

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

28 October 2021

Dear Councillor,

You are hereby summoned to attend a meeting of the Operations Committee which will take place on Tuesday, 2nd November 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. DECLARATIONS OF INTEREST.

3. PUBLIC FORUM:

4. TOWN COUNCIL RESPONSE TO FLOODING EVENT.

5. TO NOMINATE SNOW WARDEN.

6. MATTERS AND ACTIONS ARISING FROM MINUTES OF MEETINGS HELD ON 5th OCTOBER 2021.

7. UPDATE ON SECTION 106 PROJECTS:

- a. Raymonds Hill Play Area – to consider draft plans.
- b. Skatepark.
- c. Fun Trail.

8. UPDATE ON VEHICLE ACTIVATED SIGNAGE.

9. UPDATE ON TOWN SIGNAGE

10. JUBILEE FIELD:

- a. Update on position.

11. MATTERS PERTAINING TO PUBLIC RIGHTS OF WAY

- a. Update on FP 69
- b. Footpath maintenance.

12. TO CONSIDER ANY MATTERS PERTAINING TO STREET FURNITURE:

13. CHRISTMAS LIGHTS UPDATE

14. TO DISCUSS REQUIREMENTS OF HYBRID MEETINGS

15. DEFIBRILLATOR PROVISION IN AXMINSTER

16. TO CONSIDER DRAFT VOLUNTEER POLICY

17. UPDATE ON OPERATIONAL ARRANGEMENTS IN LIGHT OF SHORTAGE OF OUTDOOR STAFF.

18. TO CONSIDER ANY MATTERS PERTAINING TO THE CEMETERY

- a. Arrangements for Cemetery Maintenance.

19. TO CONSIDER ANY MATTERS PERTAINING TO ALLOTMENTS

- a. Lower Gate splay at Woodbury Park.
- b. Tree Matters.
- c. Gate at North Street.
- d. Poultry Welfare Arrangements.
- e. Allotment Rent Collection.

20. TO CONSIDER ANY MATTERS PERTAINING TO BUILDING REPAIRS:

- a. Guildhall.
- b. Old Courthouse.
- c. Cemetery Chapels

21. TO CONSIDER ANY HEALTH AND SAFETY MATTERS:

- a. Health and Safety Audit Report.
- b. Terms of Reference.

22. TO CONSIDER TERMS OF REFERENCE FOR HEALTH AND SAFETY SUB-COMMITTEE

23. 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.

24. TO CONSIDER ANY QUOTATIONS RECEIVED: among which-

25. ALLOTMENT TENANCY MATTERS.

26. CEMETERY MATTER.

Yours sincerely,

Hilary Kirkcaldie

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