

Brixham Town Council

Minutes of the Meeting of the Community Services Committee held at Brixham Town Hall on 25th February 2019 at 7.00pm

Present: Cllrs P Addison, R Clarke, J Wilbraham, J Stockman, J Regan and D Giles

Also present: L McGuirk, Deputy Town Clerk and two members of the public

19017. To accept apologies for absence.

Cllr M Morey. Cllr D Giles substituted for Cllr Morey.

19018. To make any Declarations of Interest.

None.

19019. To consider any requests for Dispensation on agenda items.

None.

19020. To agree the minutes of the meeting held on the 14th January 2019

The minutes of the meeting held on the 14th January 2019 were **resolved** as a true record.

19021. Christmas Lights 2019

It was **resolved** to lift standing orders to allow representatives of 'Lighting up Brixham' to address the members.

Lighting up Brixham has been formed by two residents who have a vision to put Brixham on the map as the brightest town in the South West. The initiative involves fundraising and encouraging residents and businesses to decorate their property as well as encouraging businesses to sponsor larger displays.

Members discussed the project in regard to infrastructure, contractors, insurance responsibilities, storage, maintenance and agreed further investigations are required into practicalities. The deputy clerk raised concerns regarding purchase of lights instead of rental. The Town Council currently rents the Christmas lights over a three-year period.

The Deputy Clerk will continue to liaise with Lighting up Brixham and report back to the committee. It was **agreed** to in principle support the project. Cllr R Clarke abstained from voting.

Councillors thanked the representatives for their hard work to date and were impressed with the project.

It was **resolved** to reinstate Standing orders.

19022. Lanterns, Lights & 'luminations event 2019

The Deputy Clerk updated members on a meeting that had taken place with Born Hectic Events:

- Proposed increase in the fee charged to the Town Council from £3,000 to £3500. This is partly due to rising costs in the management of the road closure.
- A later event start time of 2pm.
- The Lantern Parade starting at 5:30pm.
- The fireworks launching at 6:30pm.

Members discussed whether Born Hectic would be willing to organise fundraising in the community towards the cost of the event. The Deputy Clerk was asked to investigate.

Cllr Giles informed members that during a recent interview with Breeze Radio station, they had enquired about possible involvement with the Lanterns, Lights & 'luminations event. The Deputy Clerk was asked to try and make contact with Breeze FM to discuss.

The Deputy Clerk updated members on the current budget and projected budget for 2019/20.

19023. Christmas lights store

The annual lease renewal for the Christmas lights store has been received. It was **agreed** to proceed with the lease for the period 1st January to 31st December 2019.

19024. Civic Award

No nominations have been received yet, the deadline for nominations is the 30th April. An article is due to be placed in the April Signal.

It was **resolved** to review the Civic Award criteria at the next Community Services Committee meeting.

19025. Bunting

Members discussed report 07-2019. It was **resolved** to proceed with the recommendations contained in the report, subject to an amendment to the first recommendation:

1. Purchase replacement bunting at a maximum of £1,800 (the amount left in the seasonal display budget).

A request should be submitted to the Finance & General Purposes Committee for the cost of the bunting to be taken from the 2019/20 Community Projects Fund.

2. Incorporate Middle Street as part of the bunting contract.

Members discussed preferred colour options 1. Multi or 2. Red, white and blue. The Deputy Clerk will decide based on best value.

All **agreed**.

19026. Keep Brixham Beautiful

Members discussed report 10-2019. Concerns were raised about officer coordination of the event due to the high workload and accrual of hours at the weekend. The Deputy Clerk stated that Councillor support is required to make a success of the project. Members discussed the option of the Lengthsman co

ordinating the scheme for future dates. It was **resolved** to progress with the recommendations contained in the report subject to a minor amendment to recommendation 5.

1. Adopt the community litter picking scheme 'Keep Brixham Beautiful'.
2. Accepts the offer of assistance from TOR2.
3. Adopts the draft risk assessment. *Subject to minor amendments made and compliance with the HSE Risk Assessment guidance.*
4. Adopts the draft guidance notes.
5. Agrees the proposed dates.
Members agreed to proceed with the first date as a trial.
6. Agrees to the proposed zones.

Members requested contact is made with the member of public who originally contacted the Town Council to request litter picking equipment and ask whether they wish to be involved with the scheme.

The Deputy Clerk updated members that the Town Council has registered with the Keep Britain Tidy project. A successful request for 1000 free refuse bags has been made.

19027. Snow Warden scheme/ Brixham Emergency working group

Members discussed report 03-2019. It was **resolved** to accept the recommendations contained in the report.

It was further **agreed** that the Policy Working Group should produce guidelines on expenditure of the fund as outlined in recommendation 9 below:

1. Continue to monitor the winter weather alerts received from Torbay Council and take necessary action.
2. Monitor and clear drains.
3. Monitor grit bins, advising Torbay Council when they are running low.
4. Review existing grit bin locations and request Torbay Council provide additional bins if necessary.
5. Purchase a large grit bin and grit to be located at the Town Hall for use by the Lengthsman and Facilities Manager.
6. Improve communication within the Community, raise awareness of where grit supplies are located and its proper use.
7. Holds an event in the Town Hall inviting the community to attend to ascertain if there is sufficient support within the community to amend the existing community flood plan to an Emergency Plan. If there is sufficient support, a new working group should be formed with one of their tasks being to seek funding in order to ensure that members of the working group carry out training.
8. Gives the Town Clerk or Deputy Town Clerk in her absence delegated authority to spend the Town Emergency Fund held in the Town Council's earmarked reserves.
9. Adopts a policy / procedure on what the Town Emergency Fund is expected to be spent on.

19028. Lengthsman

Members were informed the temporary Lengthsman is continuing to cover the role in Brixham and Kingswear.

Equipment:

The strimmer has been successfully repaired by the Facilities Manager.

Warning lights for BTC van:

Warning lights are due to be purchased for the Town Council van as part of ensuing the vehicle is Chapter 8 compliant. The Deputy Clerk is meeting with representatives of TOR2 shortly to discuss specification.

Kingswear Parish Council:

The Deputy Clerk is due to meet with representatives of the above to review the current contract and discuss possible renewal for 2019/20.

Gardening service:

Members discussed an opportunity to offer a gardening service to Brixham residents, with a subsidised service offered to the elderly or disabled.

It was **resolved** to investigate the project further. The Deputy Clerk should prepare a report, including staff costings/ administration for the Community Services Committee to consider.

Budget

Members heard a budget update for equipment/ materials and vehicle/ insurance.

19029. Date of next meeting

The next Community Services Committee meeting will be held on Monday 8th April 2019.

19030. To put forward items for the next agenda.

- Water fountain.
- Gardening service
- Lengthsman
- Red telephone project
- Lanterns, lights & 'luminations
- Light Up Brixham
- RNLI presentation

There being no further business Chairperson closed the meeting at 9:00pm

Chairperson.....

Date.....