

# Brixham Town Council

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## Minutes of the Meeting of the F&GP Committee held in The Furzham Meeting Room, Brixham Town Hall on 4<sup>th</sup> July 2018 at 7.00 p.m.

**Present:** Cllrs P Addison, D Giles, M Morey, J Regan and J Stock.  
Also present: Tracy Hallett, Town Clerk.

**18079. Apologies for absence through the clerk.**  
Cllrs I Carr and M Day

**18080. Declarations of Interest.**  
Cllr Addison declared a pecuniary interest on agenda item 5.  
The Declarations of Interest register was available to sign.

**18081. To consider any requests for Dispensation on agenda items.**  
None

**18082. Minutes of the meeting held on 06.06.18**  
The minutes and the confidential notes of the meeting held on 06.06.18 were **resolved** as a true copy with the following changes:  
18071: Incorrect dates were printed. The correct dates are:

04.07.18	01.08.18	05.09.18
03.10.18	07.11.18	05.12.18
09.01.19	06.02.19	06.03.19
03.04.19	01.05.19	

18076: Change 'Advise' to 'Advice'

**18083. To consider payment of the invoices contained in the Expenditure Transaction Approval List.**  
Cllr P Addison left the chamber for transaction number 10514. It was agreed to pay the invoice to The Handyman.

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

**18084. 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.

It was agreed that the Clerk should do a report for the next meeting to show interest rates and to show where reserve moved money could be moved to a high interest account.

It was noted that the report had not updated following changes to some of the revised column. The Clerk to issue a revised report before the next meeting.

**18085. To note the Town Hall balance sheet for the last three financial years**  
The balance sheet was noted. However, it was noted that the grant fund to one tenant is not shown in the balance sheet. It was agreed that the balance sheet should be updated showing the grant funding and reissued to members for their information.

**18086. To consider any grant applications, grant feedback and Community Project Fund requests.**

No grant applications had been received, but feedback had been received from Mr Myers, Play Torbay and Brixham Junior Sailing Club.

**18087. To hear an update on the Information Point**

- Members were advised that the Information Point is now registered as an official visitor information point with the English Riviera.
- There had been teething problems with internet connection and this has been resolved, but whilst it is running slowly, it is working to the maximum efficiency.
- We were offering the facility to apply for parking permits online
- The official launch date will be Friday 20<sup>th</sup> July and it was agreed to invite the following
  - Town Councillors
  - Torbay Mayor
  - Torbay Chief Executive
  - Brixham Ward Councillors
  - Chamber of Commerce – Chair & Tourism representatives
  - English Riviera BID representative

It was **agreed** to fund the provision of tea, coffee and biscuits during the launch

- Consideration for the cost of advertising on the kiosk was discussed and members were advised a report will be provided for the next meeting outlining income generating possibilities. Members were also asked to consider offering those who advertise in the Signal the opportunity to advertise on the interactive kiosk as a special rate.
- Members also requested details of costs for purchasing small flag banner to put at the front of the museum.

**18088. To consider any allotment issues**

Members reviewed the report and thanked the Deputy Clerk for the helpful information contained within. Members considered the recommendations and it was resolved to carry out the following:

Phase One (Priority)

- A letter will to be sent to all tenants informing them of the future management plans for the allotments sites. Tenants will be invited to contact the Town Council to offer suggestions for consideration.
- The clearing plots of all DIY construction, waste, glass and carpets as the plot becomes vacant should begin with immediate effect.
- Provide a skip at Wall Park allotments to give tenants an opportunity to dispose of waste excluding green waste. A date to be decided by Officers and is likely to be in the autumn period.
- Provide a waste collection service over two weekends at Dixons Land. Each designated weekend will be collecting listed waste materials.
- Invite contractors to tender for the contract of managing the hedges, trees, boundaries and clearance of the ‘no man’s’ land at Dixons and Wall Park allotment gardens.
- Obtain quotes for the installation of mains fed water to Mount Pleasant Road allotments.
- Obtain quotes for the installation and purchase of notice boards at all sites.
- Update tenancy agreements with:
  1. Clearer wording outlining the process of obtaining permission to install ANY structure on allotments sites and what materials can be used. It should also emphasise that fruit cages should not be larger than the size of the fruit bush.

2. Glass – Allowed in greenhouses or cold frame only. No loose glass and broken glass to be replaced immediately. Commercially made only, no DIY greenhouses or cold frame permitted.
3. Discourage use of carpets due to the potential chemical seepage into the soil. No plastic backed carpet permitted.
4. A change in the wording on the enforcement procedure. An explanation on the process of enforcement if a tenant has previously received Enforcement Notice 1 & 2 (ENF1 / 2) ie if they receive ENF 1 and 2 but clear their plot, should the plot revert to a poor condition within 6 months, ENF2 will be issued without the need to issue ENF1.
5. Consider a refundable deposit for new allotment holders that will cover the cost of plot clearance in the event that there is a build up of waste.

Phase Two

- Establish a Community Orchard / Nature area at Dixons Land once the dense overgrowth has been cleared.
- Obtain quotes to re-establish hedgerows at Wall Park allotments using traditional hedgerow species of tree.
- To investigate best methods of access for disabled persons.

**18089. To present any items for the next agenda**

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

**18090. Confidential**

It was **resolved** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

**18091. To hear an update on asset request**

Members considered the information obtained to date.

The meeting closed at 8:37pm

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