

Brixham Town Council

Minutes of the Meeting of Evaluation Committee

held at Conference meeting Room, Brixham Town Hall on 26th April 2018 at 7.00pm

Present: Cllrs R Clarke, I Carr, D Giles & J Stock.

Attending: Tracy Hallett, Town Clerk.

18000. Apologies.

Cllrs Addison & Clutterbuck.

18001. Declarations of Interest.

Cllr Clarke declared a pecuniary interest on agenda item 8.
The Declarations of interest register was available to sign.

18002. To accept requests for dispensation.

Cllr Clarke requested dispensation on discussions for Torbay Community Development Trust.

18003. Minutes of the meeting held on 15.02.18.

The minutes of the meeting held on 15.02.18 were **resolved** and signed as correct with the following change.

18004. To hear an update on the General Data Protection Regulations (GDPR).

Members were advised that there is no longer a requirement to appoint a Data Protection Officer. However, the Clerk is carrying out an Audit of information held within the Council Offices and currently updating consent forms, which will be rolled out to allotment holders, grant applications and any other application forms that the Council have set up. A new form will also need to be created for anyone wishing to join the Allotment Waiting List. The Clerk advised that in order to ensure good practice, a company should be employed to carry out a GDPR audit and ensure that the Council is working within the new requirements. It was agreed that the Clerk should obtain quotes and report back to members.

18005. To discuss and consider purchasing tablets for Councillors use.

Members discussed advantages and disadvantages for purchasing tablets. The main point being that it would help the Clerk update their calendars, save paper and printing. The Clerk to speak to Torbay Ward Councillors to find out how they find using a tablet. It was also agreed to investigate costs of appropriately sized tablets and new email addresses for each Councillor with the view to roll out to two Councillors for a trial period, before rolling out to all Councillors should the trial be successful.

18006. To consider adopting the following policies.

Standing Orders

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

Committee Terms of Reference

Following changes, it was agreed to recommend to Full Council

18007. To consider Service Level Agreements:

Brixham Does Care

Changes were made and the Clerk will email the draft document to Brixham Does Care for them to consider with the aim of recommending the SLA to the next Full Council meeting.

Brixham Heritage Museum

Changes were made and the Clerk will email the draft document to Brixham Heritage Museum for them to consider with the aim of recommending the SLA to the next Full Council meeting.

Torbay Community Development Trust (Community Bus)

It was agreed not to set up an SLA but there still needs to be a clear statement of how the Town Council money will be spent to support the community bus.

Youth Genesis

No changes were made to the draft Service Level Agreement and it was agreed to recommend to Full Council.

Brixham Theatre CIO

Changes were made and the Clerk will email the draft document to Brixham Theatre CIO for them to consider with the aim of recommending the SLA to the next Full Council meeting.

It was agreed to extend the meeting for half an hour.

Brixham Foodbank

Changes were made and the Clerk will email the draft document to Brixham Foodbank for them to consider with the aim of recommending the SLA to the next Full Council meeting.

18008. To hear an update on the Council vacancies

Administrative Assistant

The admin assistant started on 16th April and has fitted in well with the team. The Clerk and Deputy are training her and she will be clerking the Town Hall Sub Committee.

Information Assistant and Receptionist

Members were advised that the Town Council Receptionist has accepted the position of Information Assistant which commenced 16th April.

18009. To hear an update on personnel matters

Workload

Members were advised that the workload is still very high and the Clerk and Deputy are not seeing any benefits with new Admin Assistant just yet due to the time taken to train her. However, once she is trained this will change. She will be clerking the Town Hall Sub Committee, which not only relieves a committee from the Clerk, but also the workload associated with it including liaising with contractors and tenants as well as dealing with maintenance issues. The new GDPR has increased workload and the Clerk is working closely with Torbay Development Agency regarding the Town Centre Masterplan. The Clerk is also attending an increased level of meetings including Oxen Cove, Torbay Council Chief Executive, plus other meetings such as the Port Masterplan and Brixham Theatre CIO.

Strategy Document

Cllr Giles reported that he was experiencing difficulty in arranging a mutually convenient meeting with other members of the working group. It was agreed that this should be carried out via email to ensure that the Council can agree a list of priorities for projects within the strategy.

Lengthsman

Members were advised that the Town Lengthsman's 12 month contract was due for renewal. Members **resolved** to extend the contract for a further 12 months.

Payscale

Members were advised that the National Employers had agreed new rates of pay commencing 1st April 2018 and 1st April 2019. Members were also advised that from 1st April 2019 the SCP rates were being renumbered. Members noted the new rates of pay.

18010. To consider any training requirements

GDPR.

18011. Items for the next agenda

- Workload
- Policy Reviews
- Strategy Document priorities
- Reporting back from Clerk meetings

The meeting closed at 9:35pm

Chairperson Date.....