

MINUTES OF A VIRUTAL MEETING OF THE AXMINSTER TOWN COUNCIL

Held on Monday 20th April 2020 at 7.00 p.m.
Under Regulation 78 of the Coronavirus Act 2020

Present:

Town Mayor: Cllr. A.L. Young
Councillors: M.N. Adamson-Drage, Ms. J.J. Farrow, C.W.C.Hall,
Mrs. S.L.N. Leat, M. Mynard, Mrs. A. G. Sedgewick
J.W. Walden

The Town Clerk (Miss H. Kirkcaldie), Deputy Town Clerk (Mrs. Z. Adamson-Drage) and
Administrative Assistant (Mrs. S. Gay).

1 Member of the public. 0 representative of the Press.

2020/0117 APOLOGIES: Deputy Town Mayor (Cllr. D.J. Moore), Cllrs. C.A. Doherty,
D.R.H. Hull, M.D.G. Spurway and Dist. Cllr. S. Jackson.

2020/0118 NOT PRESENT: Cllrs.: A.E. Bourner, M. Featherstone, Dist. Cllr. Moulding.

2020/0119 DECLARATIONS OF INTEREST: **CLLRS. FARROW AND MRS. LEAT
EACH DECLARED PERSONAL INTERESTS AS BEING MEMBERS OF THE
AXMINSTER GUILDHALL MANAGEMENT COMMITTEE IN RESPECT OF
ANY ITEMS RELATING TO THE GUILDHALL.**

**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. FARROW DECLARED AN INTEREST AS BEING A MEMBER OF AXMINSTER
TWINNING ASSOCIATION AND A GOVERNOR OF AXMINSTER
COMMUNITY PRIMARY ACADEMY AND AS A JOINT TENANT OF A TOWN
COUNCIL ALLOTMENT AT WOODBURY PARK ALLOTMENTS**

**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.**

2020/0120 MINUTES OF MEETING HELD ON 9TH MARCH 2020: Cllr. Young proposed
that these be approved as an accurate record and adopted as Council policy. Agreed.

2020/0121 REPORT ON AXMINSTER COMMUNITY EMERGENCY RESPONSE: The Town Mayor reported that the £2000 already agreed be allocated to this effort be increased to £4000. Cllr. Farrow seconded the proposal. Agreed. Cllr. Walden proposed that a further £2000 also be made available if needed and this was agreed. In addition, the A.C.E.R. group had agreed that £2000 be transferred from the Gofundme account set up by Dist. Cllr. Hayward to support A.C.E.R. to the Town Council's account as the Town Council was acting as the Responsible Body for A.C.E.R.

2020/0122 TOWN FORUM: None.

2020/0123 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 9TH MARCH: None.

2020/0124 MATTERS OF URGENCY: None.

2020/0125 MINUTES OF PLANNING COMMITTEE MEETING HELD ON 9TH MARCH 2020: No corrections having been highlighted, Cllr. Mrs. Leat, seconded by Cllr. Adamson-Drage, proposed that they be adopted as a true record of the meeting. Agreed. Cllr. Mrs. Leat, seconded by Cllr. Adamson-Drage, proposed that they be adopted as Town Council policy. Agreed.

2020/0126 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 9TH MARCH 2020: None.

Chairman of the Committee, proposed, seconded by Cllr. Farrow, that these be approved. Agreed. Cllr. Young, seconded by Cllr. Farrow, proposed that they be adopted as Town Council policy. Agreed.

2020/0127 MINUTES OF THE EMPLOYMENT COMMITTEE HELD ON 16TH MARCH 2020: No corrections having been highlighted, Cllr. Young, seconded by Cllr. Farrow, proposed that they be adopted as a true record of the meeting. Agreed. Cllr. Young, seconded by Cllr. Farrow, proposed that they be adopted as Town Council policy. Agreed.

2020/0128 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD ON 16TH MARCH 2020: these would be covered under Staffing Matters when the meeting went into Committee.

2020/0129 FINANCIAL MATTERS – APPROVAL OF PAYMENTS FOR MARCH 2020: Cllr. Young, seconded by Cllr. Sedgewick, proposed that these be approved. Agreed.

