**AXMINSTER TOWN COUNCIL**

MINUTES OF A MEETING OF THE VIRTUAL BUILDINGS AND FINANCE COMMITTEE HELD AT 7.00 p.m. ON MONDAY, 26th OCTOBER 2020

1. PRESENT: Cllr. A.L.Young (Town Mayor), Cllr. J.J. Farrow, (Deputy Mayor), Cllr. Mrs. S.L.N.Leat, Cllr. M.D.G. Spurway, Cllr. J.W. Walden, the Town Clerk, the Administrative Assistant 0 members of the public, 0 representative of the press.
2. APOLOGIES/NOT PRESENT: Cllr. M.N. Adamson-Drage, Cllr. Doherty, Cllr. A.E. Bourner, Cllr. Featherstone, Cllr. D.J. Moore Cllr M. Mynard and Cllr. A.G. Sedgewick and the Deputy Town Clerk/Responsible Financial Officer.
3. DECLARATIONS OF INTEREST:

CLLR. YOUNG, IN HER CAPACITY AS GUILDHALL MANAGER FOR WHICH SHE DECLARES A PECUNIARY INTEREST, HAS A DISPENSATION TO SPEAK ON MATTERS RELATING TO THE GUILDHALL PROVIDED THE PECUNIARY INTEREST IS NOT OF OVER-RIDING SIGNIFICANCE, ALSO A PERSONAL INTEREST AS A MEMBER OF THE ROYAL BRITISH LEGION.

CLLRS. FARROW, LEAT AND SPURWAY EACH DECLARED A PERSONAL INTEREST AS BEING MEMBERS OF THE AXMINSTER GUILDHALL MANAGEMENT COMMITTEE IN RESPECT OF ANY ITEMS RELATING TO THE GUILDHALL.

CLLR. FARROW DECLARED AN INTEREST AS BEING A MEMBER OF AXMINSTER TWINNING ASSOCIATION AND A GOVERNOR OF AXMINSTER COMMUNITY PRIMARY ACADEMY AND AS A JOINT TENANT OF A TOWN COUNCIL ALLOTMENT AT WOODBURY PARK ALLOTMENTS

CLLR. WALDEN DECLARED A PERSONAL INTEREST AS A MEMBER OF THE LOCAL GOVERNANCE COMMITTEE OF AXMINSTER SECONDARY SCHOOL, AXMINSTER SKATE PARK C.I.C. AXMINSTER JOB CLUB AND AXMINSTER TWINNING ASSOCIATION.

4. MINUTES OF MEETING HELD ON 28TH SEPTEMBER 2020: had not yet been approved and adopted by the Town Council, will be signed by the Chairman at a later date.

5. MATTERS ARISING FROM MINUTES OF ABOVE MEETING: At item 8, all applicants had been notified regarding their grants. Cllr. Walden said that he had not been able to make contact with the Health and Safety expert. It was not known if Cllr. Featherstone had any further information regarding a small compressor and other items of equipment.

6. PUBLIC FORUM: None.

7. COVID 19 RELATED ADJUSTMENTS: no new arrangements were required.

8. FINANCIAL MATTERS

a) Prioritisation of Works Based on Health and Safety: following discussion, Cllr. Young, seconded by Cllr. Farrow, proposed that the Town Clerk proceed with putting in place the requisite consents preparatory to getting the work done whenever it was determined that the work be done.

b) Budget Preliminaries – Equipment Needs for Coming Year: it was not know whether Cllr. Featherstone had met the Handyman and Lengthsman. That will be arranged on any evening or a Saturday.

c) Lap Top for Town Clerk: Cllr. Young, proposed that advice be sought from the technical advisors and that a budget of £1000 be set. Cllr. Farrow seconded the proposal. Carried.

9. PROPERTY RELATED MATTERS

a **Guildhall**: the wiring for the new office for the Manager will be installed later in the week.

b **Old Courthouse**

1. General Update on Repairs: the Town Clerk had circulated a report on the fire which had broken out overnight at the Arts Café. She said that a huge debt of thanks was due to the neighbours who had been so prompt in summoning help as this had kept the damage done to a minimum. Further aspects relating to this incident were referred into committee.

No other matters were raised.

