

## 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.

30 June 2025

Dear Councillor,

You are hereby summoned to attend a meeting of the Operations Committee which will take place on Monday 7<sup>th</sup> July 2025 **at 7.00 p.m.** 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)**

#### **OC25/038**

**To elect a Chair of the Operations Committee.**

#### **OC25/039**

**To elect a Vice-Chair of the Operations Committee (if members consider this necessary).**

#### **OC25/040**

**To note members of the committee present.**

#### **OC25/041**

**To note and, if thought fit, to approve apologies (and reasons for absence).**

**(LGA 1972 S.85 (1))**

#### **OC25/042**

**To note members of the committee not otherwise in attendance and to consider any additional apologies for absence.**

*Continued Overleaf*

#### **OC25/043**

**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)*

#### **OC25/044**

**To consider and, if thought fit, approve the minutes of the Operations Committee meeting held 31<sup>st</sup> March 2025 and to consider any matters arising (*not included within this agenda as business to be attended to.*)**

#### **OC25/045**

**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. [see agenda item OC25/053(IC)]**

### **Operations Committee business to be considered:**

#### **OC25/046**

**To consider matters pertaining to the Town Cemetery:**

- i) To ratify the decision of the Chair (under their delegated authority) to approve expenditure of £105 for annual membership of the ICCM. *Reason: To access the cemetery / burial information service provided by that professional body.*
- ii) To consider whether further dedicated burial space should be set aside within the Axminster Cemetery for the interment of ashes of those persons under the age of 16 at the time of their death; *Burial Officer to provide a report on this matter for members.*

#### **OC25/047**

**To consider matters pertaining to Town Amenity and services:**

- i) To consider extending the Town Council contract with Devon Investigations for a further 12m at a cost of £990 plus VAT; *Clerk to provide a report on this matter for members.*
- ii) To consider conjoining the existing Dog Free Zone at Jubilee Field with the existing play area (and installing a connecting play-compliant gate) to provide a more accessible recreation space for users.

#### **OC25/048**

**To consider matters pertaining to the Guildhall building and venue.**

- i) To consider a proposal for the purchase of stage "riser platform" for performance use at a cost of approximately £800; *Clerk to provide a report on this matter for members.*
- ii) To consider a proposal for the installation of the necessary fixings and fixtures within the GH toilet facilities to provide "Stoma Friendly" amenities at a cost of approximately £200. *JW to present a short report to members.*
- iii) To consider a request from local Fire service to use the Guildhall (when not otherwise in use) for fire training exercises (no fire risk or damage anticipated); *Clerk to provide a report on this matter for members.*

*Continued Overleaf*

**OC25/049****To consider matters pertaining to H&S / Risk Management**

i) To consider a request for co-operative working between a town NFP organisation and the Town Council relating to provision and availability of shared inspection and assessment services.

**OC25/050**

**Presiding Chair's Announcements / Matters of Urgency for discussion only to be noted:**

**OC25/051**

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

**Next meeting:** 15<sup>th</sup> September 2025 – 7pm (Guildhall)

**Future meetings:** See 2025 meeting calendar

**OC25/052**

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 OC25/045)**

**OC25/053 (IC)**

**To consider a matter pertaining to data management / DPA compliance / AGAR FY25-26 (Assertion 10).**  
*This matter is deemed confidential as it pertains to commercially sensitive information.*

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

*Paul Hayward*

Paul Hayward

TOWN CLERK

30<sup>th</sup> June 2025