



# Brixham Town Council

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**Town Clerk: Mrs Tracy Hallett**

25<sup>th</sup> January 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 31<sup>st</sup> January 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 18<sup>th</sup> October 2018.

### **5. Policies**

a) To consider adopting the following policies:

- i. Paternity Policy
- ii. Leave Policy

b) To review the following policies

- i. Grievance Procedure
- ii. PAT Policy

### **6. 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

**7. Training**

To agree any training request

**8. 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

**9. Personnel Matters**

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

**10. Part B**

To consider and agree to invite members of the public and press back into the meeting

**11. Personnel Matters**

- a) To discuss, consider and agree the following job descriptions following decisions made at the last meeting and adoption of the 2019/20 budget
  - i. Receptionist / Information Assistant
  - ii. Deputy Town Clerk
  - iii. Town Lengthsman
  - iv. Facilities Manager
  - v. Receptionist / Information Assistant
- b) To discuss, consider and agree the following:
  - i. Maternity cover for Receptionist / Information Assistant
  - ii. Facilities Manager
- c) To discuss, consider and agree the following personnel matters
  - i. Workload, Holiday and TOIL

**12. Items for future agenda**

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

Signed

*Tracy Hallett*

Town Clerk to Brixham Town Council

25<sup>th</sup> January 2019

**Date of next meeting: 18<sup>th</sup> April 2019**

**Committee Members:**

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