

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.

20 March 2025

Dear Councillor,

You are hereby summoned to attend a meeting of the Operations Committee which will take place on Monday 31st March 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)

OC25/021

To note members of the committee present.

OC25/022

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

(LGA 1972 S.85 (1))

OC25/023

To note members of the committee not otherwise in attendance.

Continued Overleaf

OC25/024

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 This dispensation applies until May 2027 (unless rescinded prior to that date) and is afforded in respect of Cllr.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)*

OC25/025

To consider and, if thought fit, approve the minutes of the Operations Committee meeting held 3rd February 2025 and to consider any matters arising (*not included within this agenda as business to be attended to.*)

OC25/026

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 OC25/036(IC) to OC25/037 (IC)]

Operations Committee business to be considered:

OC25/027

To consider matters pertaining to the Town Cemetery:

i) To consider cemetery plot allocation and the programme of works for site preparation in light of the recent decision of FULL Council not to utilise the land to the north west of the existing cemetery site for future interments.

OC25/028

To consider matters pertaining to Town Amenity and services:

i) To consider proposal for replacement of defibrillator pads (adult and child) due to expire within the next calendar year; estimated cost £750 plus VAT (5 devices affected).

OC25/029

To consider matters pertaining to Emergency Planning in the town.

i) To consider proposals for the purchase and installation of an additional two secure stores for emergency access/use in a town emergency to provide public access to sandbags / salt / tools; estimated cost £2500 incl. construction (funded using unspent budget from FY24-25 and approved budget from FY25-26) – any remaining funds to cover costs of sand for sandbag filling prior to emergency need.

Continued Overleaf

OC25/030

To consider matters pertaining to the Guildhall building and venue.

i) To consider a suggestion from a member of Council for the purchase and installation of a “hearing loop” within the Guildhall venue as an amenity for patrons with hearing impairments.

OC25/031

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

i) To consider matters pertaining to proposed alterations to the extant allotment regulations.

ii) To consider matters pertaining to the Town Council’s “waiting list” policy.

OC25/032

To consider matters pertaining to P3 / Footpaths etc

i) To consider a proposal for improvements to pedestrian access/amenity on FP82 (Latches Walk)

ii) To consider a request from Clerk for capital expenditure spend on a suitable Compaction device for the preparation and finishing of hard standing path surfaces as part of Town Council’s P3 works; estimated capital spend (to be funded by P3 grant/reserve) £315 plus VAT [hire costs £41-50 per day]

OC25/033

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

OC25/034

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

Next meeting: 23rd June 2025 – 7pm (Guildhall)

Future meetings: See 2025 meeting calendar

OC25/035

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 OC25/026)

OC25/036 (IC)

To consider a matter pertaining to The Old Courthouse:

This matter is deemed confidential as it pertains to confidential tenancy agreements.

OC25/037 (IC)

To consider matters pertaining to the site management and habitat control of Axminster Town Council owned land.

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

Continued Overleaf

OC25/038 (IC)

To consider matters pertaining to Network and A/V service contracts at The Guildhall.

This matter is deemed confidential as it pertains to commercial service agreements.

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

Paul Hayward

Paul Hayward

TOWN CLERK

18th March 2025