



Brixham Town Council

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

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Town Clerk: Mrs Tracy Hallett

11th April 2019

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 April 2019** 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 5th March 2019.

5. Market Management

To discuss, consider and agree employing a Market Manager (Report 17A-2019)

6. Council Structure

To evaluate the Council structure, the work that it does and the meeting schedule.

7. Policies

a) To adopt the following policies:

- i. Personal Protective Equipment
- ii. Annualised Hours Guidance
- iii. Leave

b) To review the following policies:

- i. Committee Terms of Reference
- ii. Standing Orders
- iii. Code of Conduct

8. Service Level Agreements

- a) To hear an update for the following:
 - i. Brixham Theatre CIO
 - ii. Brixham Foodbank
- b) To consider Service Level Agreements for the 2019 / 20 budget year

9. Training

To agree any training request

10. Personnel Matters

- a) To discuss, consider and agree the following personnel matters
 - i. Maternity Cover
 - ii. Buildings and Facilities Officer
 - iii. Lengthsman
 - iv. Workload, Holiday and TOIL

11. Items for future agenda

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

12. Part B

To consider and agree to exclude members of the public and press from the meeting due to the nature of the business about to be discussed

13. Personnel Matters

To discuss, consider and agree personnel matters following the recent grievance meetings.

Signed

Tracy Hallett

Town Clerk to Brixham Town Council

11th April 2019

Date of next meeting: To be scheduled.

Committee Members:

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