

Brixham Town Council

Minutes of the Meeting of Evaluation Committee

held at Furzeham meeting Room, Brixham Town Hall on 15th February 2018 at 7.00pm

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

Attending: Tracy Hallett, Town Clerk.

17074. Apologies.

None.

17075. Declarations of Interest.

Cllr Clarke declared a pecuniary interest on item 10.

The Declarations of interest register was available to sign.

17076. To accept requests for dispensation.

There were no dispensation requests made.

17077. 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 with the following change:

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

17078. To consider adopting the following policies.

Stress

Following changes, it was agreed to recommend to Full Council.

Roles and Responsibilities of Council Representatives

Following changes, it was agreed to recommend to Full Council

17079. To consider reviewing the following policies.

Town Centre Managed Sites

It was agreed that no changes are required. Agreed to advertise in the Signal that anyone wishing to use Fore Street need to book it with Brixham Town Council. The Clerk is to also check with DALC whether or not a Council can charge political parties.

In Kind Support Policy

Agreed amendments.

17080. To review the Council Strategy Document 2016-2019.

It was agreed that a Strategy Group meeting will be held to consider priority projects for the new year. The Clerk to email all members to give them an opportunity to join the group.

17081. To consider and approve the licence agreement between TDA and BTC for the Shoalstone Overflow Car Park

The Clerk advised the queries had all been resolved apart from the location of the Skip. It was recommended that a car park space should be clearly labelled 'SKIP' to ensure that there was avoidance of doubt where the skip should be positions. Members were advised that SPL CIC were unable to obtain indemnity insurance for £10m and it was agreed to request that the Indemnity Insurance should be £5m. If this was agreed by Torbay Council it was **resolved** that the document can be signed by the Clerk.

17082. To consider how to promote the Town Council

Members were advised that Press will no longer be attending Full Council meetings due to changes in management. It was agreed the Council will issue more press releases, advertise on social media and seek advice from neighbouring local authorities. It was further agreed that all community groups should publish the support from the Town Council following receipt of financial support.

17083. To consider a request to work in partnership with Torbay Community Development Trust

Members were advised that this was put on the agenda following a request made at a Full Council meeting. It was agreed to contact the Torbay Community Development Trust (TCDT) and ask for more detail on their request to work in partnership with the Town Council. Although it was noted that there are many instances that the Council is already working with TCDT.

17084. To hear an update on the Council vacancies

Administrative Assistant

Members were updated following the poor response in November and that a further advert had been released in February. Shortlisting will take place week beginning 26th March, interviews will take place on 12th March. Panel to be Cllrs Addison, Stock and Giles with Cllr Clutterbuck to substitute for Cllr Giles for shortlisting.

Information Point Officer

It was agreed to rename the post to Information Assistant. Changes were made to the job specification.

It was **resolved** to offer the job internally. If this is not filled, then it will be advertised externally.

Contract of Employment

It was resolved to change the probationary period from 3 months to 6 months.

Agreed to extend meeting for half an hour

17085. To hear an update on personnel matters

Workload

Members were advised that the sickness bug had hit the office hard leading to a back log of work. The new member of staff had fitted in well, but this is leading to more backlogs due to time being taken to train her up.

Further training had taken place on the new Project Management software and this is seeing a positive impact with a lot of administration time being saved. The most recent module was for Planning. Workload is still exceptionally high. 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.

Meeting commitments are increasing and the Clerk has now been invited participate in several meetings with Torbay Council Officers.

17086. To consider any training requirements

First Aid – this has previously been agreed but was put on hold due to staff shortages. However, there is a need for the Information Assistant to also be trained, which will support the Museum.

17087. Items for the next agenda

- Workload
- Policy Reviews
- Strategy Document priorities
- Councillor tablets
- Staffing Levels

The meeting closed at 9:20pm

Chairperson Date.....