

Brixham Town Council

Minutes of the Meeting of Evaluation Committee

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

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

Attending: Tracy Hallett, Town Clerk.

19008. Apologies.

Cllr P Addison.

19009. Declarations of Interest.

None.

The Declarations of interest register was available to sign.

19010. To accept requests for dispensation.

None

19011. 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.

19012. Personnel Matters.

A. Lengthsman:

It was resolved:

- To employ 2 part time roles; one of which should be offered to the temporary lengthsman who has been covering the work whilst the staff member has been on sick absence.
- That both Lengthsman are fully trained
- To ensure the Town Clerk and Deputy Town Clerk have access to all necessary training to help with the management of the team
- That the Finance and General Purposes Committee consider reserving unspent 2018/19 precept to cover the cost of the additional training
- That the Town Council adopts a sponsor form to ensure employees reimburse the Town Council for any training fees if they leave the Council before, say, 12 months of completing the training
- That the Town Clerk / Deputy continue to work with TOR2 and any succeeding organisation
- That the interview questions are tailored for the specific job

The job description was reviewed and following some changes it was agreed to advertise the position.

B. 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.

19013. Items for the next agenda

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

19014. 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.

The meeting closed at 10.30am

Chairperson Date.....