

# Brixham Town Council

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## Minutes of the Meeting of the Community Services Committee held at Brixham Town Hall on 29<sup>th</sup> October 2018 at 7.00pm

**Present:** Cllrs P Addison, R Clarke, J Wilbraham J Regan

**Also present:** L McGuirk, Deputy Town Clerk and four members of the public.

**17199. To accept apologies for absence.**

Cllrs V Campbell and M Morey.

**17200. To make any Declarations of Interest.**

None.

**17201. To consider any requests for Dispensation on agenda items.**

None.

**17202. To agree the minutes of the meeting held on the 24<sup>th</sup> September 2018**

The minutes of the meeting held on the 24<sup>th</sup> September 2018 were **agreed** and signed by the Chairperson. All agreed.

**17203. Time & Tide Bell**

It was proposed to lift Standing Orders to allow a member of the public to give an update to members regarding the Time & Tide Bell project– all **agreed**.

A suitable location for the bell has now been decided. The bell will be located near the Breakwater where there is sufficient rock bed to secure the frame.

Donations have been received from Brixham Community Partnership and Coraline Health. Other sources of funding have not been pursued yet, the approximate cost of the project is £10,000.

There are Fifteen bells proposed to be located around the UK shoreline. It is hoped the bells will form part of the curriculum in schools. The next step is to raise awareness within the local's schools.

It was **agreed** to reinstate Standing Orders.

**17204. Youth Genesis Trust**

A report has been received from Youth Genesis Trust which forms part of the conditions of their Service Level Agreement (SLA). Members discussed and noted the contents of the report.

**17205. To hear an update on the Lanterns, Lights & 'luminations event.**

Members were updated by the deputy clerk:

**Event Management meeting:** The meeting was attended by Torbay Council Events Team, Brixham Deputy Harbour Master, Paignton Harbour Master representing Public Safety Advisory Group (PSAG), PC Dave Thomas of Brixham Police, Rick Worthy of Born Hectic Events, Torbay Council Highways and Martyn Hodge. The meeting was very positive and all aspects relating to the management of the event were scrutinised. A volunteers briefing will be held on the day of the event at 4pm in the Scala Hall.

**Budget:** Members discussed the Christmas lights contributions received to date from local businesses and looked at the remaining funds in the budget.

**Christmas light repairs for 2018:** The cost of repair to the 'Welcome to Brixham' and the 3 ships displays is £220.00. The lighting contractors have advised the pontoon display '3 Ships' requires complete refurbishment if it is to be used in future years.

**Christmas Lights 2019:**

It was proposed to lift Standing Orders to allow members of the public to discuss the 'Light up Brixham' campaign. All **agreed**.

Members of the community advised members they are working on a campaign to 'Light up Brixham' working in partnership with the Town Council to improve and expand the Christmas lights in the town in 2019 and beyond. To date a crowdfunding page has been set up which has over £1000. A website is being designed.

The group intend to officially launch the campaign on the 24<sup>th</sup> November at the Lanterns, Lights & 'luminations event.

Members were shown several designs that the group have been working on so far. The priority for 2019 will be to replace the pontoon display and encourage businesses in the town to get involved through sponsorship of lights.

The deputy clerk advised members that we are in year two of a three-year rental contract with Lamps, tubes and Illuminations and consideration must be given to locations and infrastructure.

Members thanked the group for attending and were enthusiastic with the idea. It was resolved to re instate Standing Orders.

**17206. To hear an update on the plans for the end of WW1 Celebration event being held in the Scala Hall on the 10<sup>th</sup> November 2018.**

Members were updated by the deputy clerk:

- **Budget:** Members reviewed and noted the budget. There are still some items to be purchased before the event.
- **Update:** Ticket uptake has been poor from the Community Groups and tickets will now be offered to the wider community. The deputy Clerk will check with the food providers the latest date confirmation of numbers will be accepted. The Scala Hall will be decorated on Friday 9<sup>th</sup> November at 10am. Councillor Clarke has offered to help along with two members of the Royal British Legion. The event is being advertised on social media sites and notice boards.

