

# Brixham Town Council

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## Minutes of the Meeting of Evaluation Committee

held at Furzeham meeting Room, Brixham Town Hall on 30.04.15 at 7.00pm

**Present:** Cllrs R Clarke, P Addison, B Harland & J Stock.

**Attending:** Tracy Hallett, Town Clerk

**15012. Apologies.**

Apologies were received from Cllr Hodge.

**15013. Declarations of Interest.**

None.

The Declarations of interest register was available to sign.

**15014. Minutes of the meeting held on 29.01.15.**

The minutes of the meeting held on 29.01.15 were **resolved** and signed as correct.

**15015. To review the draft policies from the Policy Working Group.**

- a. Staff Handbook. Following some changes, it was **agreed** to recommend to adopt the handbook at the next Full Council meeting.
- b. Data Protection Policy. No changes were made and it was **agreed** to recommend to adopt the policy at the next Full Council meeting
- c. Use of Email, Internet, Telephone and Social Media Policy. Following some changes, it was **agreed** to recommend to adopt the policy at the next Full Council meeting.

**15016. To review the Standing Orders.**

It was **agreed** to include the 'Meeting Procedure for Members of the Public' within the Standing Orders. Currently this is available on the reverse of Full Council agendas. It was further **agreed** to reword the public participation to "a member of the public may speak for a maximum of 3 minutes on agenda items or non agenda items, or a maximum of 5 minutes on multiple items for both agenda and non agenda items.

**15017. To hear an update on the apprentice position and to agree the Contract of Employment.**

Members were updated on how Matthew was getting on and presented with a draft copy of the Contract of Employment. The contract was **agreed**.

Subsequent to the meeting, the contract was signed on 6<sup>th</sup> May.

**15018. To hear an update from the Town Clerk on any personnel matters**

The Clerk presented information to the members outlining details of staff holiday hours and TOIL, along with a graph showing the combined time sheet for the year to date.

Cllr Clarke updated members, following the Clerks appraisal. It was **agreed** to review the Clerks salary following the 6 month review.

Members discussed possible results of the elections and how this could affect Officers. It was **agreed** that members should learn from previous experiences and ensure Officers are protected as much as possible.

**15019. To present items for the next agenda**  
Policies update from Policy Working Group  
Strategy policy update

The meeting closed at 9.15pm.

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