

AXMINSTER TOWN COUNCIL

The Guildhall,  
Axminster,  
Devon.

5 August 2020

Dear Councillor,

You are hereby summoned to attend a virtual meeting of the Town Council which will take place on Monday, 10<sup>th</sup> August 2020 at 7.00 p.m using remote conferencing technology as authorised by the regulations set out in Clause 78 of the Coronavirus Act 2020.

**DETAILS FOR JOINING THIS MEETING ARE:**

Join Zoom Meeting

<https://us02web.zoom.us/j/88142111926>

Meeting ID: 881 4211 1926

Members and the public are reminded that **remarks must be addressed through the person chairing the meeting**. To assist in this process, please have a piece of card or something similar that you can raise to show that you wish to speak, then wait to be invited to speak by the Mayor.

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.

1. TO RECEIVE AND APPROVE APOLOGIES.

2. TO NOTE OTHER MEMBERS NOT PRESENT.

3. DECLARATIONS OF INTEREST.

4. TO RECEIVE AND IF THOUGHT FIT APPROVE AND ADOPT MINUTES OF MEETING HELD ON MONDAY 13<sup>th</sup> JULY 2020: To be presented by the Town Mayor – i) approve for accuracy. ii) adopt as policy.

5. FINANCIAL MATTERS:

a. To approve payments for July.

b. To receive report from Responsible Financial Officer.

6. UPDATE ON PROPOSALS REGARDING SOLAR POWERED VEHICLE ACTIVATED SIGN:  
Cllr. Adamson-Drage to speak.

7. UPDATE ON DISTRICT COUNCIL PROPOSALS FOR RE-OPENING OF TOWN CENTRE:  
Town Clerk to speak.

8. UPDATE ON AXMINSTER COMMUNITY EMERGENCY RESPONSE.

9. UPDATE ON SAFER TOWNS INITIATIVE: Town Mayor to speak.

10. REPORT ON DOING WHAT MATTERS CONSULTATION WITH DEVON COUNTY COUNCIL HIGHWAYS: Town Clerk to speak.

11. TOWN FORUM: The duration of this to be at the discretion of the Town Mayor.

12. TO CONSIDER MATTERS ARISING FROM MINUTES OF 13<sup>th</sup> JULY 2020

13. MATTERS OF URGENCY: To consider matters not detailed on the agenda but agreed by the Presiding Chairman as being matters of urgency.

14. COMMITTEE REPORTS: To receive and, if thought fit, approve and adopt the reports, copies herewith, of the following committees:

- a. EMPLOYMENT: Dated 23rd June 2020, to be presented by the Chairman of the Committee, Cllr. Farrow -i ) approve for accuracy. ii) adopt as policy.
- b. Matters arising from above meeting.
- c. PLANNING: Dated 13<sup>th</sup> July 2020, to be presented by the Chairman of the Committee, Cllr. Mrs. Leat. – i) approve for accuracy. ii) adopt as policy.
- d. Matters arising from above meeting.
- e. BUILDINGS AND FINANCE: Dated 27th July 2020, to be presented by the Chairman of the Committee, Cllr. Young. - i) approve for accuracy. ii) adopt as policy.
- f. Matters arising from above meeting.
- g. PLANNING: Dated 27th July 2020 to be presented by the Chairman of the Committee, Cllr. Mrs. Leat. – i) approve for accuracy. ii) adopt as policy.
- h. Matters arising from above meeting.

15. UPDATE ON OFFICE RE-ARRANGEMENTS AND OTHER COVID RELATED MATTERS:

Town Clerk to speak.

16. UPDATE ON PROPOSAL THAT THE WAR MEMORIAL BE CLEANED IN LINE WITH METHODOLOGY APPROVED BY WAR MEMORIALS TRUST.: Town Clerk to speak.

17. CORRESPONDENCE

THIS PART OF THE MEETING WILL END AT 8.30. P.M.

To be taken In Committee:

THIS SECTION OF THE MEETING WILL HAVE A DIFFERENT CODE AND WILL START AT 8.45 P.M.

If appropriate, Deputy Mayor 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.

18. TO CONSIDER QUOTES RECEIVED: among which

- a. Preparation of specification for remedial works to Old Courthouse.
- b. Works to improve electrical metering at Old Courthouse.

19. STAFFING MATTERS:

20. TENANCY MATTERS:

21. INSURANCE MATTER:

Yours sincerely,

*Hilary Kirkcaldie*  
TOWN CLERK