

## AXMINSTER TOWN COUNCIL

### MINUTES OF A MEETING OF THE BUILDINGS AND FINANCE COMMITTEE HELD AT 6.30 p.m. ON MONDAY, 25<sup>th</sup> MARCH 2019 AT THE SENIOR CITIZENS' CENTRE, CHURCH STREET

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1. PRESENT: Cllr. J.W. Walden, (Town Mayor), Cllr. A.L.Young (Deputy Mayor), Cllr. Mrs. S.L.N.Leat, the Town Clerk and the Deputy Town Clerk. 0 member of the public, 0 representative of the press.

CLLR. YOUNG, IN HER CAPACITY AS GUILDHALL MANAGER FOR WHICH SHE DECLARES A PECUNIARY INTEREST, HAS A DISPENSATION TO SPEAK ON MATTERS RELATING TO THE GUILDHALL PROVIDED THE PECUNIARY INTEREST IS NOT OF OVER-RIDING SIGNIFICANCE

CLLR. WALDEN DECLARED A PERSONAL INTEREST AS BEING A MEMBER OF AXMINSTER COMMUNITY ENTERPRISE.

CLLR. WALDEN DECLARED A PERSONAL INTEREST AS BEING CHAIRMAN OF THE GOVERNORS OF AXE VALLEY ACADEMY AS A MEMBER OF AXMINSTER SKATEPARK STEERING GROUP, AXMINSTER TWINNING ASSOCIATION AND AS BEING SAFEGUARDING LEAD FOR AXMINSTER YOUTH CLUB.

2. APOLOGIES: Cllr. P.G. Hayward, Cllr. D.R.H. Hull, Cllr. Bourner, Cllr. A.J.E. Seward,.

3. MINUTES OF PREVIOUS MEETING: these were signed.

4. MATTERS ARISING FROM THE MEETING HELD ON 25<sup>TH</sup> FEBRUARY 2018: The following matters were raised:

a) 4 – there had still been no progress with sourcing sub-meters. The order for the new back door had been placed. Disposal of the pianos was an on-going matter.

b) 16 – the new notice boards had been installed.

c) 17 – the new computers had not yet been ordered.

5. PUBLIC FORUM:- None.

6.FINANCIAL MATTERS:

a) Debtors For Annual Return – the Deputy Town Clerk said that there were some outstanding debtors who had owed small sums for over 12 months despite having sent several reminders. Cllr. Young, seconded by Cllr. Walden, proposed that these be written off. Agreed.

b) Earmarked Funds – the Deputy Town Clerk gave an update on the earmarked funds.

c) Grand Piano – the prospective purchaser is awaiting advice from an advisor prior to making an offer.

d) Pippins Business Rates – the Deputy Town Clerk reported that she was putting arrangements in place with various suppliers so that contracts were terminated on the date that the Town Council hands Pippins back to the County Council.

e) Offer of Sponsorship – a local firm had offered to sponsor the planter at the roundabout at the eastern end of Trafalgar Way. It was resolved to accept this offer. A letter of thanks will be sent to the firm.

7. PROPERTY RELATED MATTERS – GUILDHALL:

i) Update on Works Required: - there was no new information to consider.

ii) Reports from Contractors – nothing to consider.

iii) Architect's Proposals for Office Lay-out - Cllr. Young felt that what had been suggested was not suitable and that input from the staff was needed. It was agreed that the architect be invited to have discussions with the staff who would be using the office. Cllr. Walden suggested that the set up at Chard Town Council be investigated.

8. PROPERTY RELATED MATTERS – OLD COURTHOUSE: the Town Clerk is awaiting a response from Cllr. Hayward before she can progress the matter of rent reviews.

i) Museum – the situation in respect of the tenants was uncertain. The Town Clerk is trying to clarify the matter.

ii) Senior Citizens' Centre – the Town Clerk will contact the Care Service regarding depressions in the floor.

iii) Arts Cafe – the Town Clerk is awaiting the opportunity to discuss the lease/licence arrangements with Cllr. Hayward.

iv) Covered under 8 i).

9. PROPERTY RELATED MATTERS – CEMETERY – a contractor has been asked to inspect the buttresses on the chapels..

10. PROPERTY RELATED MATTERS – AMENITIES:

- i. Additional storage for equipment and location thereof- the Town Clerk said that there was a degree of urgency regarding this in view of the Council's decision to vacate Pippins. Following discussion, the Town Clerk was asked to contact a possible provider to enquire about the charges involved and ensure that all relevant planning permissions were in place and find out the lease terms. Investigations will be carried out to find a short term option to address the immediate needs of the Council.
- ii. Tree works – quotations are awaited for agreed works and reports from the separate site inspections were expected in due course.
- iii. Clearance of Vacant Plots – the Deputy Clerk said that there were several vacant plots on the largest site but many had become overgrown and had various detritus on them. There was discussion regarding how best to approach clearing these plots and what equipment would be best to use. There was discussion regarding the suitability of the tyres on the tractors for doing this work. Further information was requested.

11. PROPERTY RELATED MATTERS – PIPPINS: there were no matters to discuss.

12. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS: members reviewed Clause 24b in the remaining section of Model Standing Orders, which had been omitted in error at the last meeting. Resolved, proposed Cllr. Walden, seconded Cllr. Young, that the changes suggested by the Clerk and Deputy Clerk be approved.

The remaining sections of the Financial Regulations were reviewed. Cllr. Walden, seconded by Cllr. Young, proposed that the minor amendments proposed by the Town Clerk and Deputy Town Clerk be adopted. Agreed. Both documents will be circulated to members for approval at the April meeting of the Town Council so that they are ready to issue to new Councillors.

13. UPDATE ON BANKING ARRANGEMENTS: it was agreed that the arrangements put in place at the last meeting be placed as a separate motion on the April Town Council agenda.

14. MATTERS OF URGENCY: none.

15. QUOTES FOR PROPOSED WORKS – DIGITAL MAPPING SOFTWARE PROGRAMMES: the Deputy Town Clerk had spoken to an officer at East Devon District Council who had explained that they used a

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separate system from those used by parish councils and that the systems were not compatible. Further enquiries will be made.

16. QUOTES FOR PROPOSED WORKS – TREE WORKS: the four quotes received were considered. It was resolved, proposed Cllr. Walden, seconded Cllr. Mrs. Leat, to accept that in the sum of £1920 which, though not the cheapest, showed the greatest awareness of the safety issues involved.

17. TENANCY MATTERS: there was nothing to add to what had been mentioned earlier in the meeting.

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