**c Cemetery**

1. Chapels – the Town Clerk said that since the repairs to the roofs, there had been no ingress of rain. The contractor had not yet submitted a bill.

**d Amenities**:

1. Allotments – the Administrative Assistant gave a report on the status of various tenants. Once the position is clarified she will contact the contractor regarding the removal of the asbestos from all sites.
2. War Memorial – The Town Clerk reported that the Listed Building Consent had been granted and the scheduled work would start in the following week.
3. Jubilee Field – Cllr. Walden, Cllr. Farrow and the Town Clerk will attend the site meeting with officers of the District Council. The Town Clerk was asked to seek confirmation from the District Council that responsibility for future maintenance of the balancing tanks would lie with the Management Company and not the Town Council. It was agreed that there was no suitable location on Castle Hill to enable fulfilment of a request for a seat there.
4. Design for Sponsored Flower Feature – Cllr. Walden, seconded by Cllr. Young proposed that the designs be approved. Agreed.
5. Seats/Benches – Cllr. Walden proposed that this year’s benches, in the Glasdon Lowther pattern, be placed in the old bus stop inlet into a wall at Chard Road and that one be placed at the junction of Cherry Tree Road and Flax Meadow Lane. Cllr. Young seconded the proposal. Agreed. A letter will be sent to the appropriate people to seek agreement for these locations.
6. Litter Bin at Wainhomes Play Area – Cllr. Walden said that the District Council no longer takes on responsibility for new play areas on development sites. No waste bin provision was required by the Section 106 agreement. He felt that such a bin was needed. He proposed that this be done. Cllr. Young proposed an amendment to state that a plaque be placed on the bin to say that it had been provided by Axminster Town Council. Cllr. Leat spoke against the provision of litter bins as non-provision would encourage the public to take their litter home. She said that there would be similar request from other areas. Cllr. Leat said that a notice asking people to take their litter home would be more acceptable. Cllr. Walden pointed out that there were no litter bins anywhere on the estate. He said that it was a health issue involved. The Administrative Assistant suggested that the volunteer be asked to litter pick in that area. Cllr. Walden offered to find out whether there was a volunteer on the estate in question who could cover the area and see if that worked. Cllr. Young said that putting a litter bin in place showed that the Town Council was responding to public requests. The matter will be placed on the Town Council agenda. Cllr. Farrow will try to locate a supply of equipment which had been provided to a litter picking group which had since disbanded.
7. Bus Shelters – the Deputy Clerk is in contact with a firm which may be able to effect the repairs to the bus shelter in Trinity Square. That at Raymonds Hill had been repaired.

11. MATTERS OF URGENCY: None.

Cllr. Farrow proposed 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. Cllr. Leat seconded the proposal. Agreed.

12. QUOTES FOR PROPOSED WORKS:

a) Risk Management Training – nothing to report.

b) Stonework – sufficient quotes still to b obtained.

c) Weedwand – Cllr. Walden reported that the items he had thought were cordless were not in fact so. Further consideration will be given to one operated by gas cylinder.

d) Mapping – paperwork has all been completed.

13. TENANCY MATTERS:

a) Old Courthouse – Arts Cafe: the Town Clerk had circulated an update following the fire on 19th October. No outcome from the forensic reports had been received. Contacts were being established with loss adjustors. There was discussion regarding a “pop-up” café operated from the Senior Ctizens’ Centre premises. Cllr. Walden favoured giving the tenants as much support as possible. The Mayor said that stipulated conditions be agreed should be agreed as to how such a pop up would operate, such as tea, coffee, soup and rolls only. Following lengthy discussion it was agreed that the Town Clerk would explain to the tenants that various options would be available once the situation regarding the current tenancy of the Senior Citizens’ Centre had been determined.

It was agreed it was agreed, proposed Cllr. Young, seconded Cllr. Walden, that as all external investigations had been concluded the garden would be re-opened with immediate effect but the licensed area would be cordoned off. The tenants would be advised that should it be necessary to do so to enable further clear up, the garden could be closed again for no more than two days with prior notice being given to the public.

b) Senior Citizens’ Centre: Further communication was awaited from Axminster Care Service regarding the continuation or otherwise of the lease.

14. STAFFING MATTER: Nothing to raise.

Signed ........................................................................................ Date .............................................