

Brixham Town Council

Minutes of the Meeting of Evaluation Committee

held at Furzeham meeting Room, Brixham Town Hall on 19th October 2017 at 7.00pm

Present: Cllrs P Addison, R Clarke, S Clutterbuck, D Giles & J Stock.

Attending: Tracy Hallett, Town Clerk.

17048. Apologies.

Apologies received from Cllr I Carr.

17049. Declarations of Interest.

None.

The Declarations of interest register was available to sign.

17050. To accept requests for dispensation.

There were no dispensation requests made.

17051. Minutes of the meeting held on 19.10.17.

The minutes of the meeting held on 19.10.17 were **resolved** and signed as correct.

17052. To hear an update on the General Data Protection Regulation and to agree a plan to prepare for the changes and how the Council will meet its obligations.

Members were advised of the new General Data Protection Regulation and how this might affect the Town Council. It was agreed to take the following actions:

- Officers to attend a training course to get a better understanding of the new GDPR

The need to:

- appoint a Data Protection Officer
- update privacy notices on all booking / application forms
- update the data protection policy
- update the model publication scheme

17053. To consider adopting a capability policy.

Minor changes were made and it was agreed to recommend to Full Council for adoption.

17054. To approve the licence agreement between TDA and BTC for the Shoalstone Overflow Car Park

Members reviewed the licence agreement and agreed to request the following changes:

(2) remove 'until 31st July 2018 or'. This is sufficient to ensure that the license continues until such time that Torbay Council give notice.

(4) This implies that BTC can only operate it as a car park which is fine in the summer season, but would like to open up other revenue streams for the winter months.

(6) BTC will be assigning this to Shoalstone Pool CIC which is a management company owned by BTC.

(8) Shoalstone Pool CIC will be insuring the premises. Requested clarification as to why employer's liability insurance is required.

(10) remove responsibility for the trees or rockface.

(13) include 'Licensor must respond within 14 days and requests will not unreasonably be withheld'. This summer signs were erected and someone removed them all. Whilst it is unsure who did this, Torbay Council should ensure that all personnel at Torbay / TOR2 are aware that Shoalstone Pool CIC will be managing the car park

(19) requested clarification

It was also agreed that wording should be included to give the licensee the right to request the removal of the skip permanently if they cannot comply with the agreed location and the locking of the gate.

17055. To agree the Youth Genesis Service Level Agreement

It was agreed that members would re-read the agreement and advise by email to the Clerk if they were happy to proceed.

17056. To hear an update on the office relocation

Members were advised that the officers had moved into the new area. A small amount of work was still required to provide a secure area for the Clerk to work at a cost of £300. Members requested that an Information board or leaflet stand was positioned at the reception desk to house Torbay Council leaflets as well as Town Council agendas for the next meeting.

17057. To agree the shortlist and interview panel for the Receptionist Vacancy

Members were advised that 50 applications had been issued and 13 completed forms returned. It was agreed that the shortlisting will take place on 31st October at 10.30am and the interviews will take place on 9th November.

The Shortlist and Interview panel members were agreed as Cllrs Clarke, Addison and Giles. Cllr Clutterbuck advised he was available should someone not be able to make it. However, members requested that an email was issued to all councillors to give them an opportunity to be on the panel. The panel will only consist of 3 members.

17058. To hear an update on personnel matters

Members were advised that since moving 3 weeks ago the office had received over 170 phone calls, visitor numbers have increased as the office is easier to find and emails remain high with an average of 30–40 emails per day. Members were advised that there are 130 unread emails in the inbox, which officers are trying to get to, at the same time as dealing with the increased level of workload from every committee.

Mr Kenyon has recently accepted a job and at this stage only advised verbally. The Clerk asked for agreement to increase the Administrative Assistant role to full time and to advertise the position as soon as a written letter of resignation had been received.

Members considered the request and after debate resolved to increase the position to a full-time contract on SCP 08. It was also agreed to include staff levels and their duties in the budget consultation.

17059. Items for the next agenda

- Workload
- Councillors Performance
- Vacancy updates
- Strategy Document
- Policy Reviews
- GDPR update
- Update on Youth Genesis SLA

The meeting closed at 9:00pm

Chairperson Date.....