

Brixham Town Council

Minutes of the Meeting of the F&GP Committee held in The Furzesham Meeting Room, Brixham Town Hall on 6th June 2018 at 7.00 p.m.

Present: Cllrs P Addison, I Carr, D Giles, M Morey and J Stock.

Also present: Tracy Hallett, Town Clerk.

18065. To elect a Chairperson.

Cllr D Giles was elected unopposed as Chairperson.

18066. To elect a Vice Chairperson.

Cllr J Stock was elected unopposed as Vice Chairperson.

18067. Apologies for absence through the clerk.

Cllrs M Day and J Regan.

18068. Declarations of Interest.

None

The Declarations of Interest register was available to sign.

18069. To consider any requests for Dispensation on agenda items.

None

18070. Minutes of the meeting held on 02.05.18

The minutes and the confidential notes of the meeting held on 04.04.18 were **resolved** and signed as a true copy following two minor changes as follows:

18060 Remove 'and' in the title

18062 Remove 'see notes'

18071. To approve the committee meeting dates for 2018 / 19

The following dates were agreed:

15.06.18	03.08.18	12.10.18
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30.11.18	11.01.19	01.03.19
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10.05.19		
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18072. To consider payment of the invoices contained in the Expenditure Transaction Approval List.

All invoices were considered, and it was **resolved** to pay the invoices as detailed on the approval list.

18073. To discuss and note the bank statement and financial budget comparison.

The statements and expenditure against budget and Town Hall reports were discussed and noted. Members were advised of the balances on the 32-day notice account, Business Instant Access account, CCLA Deposit Fund and Cambridge and Counties account and that all bank statements were to remain confidential.

18074. To hear an update on the Insurance Policy

Members were advised that the insurance policy has been renewed without any changes due to Brixham Theatre CIO advising that they will cover the Town Council equipment within their insurance policy.

18075. To consider any grant applications, grant feedback and Community Project Fund requests.

Brixham Junior Sailing Club CIO

It was agreed to grant £1,000 to Brixham Junior Sailing Club. However, members requested that the club was reminded that they should not rely on grants from Brixham Town Council every year to purchase new equipment.

Individual

It was agreed to grant of £520 for the electronic digital compass and one to one coaching. However, members requested that the Mr Connor was reminded that he should not rely on grants from Brixham Town Council every year, but the Town Council would help him source other funding opportunities.

18076. To hear an update on the Information Point

Members were advised that the Information Assistant:

- will be registering the Information Point as an official Tourist Point with the English Riviera
- The English Riviera have also provided a stand and tourist leaflets
- The press release has been issued and she is now working on ways to increase the footfall
- The Museum volunteers have had training on how to use the kiosk
- Advise has been given on advertising and this will be followed up once the Information Point is established
- Will be organising an official opening in July
- Has been advised that there is an income opportunity by displaying posters in windows. Whilst there is insufficient space in the Museum, there are windows in the Function Room that could be utilised

As with any new service there are some teething problems and the Clerk and Information Assistant are working with the Museum to amicably resolve.

18077. To consider any allotment issues

Members were advised that an old shed that has been left abandoned has had an inspection which resulted in confirmation that the roof was made of asbestos. Quotes had been obtained and the cheapest option was to remove the whole shed for a cost of £400. It was **resolved** to instruct the contractor to remove the shed.

Members were advised that the insurance claim regarding a fallen tree at Dixons Land has now been closed by the Council insurance company.

In a bid to help allotment holders dispose of their waste responsibly, the Administrative Assistant had been in contact with skip companies to obtain quotes. Unfortunately, this was proving difficult due to the restricted access. An alternative option was to hire a local firm to provide a pick up truck and dumpy bags, but the cost of which would be £350 per full load, plus £10 per hour to assist in loading the waste into the truck.

Members were advised that the Deputy Clerk had started a report on the future management of the allotments which had lead to other issues that needed to be considered. The Clerk advised on some of these issues and it was agreed that a working group made up of the Deputy Clerk or Administrative Assistant, Councillors Carr and Stock as well as one representative from each allotment site should be called to discuss the issues and report to the next F&GP meeting.

18078. To present any items for the next agenda

- Information point
- Allotments
- P&R request
- Assets

The meeting closed at 8:35pm

Chairperson

Date