

AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

1 December 2021

Dear Councillor,

You are hereby summoned to attend a meeting of the Operations Committee which will take place on Tuesday, 7th December 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 hairman. 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. MATTERS AND ACTIONS ARISING FROM MINUTES OF MEETINGS HELD ON 2ND NOVEMBER 2021.

5. WINTER RESILIENCE.

6. UPDATE ON SECTION 106 PROJECTS:

- a. Raymond's Hill Play Area – to consider draft plans.
- b. Skatepark.
- c. Fun Trail.
- d. Consideration of S106 monies available for public artwork at Cloakham.

7. UPDATE ON VEHICLE ACTIVATED SIGNAGE.

8. JUBILEE FIELD:

- a. Update on current position re: handover from EDDC
- b. To Consider recommended works at Jubilee Field.

9. MATTERS PERTAINING TO PUBLIC RIGHTS OF WAY

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

10. TO CONSIDER ANY MATTERS PERTAINING TO THE CEMETERY

- a. To consider agreement in principle for disposal of Cemetery Bier and Chapel Bell.
- b. Tree Matters and Hedge Matters – to consider recommended works at Cemetery
- c. Condition of pedestrian gate masonry pier.
- d. To consider improvements to Cemetery signage
- e. To consider progress with future groundworks project for lower cemetery field

and to consider potential alternate uses in the short term (1 to 10 years).

f. To consider alternative uses for former “bonfire” field

11. TO CONSIDER ANY MATTERS PERTAINING TO ALLOTMENTS

- a. Lower Gate splay at Woodbury Park.
- b. To consider recommended works at allotment sites.
- c. Gate at North Street.
- d. Poultry Welfare Arrangements – inspections and proposed use of disinfectant matting.

12. TO CONSIDER ANY MATTERS PERTAINING TO BUILDING REPAIRS & IMPROVEMENTS:

- a. Guildhall.
 - i) Proposal for external poster boards for advertising purposes.
 - ii) Enhanced festive lighting / external illumination of building
 - iii) Provision of power supplies to external aspect/car park
 - iv) Installation of renewable energy generation and/or EV charging stations
- b. Old Courthouse.
 - i) Use of museum space for chattels and to consider licence agreements
 - ii) Arrangements for ongoing maintenance of OCH garden.
- c. Cemetery Chapels

13. TO CONSIDER ANY HEALTH AND SAFETY MATTERS:

- a. Health and Safety Audit Report: update from Deputy Locum Clerk
- b. Terms of Reference.

14. TO CONSIDER ANY MATTERS PERTAINING TO STREET FURNITURE:

- a. £10,000 available to spend – suggestions include town centre seating, bike racks and upgrade of Poplar Mount notice board.

15. TO DISCUSS REQUIREMENTS OF HYBRID MEETINGS: locum deputy clerk to provide report.

16. TO CONSIDER DRAFT VOLUNTEER POLICY

17. C.C.T.V. UPDATE; Clerk to provide report.

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

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

20. 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.

21. TO CONSIDER ANY QUOTATIONS RECEIVED: among which-

- a) Removal of items from Cemetery incl. brushwood pile

22. FUTURE MAINTENANCE TENDERING ARRANGEMENTS

23. ALLOTMENT TENANCY MATTERS.

24. OLD COURTHOUSE TENANCY MATTERS

Yours sincerely,

Hilary Kirkcaldie

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TOWN CLERK