

# AXMINSTER TOWN COUNCIL

**Members of the Committee: Cllrs. Farrow (Chair), plus all serving members of the FULL Council on an ex-officio basis until further notice.**

The Guildhall,  
Axminster,  
Devon.

26 November 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 2<sup>nd</sup> December 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).**

**SF24/067**

**To note members of this committee present:**

**SF24/068**

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

LGA 1972 S.85 (1)

**SF24/069**

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

*Continued Overleaf*

**SF24/070**

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.*

**SF24/071**

To consider and, if thought fit, to approve the minutes of the Strategy & Finance Committee meeting held 28<sup>th</sup> October 2024 and to consider any matters arising from those minutes.

**SF24/072**

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 SF24/083 (incl.) as shown below].

**Strategy & Finance Business to be considered:****SF24/073**

To receive a report from the RFO on the outcome of the recent meeting with the internal auditor (to undertake the interim internal audit for this authority) and to consider the recommendations in their report.

**SF24/074**

To note progress with the ongoing FY24-25-26 Town Council risk management & assessment review; RFO to present verbal report.

**SF24/075**

To consider a request from RFO that the UTB MultiPay card limit be increased to £5000.

**SF24/076**

To receive a further update report from RFO in relation to the SWR CCIF grant project taking into account the recent interventions and discussions with SWR as to potential use of funds in accordance with their CCIF project criteria.

**SF24/077**

To receive a report from RFO in relation to the EDDC CAP24 grant funding agreement and to consider progress with the project completion (Guildhall De-carbonisation and Energy Efficiency).

**SF24/078**

Committee to receive most recent Bank Reconciliation, Balance Sheet and Summary (Budget) report (financial information) as per recommendation of FULL Council.

**SF24/079**

To receive draft budget forecast from RFO for FY25-26 with anticipated reserves data for FY24-25 and to consider recommendations to FULL Council on 9<sup>th</sup> December 2024 for the setting of the annual budget and precept for the forthcoming financial year.

**SF24/080**

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

*Continued Overleaf*

**SF24/081**

**To note the date of future scheduled meetings of this committee;**

24<sup>th</sup> February 2025 (provisional).

Additional meetings may be required if other matters of urgent business need to be considered.

**SF24/082**

*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.*

**Committee business to be considered in Part Two:**

**SF24/083 (IC)**

**To consider update report on matters pertaining to tenancy agreements between the Town Council and 3<sup>rd</sup> party commercial tenants;** to bring members up-to-date on legal discussions, advice received and responses. *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.*

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

Yours sincerely,

*Paul Hayward*

**Town Clerk**

**26<sup>th</sup> November 2024**