

AXMINSTER TOWN COUNCIL

Members of the Committee: Cllrs. Farrow (Chair), Willey (Vice-Chair), Bourne, Bridge, Brooker (A), Burrough, Dowdeswell, Hurren, Leat and Walden.

The Guildhall,
Axminster,
Devon.

22 April 2024

Dear Councillors,

You are hereby summoned to attend a meeting of the Strategy & Finance Committee which will take place at the Axminster Guildhall at 7.00 p.m. on Monday 29th April 2024.

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 Chair. Voting will also take place by show of hands and the Chair will indicate the votes have been noted.

Members and the public are reminded that remarks must be addressed through the Chair.

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 as otherwise agreed by presiding Chair).

SF24/032

To note members of this committee present:

SF24/033

To receive and, if thought fit, approve apologies for absence (and reasons therefore):

LGA 1972 S.85 (1)

SF24/034

To note members of the committee not otherwise present and to receive any other apologies for absence:

SF24/035

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.

Continued Overleaf

SF24/036

To consider and, if thought fit, to approve the minutes of the Strategy & Finance Committee meeting held 25th March 2024 and to consider any matters arising from those minutes.

SF24/037

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 [other than SF24/047 to 050 (incl.) as shown below].

Strategy & Finance Business to be considered:**SF24/038**

To receive a report from RFO on the migration of Council's financial data and reporting onto SCRIBE accounting software; *to receive initial suite of reports for agreement on presentation to FULL Council.*

SF24/039

To receive a report from the RFO on the progress (and timeline) for the completion and submission of the FY23-24 AGAR (Annual Return) in conjunction with the internal auditor.

SF24/040

To review and note final draft of FY23-24-25 Town Council risk management & assessment review as approved subject to minor amendments & revisions (as per copy circulated).

SF24/041

To consider a report from the RFO relating to CIL funds available for Council expenditure and to note spend deadline for £4756.19 of CIL funding from October 2019; committee to make recommendations to FULL Council for appropriate expenditure to avoid annulment of monies.

SF24/042

To receive a report from RFO/Clerk on the ongoing progress with the EDDC/ATC/DCC Urban Renewal project and to agree next steps / membership of the forum in the future.

SF24/043

To receive a report from RFO/Clerk on the ongoing progress with the SWR CCIF grant project after recent interventions and discussions with DCC Economy Team as to potential use of funds in accordance with SWR project criteria; *Committee to agree further/next steps.*

SF24/044

To consider any matters considered as urgent by presiding Chair for discussion/notation only:

SF24/045

To note the date of the next scheduled meeting of this committee; 24th June 2024.

SF24/046

The Vice-Chair (or another member) 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.

Continued Overleaf

Committee business to be considered in Part Two:

SF24/047 (IC)

To consider further matters pertaining to a draft lease agreement between the Town Council and a 3rd party tenant; to bring members up-to-date on legal discussions, advice received and response from the 3rd party. RFO to present report.

As this agenda item relates to commercially sensitive 3rd party details, this item will be considered as a Part Two confidential matter.

SF24/048 (IC)

To consider matters pertaining to an annual subscription payable to a 3rd party service organisation; to consider whether the Town Council should continue subscribing for FY24-25.

As this agenda item relates to commercially sensitive 3rd party details, this item will be considered as a Part Two confidential matter.

SF24/049 (IC)

To consider matters pertaining to the renewal of the lease / usage agreement for the Town Council's copier/scanner/networked printer; to receive pricing matrix from the RFO.

As this agenda item relates to commercially sensitive 3rd party details, this item will be considered as a Part Two confidential matter.

SF24/050 (IC)

To consider matters pertaining to the renewal of the waste amenity facilities at the Guildhall; to receive pricing matrix from the RFO.

As this agenda item relates to commercially sensitive 3rd party details, this item will be considered as a Part Two confidential matter.

With no further business to attend to, the Chair will bring the meeting to an end.

Yours sincerely,

Paul Hayward
Town Clerk

22nd April 2024