

# Brixham Town Council

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## Minutes of the Meeting of Evaluation Committee

held at Furzeham meeting Room, Brixham Town Hall on 26<sup>th</sup> January 2017 at 7.00pm

**Present:** Cllrs P Addison, I Carr, S Clutterbuck, D Giles & J Stock.

**Attending:** Tracy Hallett, Town Clerk

**17001. Apologies.**

Cllr R Clarke

Substitution: Cllr S Clutterbuck substituted for Cllr R Clarke.

**17002. Declarations of Interest.**

None.

The Declarations of interest register was available to sign.

**17003. Minutes of the meeting held on 22.09.16.**

The minutes of the meeting held on 22.09.16 were **resolved** and signed as correct.

**17004. To accept requests for dispensation.**

There were no dispensation requests made.

**17005. To agree that the Community Flood Plan becomes an integrated working group of the Council.**

Members were reminded that the Community Flood Plan was initiated by the Town Council in the hope that the working group will be run and operated by the community. The working group have fulfilled the initial thoughts. However, the working group do not have a requirement to hold a bank account and due to them not having financial backing are struggling to cover the insurance for the volunteers. Members were advised that the Town Council is unable to insure the volunteers unless they were acting on behalf of the Council, which in its current format, they will not. It was **resolved** that the Community Flood Plan should become an integrated working group of the Council.

**17006. To finalise the Town Lengthsman job description, rates of pay and hours.**

It was **resolved** to offer a minimum of 16 hours per week, initially for a 12 month contract.

The hours are to be annualised with more hours anticipated in the summer season than the winter season.

The person appointed would be expected to bid / win additional contracts and the weekly hours would be increased accordingly.

A full clean driving licence is essential.

To carry out duties to an agreed programme of work.

It was also **agreed** to recommend to the F&GP Committee that a van should be purchased in order that the lengthsman can carry out their duties effectively.

It was **agreed** that a job advert will also state that lengthsman is expected to tender for additional work and the hours may be increased subject to winning any contracts.

It was **resolved** to advertise mid February with an anticipated start date of April.

The person specification should include the need to complete a fitness test.

**17007. To discuss promotion / visibility of the Council.**

It was **resolved** to update the grants policy to include the requirement to display a plaque or window decal.

It was **agreed** that the Council should promote themselves especially when giving grants. It was agreed that a Town Council flag should be on display at Shoalstone and that banner flags should be on display at events the Council has supported.

It was **agreed** that more press releases need to be issued but members acknowledged this was not possible whilst the office was not fully staffed.

It was **agreed** that the Town Hall needs better signage of where the Town Council offices is, but again acknowledged that the Town Hall Innovation Working Group were currently working on these plans.

**17008. To agree on the following policies.**

It was agreed to recommend the following policies for adoption at the next Full Council:

- Bee Keeping
- Recruitment
- Health and Safety

**17009. To discuss the regularity of Council and Committee meetings.**

It was **resolved** that the regularity of Council and Committee meetings were acceptable. However, members agreed that all working group meetings need to be scheduled in, wherever possible, at the end of each meeting.

**17010. To evaluate the performance of the Councillors**

It was **resolved** to organise a training event for Councillors with topics of discussion to be based around the understanding of Committee Structures, responding to emails and how all Councillors can support each other.

It was **resolved** that Councillor attendance records for reporting purposes should include committee meetings.

It was **resolved** to recommend to Full Council that a community petition is organised with the view to requesting that Torbay Council includes within its planned Community Governance Review to review the Town Council boundary and number of elected Councillors.

It was **resolved** that the clerk should write to all Councillors reminding them of the need to acknowledge and respond to emails and offer training for those that would like additional help.

It was **resolved** that this item agenda will be discussed half yearly.

**17011. To hear an update on personnel matters.**

Members were advised that the Miss McGuirk had recently passed her CiLCA. It was **resolved** to promote her to Deputy Town Clerk on a new salary of SCP23 with effect 1<sup>st</sup> February 2017.

Members were updated following interviews and advised of the new member of staff, Mr Kenyon who will be starting on 20<sup>th</sup> February.

The Staff timesheets were reviewed and members were advised by the Clerk of the sheer volume of workload in the office. Members were advised that stress levels were high and staff were struggling to cope with the demand from the Council and whilst a new member of staff was due to start shortly, it would be a long time before the office had recovered from the staff shortages. It was **agreed** that the Council will not introduce any new projects until such time that the Clerk had advised that the council office was running efficiently again.

**17012. Emergency Item**

A discussion took place regarding the proposed sale of Jubilee Gardens and land at North Boundary Road by Torbay Council. It was **resolved** to apply for an Asset of Community Value and to submit the forms to Torbay Council as soon as practically possible.

The applications should include extracts from the Local Plan regarding designated green spaces and the Brixham Peninsula Neighbourhood Forum.

It was also **agreed** that if Torbay Council do not publish the LGA report for the public to view than Brixham Town Council should publically call for it to be published and write to our local MPs to request the same.

**17013. To present items for the next agenda**

None.

The meeting closed at 10.15pm

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