

AXMINSTER TOWN COUNCIL

The Guildhall,  
Axminster,  
Devon.

3 June 2021

Dear Councillor,

You are hereby summoned to attend a meeting of the Operations Committee which will take place on Tuesday, 8<sup>th</sup> June 2021 **at 7.00 p.m.** at Axminster Guildhall.

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. 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 person chairing the meeting.

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.

1. ATTENDANCE:

- a. Present
- b. Apologies
- c. Not present

2. TO ELECT OFFICERS FOR THE COMING YEAR.

3. DECLARATIONS OF INTEREST.

4. TO CONSIDER ANY AMENDMENTS TO TERMS OF REFERENCE FOR COMMITTEE.

5. PUBLIC FORUM:

6. MATTERS AND ACTIONS ARISING FROM MINUTES OF MEETINGS HELD ON 6<sup>TH</sup> APRIL AND 4<sup>TH</sup> MAY 2021.

7. UPDATE ON SECTION 106 PROJECTS.

8. UPDATE ON VEHICLE ACTIVATED SIGNAGE.

9. UPDATE ON TOWN SIGNAGE

10. JUBILEE FIELD:

- a. Update on position.
- b. To discuss maintenance of Jubilee Field.

11. TO SET UP WORKING PARTY TO REPORT ON REVIEW OF EQUIPMENT SERVICING AND REQUIREMENTS AMONG WHICH:

- a. Sale of Small Tractor.
- b. Van for Handyman.
- c. Purchase of trailer
- d. Purchase of second pump for Cemetery.

12. MATTERS PERTAINING TO PUBLIC RIGHTS OF WAY

- a. Update on FP 69
- b. To determine protocol for clearing vegetation on urban paths.

13. UPDATE ON JUBILEE FOUNTAIN.
14. TO CONSIDER ANY MATTERS PERTAINING TO STREET FURNITURE
15. TO CONSIDER ANY MATTERS PERTAINING TO THE CEMETERY
- a. Provision of paths.
  - b. Preparation of next interment area.
  - c. Arrangements for Maintenance following retirement of Caretaker.
  - d. Parking Provision.
  - e. Anniversary of Rights of Burial
16. TO CONSIDER ANY MATTERS PERTAINING TO ALLOTMENTS
- a. Removal of accumulated rubbish.
  - b. Lower Gate splay at Woodbury Park.
  - c. Tree Matters.
17. TO CONSIDER REPORT ON REVIEW OF OPERATION FORTH BRIDGE.
18. TO CONSIDER ANY HEALTH AND SAFETY MATTERS
19. TO CONSIDER TERMS OF REFERENCE FOR HEALTH AND SAFETY SUB-COMMITTEE
20. TO DETERMINE MEMBERSHIP OF HEALTH AND SAFETY SUB-COMMITTEE
21. MATTERS OF URGENCY.

If appropriate, Deputy Chairman 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.

22. TO CONSIDER ANY QUOTATIONS RECEIVED: among which-
- a. Removal of accumulated rubbish.
23. ALLOTMENT TENANCY MATTERS.

Yours sincerely,

*Hilary Kirkcaldie*

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