

# Brixham Town Council

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## Minutes of the Meeting of Evaluation Committee

held at Conference meeting Room, Brixham Town Hall on 5<sup>th</sup> March 2019 at 9.30am

**Present:** Cllrs R Clarke, S Clutterbuck, D Giles and J Regan.

**Attending:** Tracy Hallett, Town Clerk.

**19000. Apologies.**

Cllrs P Addison and J Regan.

**19001. Declarations of Interest.**

None.

The Declarations of interest register was available to sign.

**19002. To accept requests for dispensation.**

None

**19003. Minutes of the meeting held on 31.01.19.**

The minutes and the confidential notes of the meeting held on 31.01.19 were **resolved** and signed as correct.

**19004. Personnel Matters.**

Pension Re-enrolment date

Members were advised that it is a legal requirement for Brixham Town Council to re-enrol staff on the pension scheme and that Torbay Council have advised that they will carry out this work on behalf of Brixham Town Council. It was agreed to adopt the same re-enrolment date as Torbay Council.

**19005. PART B**

It was **resolved** to exclude the members of the public and press due to the nature of the business about to be discussed.

**19006. Personnel Matters**

A. Lengthsman:

Training – good argument that some of the training costs could be covered under the community projects fund because it is of benefit

Agreed:

2 part time roles (to offer Chris the 2-day role)

Two Lengthsman that are fully trained

Agreed 3, 4, 5

Town Clerk / Deputy continue to work with TOR2 and any succeeding organisation

Review interview questions which are tailored for the specific job

Job description:

Number 9 add: do not enter into heated discussions

Number 6 tighten up see timesheet below

Overall responsibilities add: Supporting the Town Council and listed Community events

Allotment inspections??

Job Start dates: 1<sup>st</sup> April for one post and 7<sup>th</sup> May for second post

Timesheet:  
show complaints / compliments  
noting additional work / need to return

iv. Facilities Manager  
Agreed TUPE

Lengthsman  
Quote from Stephen & Scown  
Ask SLCC / DALC if any other Town Council has used a solicitor  
Members – Phil, holidays etc

**19007. Items for the next agenda**

- Rules of debate (i.e. Shoalstone)
- Leave Policy
- Committee Structure
- Meeting dates and times

The meeting closed at 10.30am

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