

Axminster Town Council

Office Hours
Monday, Wednesday, Thursday
10am – 12 noon

Mayor: Cllr Jill Farrow
Town Clerk: Paul Hayward

www.axminstertowncouncil.gov.uk



THE GUILDHALL
WEST STREET
AXMINSTER
DEVON
EX13 5NX

Tel. 01297 32088

Email: Clerk@axminstertowncouncil.gov.uk

Axminster Town Council: Minutes of the extraordinary meeting of the FULL Council.

MINUTES APPROVED 13th April 2026; Part ONE version (redacted)

Held at The Old Courthouse Minster Room on Monday 30th March 2026 at 7.00 p.m.

Present: Cllrs. Farrow (JF) (Chair), Price (JP) (Vice-Chair), Dowdeswell (MD), Dunsbury (RD), Hayward (AH), Norman (LN), Paice (EP) and Walden (JW).

(Meeting was deemed quorate with eight members present).

Town Clerk, Paul Hayward (PH)

No members of the public were present.

Chair highlighted the building fire precautions and alerted those present to the fire exits.

i) Open Public Forum session (limited to 15 minutes or as otherwise agreed by Chair presiding).

There were no public representations.

No members of Council wished to speak in public forum.

The Chair subsequently closed the public forum session of the meeting at 7.01pm

EFC26/095

To note members of Council present:

Councillors in attendance at meeting are shown above.

EFC26/096

To note and, if thought fit, to approve apologies for absence and reasons therefore:

Apologies received from:

Cllr. Ashkettle. Reason for absence noted and accepted.

Cllr. Leat. Reason for absence noted and accepted.

Cllr. Osborn. Reason for absence noted and accepted.

Cllr. Warwick. Reason for absence noted and accepted.

Cllr. Willey. Reason for absence noted and accepted.

*The Chair proposed that absences and reasons for absence be approved. Seconded by JW.
Resolved unanimously.*

Continued overleaf

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EFC26/097

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

Councillor Hurren was absent. Noted.

EFC26/098

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:

A declaration at this point does not preclude the need for members to declare any additional interests that they may become aware of during the course of this meeting.

Cllr. David Willey has been afforded a dispensation relating to the hire of the Guildhall venue (Section 33 of The Localism Act 2011) on the 9th February 2026 [Reason: that Councillors considered it appropriate to grant a dispensation for other reasons (E)]; this dispensation will remain in force until the member resigns, or until May 2027, whichever comes first. No further declarations of interest made by members present.

EFC26/099

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 EFC26/105]

None raised at this time other than those already listed on the agenda for Part Two discussion.

EFC26/100

To further consider matters pertaining to the Town Council's Annual Risk Management Assessment (RMA) and Review, as per Council's annual governance procedure; *Clerk/RFO provided a verbal report to Council to support the draft review document. Members reviewed the draft version of the RMA and made changes and revisions as necessary (Clerk: Please retain a record of these revisions for the review by the Internal Auditor).*

After assessment, and review, the substantive RMA was proposed for approval and adoption by JW, seconded by the Vice-Chair. Resolved unanimously.

Chair thanks RFO for their work and time on preparing the RMA for member's review. Noted.

Continued overleaf.

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EFC26/101

To further 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 provided a verbal report to Council.

Following on from the previous extraordinary meeting of the FULL Council held on Thursday 26th March at which these matters were previously discussed, the Clerk and admin team had been working on refinements and revisions to both the policy structure, the Council's email systems and the Council's website to ensure compliance with Assertion 10 in the forthcoming AGAR submission for FY25-26. The following matters were considered:

- i) To consider review/adoption of relevant policies and documents (namely, IT Policy, Privacy Policy, CCTV Policy, a Publication Scheme and a Website Accessibility Statement)
- ii) Members to receive 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, by virtue of the following measures and actions.

Assurance that the Town Council has: -

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

After review of the documents provided, it was proposed by JW, seconded by the Vice-Chair, that the Town Council was confident that it could provide a positive assurance on the AGAR (when completed and signed) for Assertion Ten (10) matters. Resolved unanimously.

RFO: Please note and update website and Policy Register accordingly.

EFC26/102

To consider any matters considered as urgent by the presiding Chair for notation only.
The Chair asked Clerk for progress report on repair and repainting of town gateway signage.

Continued overleaf

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EFC26/103

To confirm the date of the next scheduled FULL meeting of the Town Council on Monday the 13th of April 2026, and other Council committee meeting dates.

- i) Employment Committee – 20th April 2026 - 7pm
- ii) Strategy & Finance Committee – 27th April 2026 - 7pm
- iii) Annual Meeting of the FULL Town Council – 18th May 2026 – 7pm start.

As there was no Part Two business to discuss, agenda items EFC26/104 and EFC26/105 were not heard or considered.

With no further business to deal with, the Chair closed the meeting at 8.30pm.

Signed Date: 13th April 2026

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Held at The Old Courthouse Minster Room on Monday 30th March 2026 at 7.00 p.m.

APPROVED

This section of the minutes is left deliberately blank.