**17207. Litter report 35-2018**

Members discussed report 35-2018 - Provision of litter picking equipment. It was **agreed** to accept the first recommendation contained in the report:

1. Based on the advice received from DALC it is recommended that the Town Council does not purchase litter picking equipment for use on an adhoc basis.

Members supported the remainder of the recommendations (listed below) in principle subject to a consultation in the next edition of the Brixham Signal to ascertain support for the project. Feedback from the consultation will be taken back to the Community Services Committee for discussion.

2. Adopts a volunteer litter picking scheme 'Keep Brixham Beautiful'
3. Produces a Risk Assessment template.
4. Produces a Guidance package.
5. Requests a budget to purchase necessary equipment.

**17208. To hear an update on the Lengthsman**

- **Equipment issue:** Members were updated on the current situation with the multi tool which has been with the repairers since the 2<sup>nd</sup> August. The tool has not been repaired and the office has been experiencing difficulties communicating with the repair shop owner. The office has requested to collect the tool as a timescale for repair cannot be given. The owner who has notified the office it can only be collected between 5pm and 5:30pm during the week. Cllr Addison requested it was investigated whether the item can be left with a neighbouring business so that it can be collected at a more convenient time. The repair shop owner has indicated they will abandon the tool outside their premises if it is not collected.
- **Budget update:** Members discussed the Lengthsman budget and noted the cost of fuel and mobile phone to date. The current list of equipment cost was not available.

**17209. Dog Fouling**

A letter received from a member of the public regarding the inadequate signage relating to dogs at Breakwater beach was read to members.

It was **agreed** to reply to the resident and advise them that the Town Council takes the issue of dog fouling seriously and has discussed the matter on numerous occasions, however it is the responsibility of Torbay Council as the local authority to enforce dog fouling. The deputy clerk was requested to ask Torbay Council how often the dog warden is in Brixham and request feedback on the number of fines issued or direct action that is taken. It was further resolved to ask the Harbour Authority to put up signs 'Dog Watch Area' all **agreed**.

**17210. Budget Requirements**

Members were asked by the deputy clerk to consider the budget requirements in the following areas:

- **Seasonal Display:** Cllr Clarke abstained from the discussion and voting on the seasonal display budget. It was **agreed** to request £21,000 which includes a small increase to cover the cost of inflation.
- **Lengthsman:** Members discussed the potential increase in the provision of the service and the impact it would have on equipment, fuel, uniform, training, vehicle insurance/ maintenance etc. It was **agreed** to request £4,000.
- **Information point:** Members discussed the current spending requirements and it was **agreed** the budget should not increase and remain at £1,500

It was resolved to make the above budget recommendation to the F&GP Committee.

**17211. Website security and HTTPS**

Members were informed of a requirement to upgrade the security of the Town Council website. The effect of the upgrade is to change the web address from <http://www.brixhamtowncouncil.gov.uk/> to <https://www.brixhamtowncouncil.gov.uk/> indicating that the uses encryption, and the browser will also display a padlock symbol.

The cost of the upgrade is £13+VAT per year for a digital security certificate, and a one-time fee of £75+VAT for ensuring that all the links within the site are secure. Once the site has been upgraded no further action is required other than to renew the certification each year. The cost of the certificate will be added to the annual hosting/ content management licence/ email fee, which will increase from £67+VAT to £80+VAT per year from the next hosting renewal.

It was **agreed** to recommend to Full Council to proceed with the upgrade of the Town Council website.

**17212. Date of next meeting**

The next Community Services Committee meeting will be held on Monday 19<sup>th</sup> November 2018.

**17213. To put forward items for the next agenda.**

- CERT
- Lengthsman
- Red Telephone Box project
- Lanterns, Lights & 'luminations
- Waste working group
- WW1 Celebrations
- RNLI presentation
- D Day June 2019
- Dog Fouling update
- Public Safety Advisory Group.

There being no further business Chairperson closed the meeting at 20:50

Chairperson.....

Date.....