

AXMINSTER TOWN COUNCIL

To: Cllrs. Farrow (JF) (Chair), Price (JP) (Vice-Chair), Ashkettle (JA), Dowdeswell (MD), Dunsbury (RD), Hayward (AH), Hurren (WH), Leat (SL), Norman (LN), Osborn (RO), Paice (EP), Walden (JW), Warwick (TW) and Willey (DW).

The Guildhall,
Axminster, Devon

18th March 2026

Dear Councillor,

You are hereby summoned to attend an EXTRAORDINARY Meeting of the FULL Town Council which will take place on **Thursday, 26th March 2026 at 7.30pm** at The Guildhall, West Street, Axminster (*to immediately follow the earlier meeting of the Town Council's Employment Committee, commencing at 7.00pm*).

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 wait to be invited to speak by the Chair. Voting will normally take place by show of hands and the Chair will indicate the votes have been noted.

Members and the public are reminded that **remarks and representations must be addressed through the Chair of 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 Assessment Management** policy.*

The Chair to highlight the Guildhall's fire exits and fire precautions for those present.

Open Public Forum session (for a duration to be agreed by Chair presiding)

EFC26/083

To note those members present:

EFC26/084

To note and, if thought fit, to approve apologies for absence (and reasons thereof):
(LGA 1972 s.85 (1))

EFC26/085

To note the members of Council who are neither present nor whose absence has been approved (as above); to receive any other apologies for absence:

Continued Overleaf

EFC26/086

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.

EFC26/087

To consider any additional 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. [See EFC26/093 to 094(IC)]

EFC26/088

To consider matters pertaining to the Town Council's Annual Risk Management Assessment and Review, as per Council's annual governance procedure; Clerk/RFO to provide report to Council.

i) Members to consider any revisions/amendments/deletions from the draft risk assessment report and to then consider whether to adopt / agree the report for inclusion with the Annual Governance and Accountability Review (AGAR) for financial year 2025-2026 (year ending 31st March 2026).

EFC26/089

To consider matters pertaining to Assertion Ten (10) of the Annual Governance and Accountability Review (AGAR) for financial year 2025-2026, as per Council's annual governance procedure; Clerk/RFO to provide report to Council.

i) To consider review/adoption of relevant policies.

ii) Assurance to electors that the following matters have been complied with, or that the Town Council is taking steps to provide that assurance through good working practice, policy and procedure:

- A council-owned domain based official email address and website
- A website that accords with current accessibility regulations
- An adopted and approved local authority IT policy
- Confirmation of compliance with current GDPR and DPA responsibilities as set out by the ICO.

EFC26/090

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

EFC26/091

To note date of next Ordinary scheduled meeting of the FULL Town Council.
Monday 13th April 2026 - 7pm at The Guildhall.

EFC26/092

Recommendation: that the press and public be excluded from the meeting for the following items of business under Section 100(A)(4) of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Schedule 12A of the Act namely, the financial affairs or business affairs or employment affairs of the Town Council by virtue of the fact that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Continued Overleaf

Other Council Business to be considered (Part TWO – Confidential)

EFC26/093 (IC)

To consider an urgent matter pertaining to Town Council Employees

This matter is considered confidential due to the nature of the subject to be discussed.

EFC26/094 (IC)

To consider an urgent matter pertaining to Guildhall operational requirements

This matter is considered confidential due to the nature of the subject to be discussed.

With no further business to be considered, the presiding Chair of the Council will close the meeting.

Paul Hayward

Town Clerk / 18th March 2026

Under the Openness of Local Government Bodies Regulations 2014, members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings.

No prior notification is needed but it would be helpful if you could let the Chair, or Clerk, know that you plan to film or record so that the necessary arrangements can be made to provide reasonable facilities for you to report on meetings.

This permission does not extend to parts of meetings which are not open to the public. You should take all recording and photography equipment with you if a public meeting moves into a session which is not open to the public.