2020/0130 FINANCIAL MATTERS – NON-COVID 19 RELATED GRANT APPLICATIONS RECEIVED: The Town Mayor, seconded by Cllr. Walden, proposed that consideration of any grant applications received since the last meeting which did not relate to COVID-19 be deferred. Agreed. It was confirmed that those grants already approved would be paid. Cllr. Hall asked that the Grants Policy be reviewed prior to consideration of any non-COVID-19 related grant applications. The Deputy Clerk said that she was working on this.

2020/0131 FINANCIAL MATTERS - RESPONSIBLE FINANCIAL OFFICER'S REPORT: The Responsible Financial Officer had been working on the Annual Return, despite the

submission date having been extended to the end of August as a result of the COVID-19 emergency. The application for a Debit Card had been submitted. The final bank account still with National Westminster Bank will be transferred to Lloyds Bank. Financial Reports had been prepared for the Axminster Community Emergency Response group meetings. The Annual Pensions Return had been completed.

2020/0132 FINANCIAL MATTERS – UPDATE A.G.A.R. 19-20 PROCEDURES: covered under the Responsible Financial Officer’s Report.

2020/0133 FINANCIAL MATTERS – FACILITATION OF FINANCE FOR AXMINSTER COMMUNITY EMERGENCY RESPONSE: the Responsible Financial Officer gave details of the information she was making available to the A.C.E.R. group and how this could be provided in a transparent way for wider public information in due course. Cllr. Farrow explained that the moneys used for purchase of food cards would be repaid in due course. Those who were in financial difficulty were being supported in other ways. Consideration will be given to increasing the contribution from the Town Council if a grant from the County Council is not forthcoming. Money will be transferred into the Town Council account from the Gofundme campaign.

2020/0134 ALLOTMENT BONFIRES: Cllr. Walden, seconded by Cllr. Farrow, proposed that allotment tenants be informed that no bonfires should be lit until further notice. Agreed. It was agreed that a sign be placed on the gates of each site to remind the public that only tenants and their immediate household members are permitted on the site.

2020/0135 PROPOSED VARIATION IN AGREEMENT WITH HOUSING ASSOCIATION: Details of the proposed rewording had been circulated. Cllr. Young, seconded by Cllr. Walden, proposed that this be approved. Agreed.

2020/0136 ARRANGEMENTS FOR PAYMENT OF GUILDHALL MANAGEMENT COMMITTEE EXPENDITURE DURING COVID-19 EMERGENCY:

CLLR. YOUNG DECLARED A PECUNIARY INTEREST AS BEING GUILDHALL MANAGER AND TOOK NO PART IN THE DISCUSSIONS OR VOTING RELATING TO THIS AGENDA ITEM.

Cllr. Mrs. Leat took the Chair and proposed that running costs for the Guildhall Management Committee be paid directly by the Town Council for the duration of the COVID-19 Emergency using money allocated in the budget for support of the Guildhall. Cllr. Walden seconded the proposal. Agreed.

Cllr. Mrs. Leat 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. Agreed.

2020/0137 STAFFING MATTERS: Following discussion Cllr. Adamson-Drage, seconded by Cllr. Farrow, proposed that it was inappropriate for the Town Council to apply for funding to furlough the outdoor staff. Agreed.

Cllr. Adamson-Drage, seconded by Cllr. Sedgewick proposed that the Cemetery Staff return

to work on a Task and Finish basis from the first week in May with a slightly alteration in the days each works and with guidelines as to the procedures that should be followed in the present emergency. Agreed.

Cllr. Adamson-Drage, seconded by Cllr. Young, proposed that the other outdoor staff should remain in lockdown until Council decided it was appropriate for them to return to work.

Cllr. Adamson-Drage, seconded by Cllr. Young, proposed that those outdoor staff who work annualised hours will be credited with their standard 30-hour week for the duration of the present emergency. Annual leave is based on a six-hour day at whatever time taken. It was not felt appropriate to request that staff use up any of their annual leave at this time unless they wished to do so. Agreed.

Cllr. Sedgewick proposed that the above decisions be reviewed after 4 weeks. Agreed.

Signature Date.....