

# 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.

19 February 2025

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 24<sup>th</sup> February 2025**

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).**

**SF25/001**

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

**SF25/002**

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

LGA 1972 S.85 (1)

**SF25/003**

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

**SF25/004**

**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*

**SF25/005**

To consider and, if thought fit, to approve the minutes of the Strategy & Finance Committee meeting held 2<sup>nd</sup> December 2024 and to consider any matters arising from those minutes.

**SF25/006**

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 SF25/020 to 021 (incl.) as shown below].

**Strategy & Finance Business to be considered:**

**SF25/007**

To receive a report from the RFO on forthcoming meeting with the internal auditor (to undertake the end-of-year Full Internal Audit for this authority).

**SF25/008**

To receive an updated 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).

**SF25/009**

Committee to receive most recent Bank Reconciliation, Balance Sheet and Summary (Budget) Monitor report for Q1 to Q3 and partial Q4 (financial information) as per recommendation of FULL Council.

**SF25/010**

To consider draft wording of Council's annual budget and precept statement for the forthcoming financial year.

**SF25/011**

To consider report from RFO on previous and anticipated Cemetery income, and potential future revenue and capital expenditure (as per recommendation of the Internal Auditor).

**SF25/012**

To consider virements between reserve funds in light of anticipated expenditure within cost centres prior to financial year end.

**SF25/013**

To consider the RFO statement on Council's Investments, Deposits and Reserves incl. the draft FY24-25 CIL Statement (subject to revision and finalisation by 31<sup>st</sup> March 2025)

**SF25/014**

To consider and review the Council's draft Internal Financial Control Review for FY25-26.

**SF25/015**

To consider and review the Council's adopted Investment and Borrowing Strategy Policy

*Continued Overleaf*

**SF25/016**

**To note progress with the ongoing FY24-25-26 Town Council risk management & assessment review and to consider draft Risk Management / Assessment Report;**  
*RFO to present report.*

**SF25/017**

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

**SF25/018**

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

28<sup>th</sup> April 2025

2<sup>nd</sup> June 2025

28<sup>th</sup> July 2025

29<sup>th</sup> September 2025

27<sup>th</sup> October 2025 (initial budget and precept review)

1<sup>st</sup> December 2025 (draft budget)

5<sup>th</sup> January 2026 (budget finalisation)

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

**SF25/019**

*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:****SF25/020 (IC)**

**To consider update report on matters pertaining to allotment assets and amenities.**

(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.*

**SF25/021 (IC)**

**To consider update report on matters pertaining to The Old Courthouse.**

*RFO to present report.*

*As this agenda item relates to commercially sensitive business, 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**

**19<sup>th</sup> February 2025**