

Brixham Town Council

Date of issue: 8th February 2018

Members of the **Evaluation Committee** you are hereby summoned to attend a meeting
on **Thursday 15th February 2018 at 7.00pm**
Conference Room in the Town Council Office, Brixham Town Hall
for the purpose of transacting the following business:

Attendees should be aware that the proceedings of this meeting may be filmed, photographed or recorded.

Members of the public are invited to address the Committee between 7.00pm and 7.10pm.

Agenda

1. To accept apologies for absence through the clerk
2. To make any Declarations of Interest in items on the agenda
3. To consider any requests for Dispensation on agenda items
4. To accept the minutes of the Evaluation Committee meeting held on 11.12.17
5. To consider adopting the following policies
 - Stress
 - Town Centre Managed Sites
 - In Kind Support Policy
 - Roles and Responsibilities of Council Representatives on Outside Bodies
6. To agree a Strategy Priority list taken from the Strategy Document 2016-19
7. To consider and approve the licence agreement between TDA and BTC for the Shoalstone Overflow Car Park
8. To consider how to promote the Town Council
9. To consider a request to work in partnership with Torbay Community Development Trust
10. To hear an update on the Council vacancies
 - Agree shortlist and interview panel for the Administrative Assistant vacancy
 - To agree a job description for the Information Point Officer
11. To hear an update on personnel matters
 - Workload
12. To consider any training requirements
13. To present items for the next agenda

Signed ... *Tracy Hallett*..... Clerk to Brixham Town Council

All Councillors are invited to attend this committee meeting and contribute.

Committee members: Cllrs Addison, Clarke, Carr, Clutterbuck, Giles & Stock

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