

# Brixham Town Council

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## Minutes of the Meeting of Evaluation Committee

held at Furzeham meeting Room, Brixham Town Hall on 11<sup>th</sup> December 2017 at 7.00pm

**Present:** Cllrs P Addison, R Clarke, D Giles, M Morey & J Stock.

**Attending:** Tracy Hallett, Town Clerk.

**17060. Apologies.**

Apologies received from Cllr I Carr and S Clutterbuck. Cllr Morey substituted for Cllr Clutterbuck.

**17061. Declarations of Interest.**

None.

The Declarations of interest register was available to sign.

**17062. To accept requests for dispensation.**

There were no dispensation requests made.

**17063. Minutes of the meeting held on 11.12.17.**

The minutes of the meeting held on 11.12.17 were **resolved** and signed as correct.

**17064. To consider adopting the following policies.**

CCTV

Amendments were made and it was agreed to recommend to the Full Council meeting.

Stress

It was agreed to defer this until the next meeting

**17065. To review the Council Strategy Document 2016-2019.**

The document was reviewed, changes were made and it was agreed to recommend to Full Council.

**17066. To consider and approve the licence agreement between TDA and BTC for the Shoalstone Overflow Car Park**

Cllr Morey declared a non-pecuniary interest.

Members were updated and that there are three unanswered items to be resolved including the location of the skip. Members were advised that a wall is under bad repair which restricts the use of the barrier and without a barrier, they are unable to consider other uses during the winter season.

**17067. To evaluate the performance of the Town Councillors**

Members were updated with issues that have taken place recently with Councillors and recommended that a training event took place in the New Year. It was agreed that a training event should take place and that, if possible, a member from an outside body should be present to help with the training. The Clerk to set a date.

Training should involve Councillor Duties, Code of Conduct, attendance and engagement at meetings.

**17068. To review the Town Council representatives on outside bodies**

It was reported that Youth Genesis have requested two representatives to attend as follows:

One on their Board

One on their youth group meetings to encourage youth engagement with Council activities

It as **agreed** to recommend to Full Council.

**17069. To consider a request that copies of all correspondence as a result of agreed resolutions are issued to Councillors**

A discussion took place and it was **agreed** that the Clerk would continue to send out a copy of a letter if a Councillor requested it and not as a general rule. Updates will continue to be reported to the relevant Council meeting.

*It was **resolved** to extend the meeting until 9.30pm.*

**17070. To hear an update on the Council vacancies**

Administrative Assistant

Applications had been received and a meeting date had been agreed for 21<sup>st</sup> December. The interview panel to be Cllrs Addison, Clarke and Stock.

Receptionist

It was reported that the initial job offer had been withdrawn due to unsatisfactory references. The second applicant was still interested and the Clerk was waiting for a second satisfactory reference. It was **resolved** to accept a verbal reference if a written one wasn't forthcoming

It was further **agreed** that in the future a reference form will be issued to referees.

**17071. To hear an update on personnel matters**

Staff levels

There are only two staff members – one full time and one part time.

Work is being prioritised and there may at times be a requirement not to answer the phone to ensure deadlines are met. Priority has been identified by what is urgent verses what is important and from this, items that need immediate action will be worked on first. It is likely that some Councillors will be disappointed that what they class as being important may not be top of the list as far as Officers are concerned.

Workload

It was reported that the new IT system is working well and there has been a positive impact with a lot of administration time being saved. However, this has been offset against the increased volume of work. Training is still ongoing but due to staff shortages it has been delayed until January. As reported at the last Evaluation meeting, the volume of emails, telephone calls and people coming to the office has increased substantially in the last 2.5 years.

At each Evaluation Committee the Clerk tries to convey the pressures Officers are under and a list of current work requirements for each committee are attached to these minutes. It was agreed to review the list once the Receptionist and Administrative Assistant posts had been filled with the aim to achieve a better picture once a full complement of staff are working in the office.

**17072. To consider any training requirements**

Members were advised that DALC are holding two GDPR training courses in 2018. It was agreed to booking both The Town Clerk and Deputy Town Clerk on the course along with Cllr Clarke.

**17073. Items for the next agenda**

- Workload
- Policy Reviews inc Stress
- Strategy Document priorities

The meeting closed at 9:30pm

Chairperson ..... Date.....

## **Workload**

### **General**

- Lengthsman
  - Time sheets/ job requests/ staff management / prospective SLA with neighbouring Parish Councils
- Office administration:
  - Town Hall – enquiries, tenants & issues
  - Emails – Receiving 40 to 50 per day
  - Telephone/ visitors
  - Seaworks – enquiries and diary management
  - Correspondence / post
  - Assisting public
  - Room bookings – including showing people around if they have not visited before, setting meeting rooms up for their requirements
- Allotments
  - Inspections / rentals / waiting lists / invoicing
- Edge training & understanding
- Newsletter
  - Receiving articles / checking articles / preparation / advertisers / invoicing
- Staff training & management
- Finance
  - Invoicing / checking expenditure invoices / processing / vat returns / bank reconciliations / bank payments
- Meetings
  - Torbay Council / TDA / SLCC / Councillors (Brixham & Torbay) / Community Partnership Chairs
- Shoalstone
- Community Sports Pitch – Enquiries to express an interest in managing the community sports pitch. No further details available at the moment as a Community Agreement has not been agreed between Torbay Council and Northern Trust.

### **Full Council**

- Central Car Park
- Twinning
- Oxen Cove Development
- Public Transport to Torbay Hospital
- Community Governance Review

### **Evaluation**

- Policies including Policy Working Group
- Promotion of Council
- Personnel & Staff welfare
- Partnership working – ie Youth Genesis SLA
- Councillor Conduct
- Evaluation of Workload

## **F&GP**

- Agendas & Minutes
- Approval List Reporting
- Expenditure Against Budget Reporting
- Check accuracies in Edge & revise budget values accordingly
- Check bank account regularly
- Produce bank statement for main account
- Check balances on remaining accounts
- Allotment updates
- Grants
- Information Point
- Brixham Museum
- Budget setting

## **Planning & Regeneration**

- Agendas & Minutes
- Article 4
- Applications, Reports
- Planning presentations (time consuming and can take up to 4 days of solid work)
- Heart of SW Productivity response
- Highways

## **Community Services**

- Agendas & Minutes
- Tesco Bags of help grant
- Red telephone boxes
- Christmas – wash up meetings & future planning
- Defibrillator
- Bank Lane Toilets
- WW1 celebrations
- Operation London Bridge (due to go on agenda)

## **Town Hall Sub Committee**

- Agendas & Minutes
- Town Hall Maintenance
- Checks on utilities, SLAs, Contracts
- Tenant checks
- Theatre – dealing with current issues and supporting new Theatre group

## **Town Hall Innovation Working Group**

Feasibility Study – including regular meetings with Architect, grant funding, stakeholders