

# Brixham Town Council

## Minutes of the Meeting of the F&GP Committee held in The Furzham Meeting Room, Brixham Town Hall on 3<sup>rd</sup> August 2016 at 7.00 p.m.

**Present:** Cllrs: P Addison, R Clarke, D Giles, J Regan, & J Stock.  
Also present: T Hallett, Town Clerk.

### 16106. Apologies for absence through the clerk.

Apologies were received from Cllrs I Carr and M Morey.

### 16107. Declarations of Interest.

Cllr Addison and T Hallett advised they had a pecuniary interest on agenda item 5, annex one. The Declarations of Interest register was available to sign.

### 16108. To consider any requests for Dispensation on agenda items.

None.

### 16109. Minutes of the Meeting held on 06.07.16.

The minutes of the meeting held on 06.07.16 were **resolved** and signed as a true copy.

### 16110. To consider payment of the invoices contained in Annex 1.

All invoices were considered and it was **resolved** to pay the invoices as detailed below.

Payee	Amount	Cheq no or BACS	Details
Viking	£374.08	BACS	Stationery
Tracy Hallett	£6.21	BACS	Travel expenses
James Agates	£40.00	BACS	Ceiling in the Function Room
Bancrofts	£54.00	BACS	Plumbing Works in kitchen
MTA	£3,000.00	BACS	Fee for Architets services Brixham Town Centre Master Plan
Torbay Council	£72.00	BACS	Alarm Call out for person stuck in lift 27.05.16 & 04.06.16
Christmas Markets.com	£118.80	BACS	Brixham Christmas Market
Lamps & Tubes	£5,232.00	BACS	Cross Street Decorations (Christmas 2016)
Sound & Light South West	£420.00	862	Provision of sound system for Council Meetings 12.05./19.05.16.06.2016
Rockway Records	£60.00	863	Refundable Cleaning Deposit for Hire of Scala Hall
Carla Pickering	£20.00	864	Refundable Cleaning Deposit for Hire of Scala Hall
JV Carpentry & Joinery	£1,068.00	BACS	Various repair jobs around the Town Hall
Interline	£56.30	BACS	Overhead Door Closer
The Handyman	£57.25	BACS	Various repair jobs around the Town Hall
Johnsons Apparelmaster	£152.59	BACS	Hire of Floor mats 24.07.2016 - 20.08.2016
A&D Supplies	£197.17	BACS	Cleaning Materials
LB	£1,832.00	BACS	Interim payment for survey & advice work to BPNF



**16112. To discuss and note the Bank statement, expenditure against budget report and Town Hall balance sheets.**

The statements, Expenditure against budget and Town Hall reports were discussed and noted. Members were advised of the interest received on the 32 day notice account and that all bank statements were to remain confidential.

Members were advised that the new Cambridge and Counties Bank Account was all set up and interest for half a month was £47.82.

**16113. To consider any grant applications, grant feedback and Community Project Fund requests.**

It was **resolved** to continue to support All Saints Church of £250.

It was agreed to postpone the Fairtrade application until further information had been received.

**16114. To consider an appropriate policy for the Community Project fund and Events fund.**

It was **resolved** to rename the Grants Policy to Project and Grants policy and that applicants will still need to complete small grant form or larger grant form, providing the usual required level of information as stated in the policy.

The following criteria were **agreed**:

Events Project: The event has to be within the community. It can be for ongoing costs, but proof that there was a definite need will have to be attached to application, including details of appropriate insurances.

Community Projects: This is either for a Town Council initiative or an initiative that is beneficial to the Town, but must help the key infrastructure of our community.

**16115. To consider any applications to attend training courses or conferences.**

It was **resolved** that all Officers should be DBS checked and take a Safeguarding course.

**16116. To consider any allotment issues.**

The revised tenancy agreement was considered. It was resolved to accept the tenancy agreement with the inclusion of the following:

9.D.: Consideration will be given to the request for bees, subject to compliance of Brixham Town Council's Bee Policy and subject to Brixham Town Council's discretion. Any beekeeper found not to be following the policy will be told to remove them with immediate effect.

9.M to include: Bonfires and Incinerators must not be left unattended.

It was further resolved that the Wall Park tenancy agreements should also include a copy of the fixture list including all cup dates plus:

No driving is permitted one hour either side of the football match at Wall Park. A fixture list is available on the football club's website and can also be obtained from the Town Council office.

**16117. To consider budget consultation timescales and pre budget proposals**

It was resolved to send a representative to Torbay Council's budget meeting to appeal for the Government Support Grant. It was also agreed to look at the National policy of what other councils are doing to get their grant. All endeavours should be taken to ensure that the

replacement Government Support Grant stipulates that it must be given to the Town and Parish Councils.

It was agreed to consider a Belly Bin category, that a consultation with the Community Partnership should take place mid October and that all committees are asked to consider their budget requirements. Deadline of which is 1<sup>st</sup> October.

**16118. Items for the next agenda**

Budget  
Tourism responses  
THSC updates

**16119. To exclude members of the press and public**

Agreed

**16120. To consider and agree the Pannier Market Manager tenders**

The market manager tenders were discussed and it was resolved to accept the tender from Brixham Pannier Market Co-operative. A meeting will need to be held with their representative to discuss:

- A. Setup – it was **agreed** they can remain set up on a Monday and Tuesday evening but this would be concessionary only
- B. Parking – no parking. But they can hire a space for £5 per week based on a three day week. Saturday parking is viewed differently and they will be permitted a maximum of two vehicles in the car park.
- C. Storage – no storage will be available.

The meeting closed at 9.35pm

Chairperson .....

Date .....