

AXMINSTER TOWN COUNCIL

The Guildhall,  
Axminster,  
Devon.

27 January 2021

Dear Councillor,

You are hereby summoned to attend a virtual meeting of the Operations Committee which will take place on Monday, 1<sup>st</sup> February 2021 **at 7.00 p.m.** using remote conferencing technology as authorised by the regulations set out in Clause 78 of the Coronavirus Act 2020.

The meeting will be held using Zoom technology.

Topic: Operations Committee Meeting

Time: Feb 1, 2021 07:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/81353460676>

Meeting ID: 813 5346 0676

Details on how to join the meeting are on the relevant Committee Page on our website, should you be unable to access the meeting, please contact us on 01297 32088

This meeting will be recorded and 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, please raise your hand and you will be invited to speak by the chairman, at which point your microphone will be unmuted. Voting will also take place by show of hands and the chairman will indicate the votes have been noted.

Members and the public are reminded that **remarks must be addressed through the person chairing the meeting.** To assist in this process, please have a piece of card or something similar that you can raise to show that you wish to speak, then wait to be invited to speak by the Mayor.

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. In virtual meetings, if members have a pecuniary interest, they will be placed in the 'waiting room' where they cannot hear or participate in discussion and voting.
- 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.

1. ELECTION OF CHAIRMAN.
2. ELECTION OF VICE-CHAIRMAN
3. APOLOGIES:
4. DECLARATIONS OF INTEREST.
5. TO CONSIDER DRAFT TERMS OF REFERENCE FOR COMMITTEE.
6. PUBLIC FORUM:

7. TO CONSIDER BUSINESS BROUGHT FORWARD FROM MEETINGS OF AMENITIES, CEMETERY OR BUILDINGS AND FINANCE COMMITTEES.
  - a. Allotments
  - b. Street Furniture
  - c. Signage
  - d. Footpaths
  - e. Listed Structures
  - f. Jubilee Field
  - g. Cemetery
8. UPDATE ON SECTION 106 PROJECTS
9. REVIEW OF EQUIPMENT REQUIREMENTS
10. MATTERS OF URGENCY.

If appropriate, Deputy Mayor 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.

A different zoom code will be required for this part of the meeting.

Topic: Operations Committee Meeting - in committee

11. TO CONSIDER ANY QUOTATIONS RECEIVED: among which-
  - a. Asbestos Removal.
  - b. Cemetery Chapels
  - c. Revised Quote for Tree Works.

12. TENANCY MATTERS.

Yours sincerely,

*Hilary Kirkcaldie*

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