

AXMINSTER TOWN COUNCIL

Members of the Operations Committee: Cllr. Walden (Chair); all other members of Council are 'ex-officio' members of this committee as per resolution of the Council

The Guildhall,
Axminster,
Devon.

29 January 2025

Dear Councillor,

You are hereby summoned to attend a meeting of the Operations Committee which will take place on Monday 3rd February 2025 **at approximately 7.30 p.m.** (to follow immediately after the Planning Committee meeting scheduled to start at 7pm) in person at the Axminster Guildhall.

This meeting will be recorded and those recordings will be held for one year by the Town Council.

If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded. If you wish to speak during public forum session, please raise your hand and wait to be invited to speak by the Chair.

Members and the public are reminded that **remarks and representations must be addressed through the person chairing the meeting.**

Voting will take place by show of hands and the Chair will indicate that the votes have been noted.

Members are reminded:

- a) Of their obligation to **declare the existence and nature of any personal interests** they may have in any items to be considered at this meeting and to **withdraw if it is a pecuniary one.***
- b) That in reaching decisions they should take into consideration the Town Council's decision to reduce its carbon footprint in the light of the **climate/environment emergency.***
- c) To ensure that their discussions include full consideration of the points set out in the Town Council's **risk management strategy.***

Public Forum session (limited to 15 minutes or at Chair's discretion)

OC25/001

To note members of the committee present.

OC25/002

To note and, if thought fit, to approve apologies (and reasons for absence).
(LGA 1972 S.85 (1))

OC25/003

To note members of the committee not otherwise in attendance.

Continued Overleaf

OC25/004

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.

This does not preclude the need for members to declare any additional interests that may arise during the meeting.

*At the FULL Council meeting held 10/06/2024, Cllr. Osborn was afforded a dispensation * to discuss and vote upon matters pertaining to allotments. This dispensation applies until May 2027 (unless rescinded prior to that date) and is afforded in respect of Cllr. Osborn's disclosable pecuniary and personal interests as set out in the Register of Members Interests. * Localism Act 2011 (s.33)*

OC25/005

To consider and, if thought fit, approve the minutes of the Operations Committee meeting held 5th August 2024 and to consider any matters arising (not included within this agenda as business to be attended to.)

OC25/006

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. [see agenda item OC25/017(IC) to OC25/020 (IC)]

OC25/007

To consider whether the committee wishes to elect a Vice-Chair of the committee for the remaining Council calendar year ie. until May 2025

Operations Committee business to be considered:

OC25/008

To consider matters pertaining to the Town Cemetery:

i) To consider cemetery (burial, memorial and administration) fees for Financial Year 25-26

OC25/009

To consider matters pertaining to Town Amenity and services:

i) To consider proposals for additional bench and information amenity on the "Green Wedge" (railway station concourse)

ii) To consider proposals for replacement of bus stops at Gamberlake following recent vandalism.

iii) To consider proposals for improvements to Town Centre CCTV coverage; to also consider whether to seek funding / grant assistance from Devon and Cornwall Police (POCA).

OC25/010

To consider matters pertaining to Administrative matters within the Town Council.

i) To consider proposals for administrative spend to ensure preparedness for Operation London Bridge

Continued Overleaf

OC25/011

To consider matters pertaining to the Guildhall building and venue.

- i) To receive a update report from Clerk on the CAP24 (EDDC) project and to seek direction on some minor alterations to the project design in light of new information received; to consider alternative spend within overall project budget.
- ii) To consider spend authority for the remainder of the Guildhall “roadside” planter project (scheduled for Spring 2025).
- iii) To consider proposals for the installation of a KITT Anaphylaxis Unit at the Guildhall to operate alongside the defibrillators and bleed control units (Reason; risk assessment and mitigation).
- iv) To consider capital expenditure on assets and amenities at The Guildhall (following recent equipment malfunction and depreciation);
 - 1) Floor cleaning equipment
 - 2) Stage access equipment
 - 3) Technical / AV operations
 - 4) Table asset acquisition
- v) To consider matters pertaining to performance fees and charges for forthcoming financial year.

OC25/012

To consider matters pertaining to allotment amenity/provision in the town.

- i) To consider matters pertaining to the keeping of livestock on Town Council allotments (to receive a report from Clerk, Deputy Clerk and Admin. Assistant).
 - 1) Definitions of “livestock”; *statutory legislation applies*
 - 2) Charges applicable (to be considered)
 - 3) Policy wording (to be considered)
 - 4) Veterinary inspections / animal welfare / external guidance (to be considered)
 - 5) 3rd Party oversight / warden duties (to be considered)

OC25/013

To consider matters pertaining to Emergency Planning.

- i) To consider proposals for nominal funding of ancillary costs relating to EDDC/EA Flood Awareness drop-in session at Axminster Guildhall (25th February 2025)

OC25/014

Chair’s Announcements / Matters of Urgency for discussion only to be noted:

Continued Overleaf

OC25/015

Date of next scheduled meeting(s) for the Operations committee:

Next meeting: 31st March 2025 – 7pm (Guildhall)

Future meetings: See 2025 meeting calendar

OC25/016

If appropriate, Vice-Chair of Committee to propose 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.

Matters to be considered in committee session (Part Two):

The items of business listed below and any others from this agenda to be agreed upon by members of the committee if and when appropriate (see OC24/39)

OC25/017 (IC)

To consider security matters pertaining to The Guildhall deemed sensitive / confidential:

This matter is deemed confidential as it pertains to security / employment matters.

OC25/018 (IC)

To consider matters pertaining to The Guildhall hire charges deemed commercially confidential:

This matter is deemed confidential as it pertains to 3rd party hire charges.

OC25/019 (IC)

To consider matters pertaining to the Town Council's information retention protocol.

This matter is deemed confidential as it pertains to 3rd party legal agreements.

OC25/020 (IC)

To consider matters pertaining to correspondence from a commercial tenant

This matter is deemed confidential as it pertains to a 3rd party tenant.

With no further business to be considered, the presiding Chair will draw the meeting to a close.

Paul Hayward

Paul Hayward

TOWN CLERK

28th January 2025