



Brixham Town Council

First Floor, Brixham Town Hall,
New Road, Brixham, TQ5 8TA

01803 859678 info@brixhamtowncouncil.gov.uk

Town Clerk: Mrs Tracy Hallett

12th October 2018

Dear Councillors

You are invited to attend a meeting of the Evaluation Committee, which will be held in the **Conference Room of Brixham Town Hall** on **Thursday 18th October 2018** commencing at **7pm**

If you are unable to attend this meeting, or will be late in arriving, please inform the Council offices as soon as possible.

From 7pm to 7.10pm residents are invited to give their views and question the Town Council on issues on this agenda or raise issues for future consideration before the start of the Town Council meeting. Members of the public may not take part in the Town Council meeting itself.

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

Agenda

1. Opening of the Meeting

2. Apologies

To receive apologies and to approve reasons for absence

3. Declarations of Interest

In accordance with the Code of Conduct, members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Town Clerk within 28 days of the change.

4. Minutes

To consider the approval of the minutes of the last meeting held on 26th July

5. Policies

To consider adopting the following policies:

Data Protection Policy 2018

Maternity, Paternity and Adoption

Leave

6. Service Level Agreements

To hear an update on the Service Level Agreements and to agree on options should agreements not be met.

7. Working Group Terms of Reference

To consider and agree making changes to the Town Hall Regeneration Terms of Reference

8. Training

To hear an update following the DALC Annual Conference
To agree any training request

9. Council IT Equipment

To consider and agree to purchase additional IT equipment

10. 2019/20 Budget

To consider and agree the staff salaries and Councillor allowance budgets

11. Personnel Matters

To agree to exclude members of the public and press
To discuss, consider and agree any personnel matters

12. Items for future agenda

Each Councillor is requested to use this opportunity to raise items for future agendas.

Signed

Tracy Hallett

Town Clerk to Brixham Town Council

12th October 2018

Date of next meeting: 31st January 2019

Committee Members:

Councillors P Addison, I Carr, R Clarke (C), S Clutterbuck, D Giles, J Regan (VC)