

# AXMINSTER TOWN COUNCIL

**Members of the Committee: Cllrs. Farrow (Presiding Chair), plus all serving members of the FULL Council until further notice.**

The Guildhall,  
Axminster,  
Devon.

17 July 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 28<sup>th</sup> July 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).**

**SF25/052**

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

**SF25/053**

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

LGA 1972 S.85 (1)

**SF25/054**

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

**SF25/055**

**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*

**SF25/056**

To consider and, if thought fit, to approve the minutes of the Strategy & Finance Committee meeting held 2<sup>nd</sup> June 2025 and to consider any matters arising from those minutes.

**SF25/057**

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 SF25/066 and 67(IC) as shown below].

**Strategy & Finance Business to be considered:****SF25/058**

Update on administrative actions relating to the Annual Governance and Accountability Return (AGAR) for FY25-26 will contain a new assertion (A10) noting that the Town Council will be required to conform to the eight new actions as laid out in the JPAG guidance document for 2025; RFO to provide a report on compliance resource and timescales.

**SF25/059**

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

**SF25/060**

To consider proposals for hardware/software upgrades to facilitate user online/digital donations towards Guildhall costs (to be considered in conjunction with the Business Plan Financial Agenda item below).

**SF25/061**

To consider a first draft of the nascent Guildhall Business Plan FY25-28 and to review the draft financial report as directed by Full Council on 14<sup>th</sup> July and decide upon further actions.

**SF25/062**

To consider what direction Committee wishes to take re: creation of draft budget / expenditure plan for FY25-26, and to instruct RFO accordingly to prepare a budget plan/proposal that accords with these directions.

**SF25/063**

To consider any matters considered as urgent by Presiding Chair or Proper Officer for discussion/notation only.

**SF25/064**

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

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.*

**SF25/065**

A committee 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:**

**SF25/066 (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.*

**SF25/067 (IC)**

**To consider update report on matters pertaining to improved/upgraded play facilities/amenities at Millwey Rise and Cloakham Lawns.**

*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**

**17<sup>th</sup> July 2025**