

Brixham Town Council

Minutes of the Meeting of Evaluation Committee

held at Conference meeting Room, Brixham Town Hall on 18th October at 7.00pm

Present: Cllrs P Addison, R Clarke, D Giles & J Regan.

Attending: Tracy Hallett, Town Clerk.

18025. Apologies.

Cllrs I Carr and S Clutterbuck.

18026. Declarations of Interest.

None.

The Declarations of interest register was available to sign.

18027. To accept requests for dispensation.

None

18028. Minutes of the meeting held on 26.07.18.

The minutes of the meeting held on 26.07.18 were **resolved** and signed as correct with the following amendment:

Cllr P Addison was in present

The confidential notes were resolved as correct.

18029. Policies.

Data Protection Policy 2018

Minor changes were made, and it was **agreed** to recommend to Full Council that the policy is adopted.

Maternity

Minor changes were made, and it was **agreed** to recommend to Full Council that the policy is adopted.

Paternity

Members queried whether there should be an opportunity of claiming back the pension contributions and if LGBT+ should be included. The Clerk to ask South West Councils and report back to the next meeting.

It was **agreed** that the policy should be split into three separate policies.

Adoption

It was **agreed** to recommend to Full Council that the policy is adopted.

Leave

The policy was deferred to next meeting

18030. Service Level Agreement

Brixham Theatre

Members were advised that a meeting will be held in November to start negotiations on the SLA.

Brixham Does Care

Members were advised that the SLA had now been signed.

Brixham Foodbank

Members were advised that the Clerk is due to have a meeting with a member of the Foodbank to discuss the queries they had raised.

Service Level Agreement Policy / Procedure

It was **resolved** that the Policy Working Group should consider a procedure on dealing with service level agreements.

18031. Working Group Terms of Reference

It was **resolved** to amend the Town Hall Regeneration terms of reference to give the the Town Clerk delegated powers to liaise with Chair of the Town Hall Sub Committee or any other Councillor that is part of the committee for quick decision making to ensure that opportunities relating to funding and the development of the plans are not unnecessarily delayed. The results of which should be reported to the next available Town Hall Sub Committee meeting.

18032. Training

DALC Annual Conference

Members were advised the Clerk and Cllr Clarke attended the DALC Annual Conference. Cllr Clarke advised that she attended the GDPR & Social Media workshops and the Town Clerk advised that she attended the Encouraging Election Engagement and Strategic conversations workshops.

It was **resolved** that the Clerk and Deputy can attend the DALC Budgets and Precept Training on 30th October.

18033. IT Equipment

It was **resolved** that new equipment should be purchased and best values should be sought in order to reduce the proposed expenditure.

18034. 2019/20 Budget

Deputy

It was **resolved** to increase the Deputy hours to full time & start the consultation for a new job description to take effect from 1st April. A recommendation for the increased budget will be made to the Finance and General Purposes Committee.

Lengthsman

It was **resolved** to increase the lengthsman hours to a full-time equivalent position. A recommendation for the increased budget will be made to the Finance and General Purposes Committee.

Receptionist and Information Assistant

It was **resolved** that the two positions should be merged due to difficulties in being able to differentiate between the two roles.

Financial Officer

It was **resolved** not to accept the proposals for a Financial Officer.

Facilities Officer

Members agreed in principle that there is an opportunity to bring the service in house. Further investigation should take place in order to ensure that clear savings can be made.

Members noted that there are a number of the public requesting pension verifications and it was further **resolved** that the Community Services Committee should consider whether or not to charge for this service.

*It was **resolved** to extend meeting for half an hour.*

Members Allowance

Members considered the options and based on the possibility there could be 12 new Councillors from May, it was **resolved** to set a budget for £2,250, which is based on 75% of Councillors claiming an allowance at Tier 1.

18035. To hear an update on personnel matters

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.

18036. Items for the next agenda

- Workload
- Policy Reviews
- SLA update
- Policy WG
- Job Descriptions

The meeting closed at 9:32pm

Chairperson Date.....