement event and that all members were encouraged to attend and support the Council. Noted.

Clerk: Please arrange 3 new badges and lanyards for the newly co-opted members.

## FC23/122

**To confirm the date of the next scheduled FULL meeting of the Town Council - 10<sup>th</sup> July 2023. 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](http://www.axminstertowncouncil.gov.uk)



THE GUILDHALL  
WEST STREET  
AXMINSTER  
DEVON  
EX13 5NX

Tel. 01297 32088

Email: [Clerk@axminstertowncouncil.gov.uk](mailto:Clerk@axminstertowncouncil.gov.uk)

## FC23/123

*It was proposed by SB 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 the Chair of the Council, JF.*

*Resolved 10 votes for / 0 against / 3 abstentions (PB, DB & MD).*

## Other Council Business to be considered (Part TWO – Confidential)

### FC23/121 (IC)

**To consider any matters considered as urgent by the presiding Chair and to receive any announcements from the Chair of the Council.**

*This matter having been deferred from earlier in the Council meeting.*

Clerk outlined a potential land acquisition opportunity that might be of interest to the Council for the long-term benefit of the residents of Axminster. Whilst no specifics or costs were currently available, Clerk sought direction from the Council to enter into a non-binding expression of interest at this time (with any further decisions to come before Council in the future). *JW proposed that such an expression of interest be submitted by the Clerk on the Council's behalf on the condition that this would not be binding on the Council in any way. Seconded by BS. Resolved 10 votes for / 0 against / 3 abstentions (PB, DB & MD).*

Clerk: Please note and action accordingly bringing this matter back to FULL Council as soon as any further developments / progress warrant such re-consideration by members.

### FC23/124 (IC)

**To consider and, if thought fit, to approve any recommendations of the Council's committees that require discussion or consideration in Part Two due to the confidential nature of the business outlined in those recommendations.**

*The Part Two recommendations from the Operations Committee meeting held on 5<sup>th</sup> June 2023 were proposed for approval by the Chair, seconded by JW.*

*Seconded by BS. Resolved 10 votes for / 0 against / 3 abstentions (PB, DB & MD).*

*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](http://www.axminstertowncouncil.gov.uk)



THE GUILDHALL  
WEST STREET  
AXMINSTER  
DEVON  
EX13 5NX

Tel. 01297 32088

Email: [Clerk@axminstertowncouncil.gov.uk](mailto:Clerk@axminstertowncouncil.gov.uk)

## FC23/125 (IC)

**To consider correspondence from a tenant of the Town Council (a matter previously discussed in Part Two of the most recent Operations Committee meeting held on 5<sup>th</sup> June 2023).** *This matter is deemed confidential as it relates to the tenancy agreement between the Town Council and one of the Council's property tenants.*

Correspondence (and reply from Clerk) noted.

## FC23/126 (IC)

**To consider matters pertaining to the Axminster Guildhall;** *to receive a report from the Clerk on legal, governance, financial and constitutional matters that are considered confidential due to subject matter likely to be discussed.*

After receiving the report from the Clerk, and after a lengthy subsequent discussion between members of the Council, two resolutions were proposed (both of which are redacted here at the present time due to the legal, financial and employment nature of the proposals).

**Proposed by the Chair, seconded by JW. Resolved unanimously.**

*Report noted with thanks. Clerk to undertake research as directed.*

## FC23/127 (IC)

**To consider matters pertaining to a former employee of the Town Council.**

*Clerk to provide a report to members which (as it relates to employment matters) is deemed confidential.*

Report received by members. Noted

**The Chair proposed that Standing Orders be suspended to permit the continuation of the meeting beyond the 120-minute limit. Seconded by KB. Resolved.**

## FC23/128 (IC)

**To consider a report from the Clerk/RFO on the subject of the current demands upon Council facilities, amenities and resources;** *as this subject matter relates to employment matters, the business will be considered in closed Council session (Part Two)*

Clerk presented a verbal report to members on this subject. Noted.

Chair thanked all staff for their dedication, hard work and professionalism over the recent months.

*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](http://www.axminstertowncouncil.gov.uk)



THE GUILDHALL  
WEST STREET  
AXMINSTER  
DEVON  
EX13 5NX

Tel. 01297 32088

Email: [Clerk@axminstertowncouncil.gov.uk](mailto:Clerk@axminstertowncouncil.gov.uk)

It was agreed that some aspects of the Council's operation would have to be deferred to permit the prioritisation of more pressing tasks and actions and also agreed that no members of staff were expected to work for free and that any additional hours worked should be paid, as per the existing protocols contained with staff contracts and the Council's employment policies. Noted.

**With no further business to deal with, the Chair closed the meeting at 9.15pm.**

Signed ..... Date: 10<sup>th</sup> July 2023

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

Held in person on Monday 19<sup>th</sup> June 2023 at 7.00 p.m.

**MINUTES APPROVED on 10<sup>th</sup> July 2023; Part ONE version (Redacted)**