

Brixham Town Council

Minutes of the Meeting of Evaluation Committee

held at Conference meeting Room, Brixham Town Hall on 18th April 2019 at 7.00pm

Present: Cllrs P Addison, R Clarke, D Giles and J Regan.

Attending: Tracy Hallett, Town Clerk.

A member of the Pannier Market addressed members advising of their concerns of the market closing.

19017. Apologies.

Cllrs I Carr and S Clutterbuck.

19018. Declarations of Interest.

None.

The Declarations of interest register was available to sign.

19019. To accept requests for dispensation.

None

19020. Minutes of the meeting held on 05.03.19.

The minutes and the confidential notes of the meeting held on 05.03.19 were **resolved** and signed as correct.

19021. Market Management.

Members heard that the Council office receive complaints on a daily basis each week and it was agreed that these should be considered at the Town Hall Sub Committee.

Members considered the report and Cllr Giles proposed that there should be three stages of the application process from advertising, interview and presentation to Members. The interview panel should include professionals in the field that has experience in managing markets.

Members agreed that there is a want for the market to succeed. However, understand that this was having a huge impact on the workload of existing staff.

It was resolved to suspend Standing Orders to allow a member of the market to speak to Members of the Committee.

It was resolved to reinstate Standing Orders

Members **resolved** to recommend to Full Council the above proposal giving notice to traders that the Town Council will close the market for a temporary period. The last trading date to be Wednesday 29th May.

The temporary closure of the market will give the Town Council an opportunity to ensure a robust interview process is put in place for the employment of a professional Market Manager who should ensure that all resources are available to attract and run a vibrant market that will succeed.

19022. Council Structure.

It was **agreed** to recommend to Full Council that the Town Hall Sub Committee becomes a Town Hall Committee. The representations for working groups and outside bodies were reviewed and amended.

It was **agreed** that a first and second substitute should be considered to support Officers in ensuring meetings are quorate.

Meeting Schedule

The Clerk was provided with details of all new Councillors availability. The Clerk advised that she has set up a draft meeting schedule and will check the draft dates against the Councillors availability.

Rules of debate

It was **resolved** that the Standing Orders should be revised to state that representatives on outside bodies or a Trustee / Director shall not enter into debate. If asked by another Member, the representative shall have the opportunity to provide factual information. All manners of debate shall be allowed at Committee level prior to recommendations to Full Council.

19023. Policies.

Personal Protective Equipment

It was **resolved** to recommend to Full Council. Cllr Clarke advised that she had emailed proposed further changes and it was agreed that these should be circulated to allow Full Council to consider the changes.

Annualised Hours Guidance

It was **resolved** that an explanation of how holidays, statutory days and bank holidays are calculated as annex one. Members resolved to recommend the policy to Full Council.

Leave Policy

It was **resolved** to recommend to Full Council.

Committee Terms of Reference

The Clerk discussed proposed changes and members agreed to recommend the amended Terms of Reference to Full Council.

Standing Orders

The approved amendments for the Committee Terms of Reference need to be reflected in the Standing Orders.

Code of Conduct

Members agreed that no changes were required.

19024. Service Level Agreement.

Brixham Theatre CIO

The Clerk reported that the 2018/19 SLA had been signed

Brixham Foodbank

The Clerk reported that the 2019/20 SLA had been signed

2019/20 SLA

The Clerk reported that new SLAs need to be set up for BHM, BDC and SPCIC for 2019/20

19025. Training.

No training requests.

19026. Personnel Matters.

Maternity Cover

Members were advised that interviews had been held and the interview panel recommend appointing Mrs J Chow. The recommendation was carried.

Building and Facilities Officer

Members were advised that Mr Boyd has been officially TUPE'd across to the Town Council with a commencement date of 1st April. Due to short timescale, TUPE has taken place based on TDA employment policies and conditions. Only exception to this is the pension scheme. Negotiations will now commence with moving the staff member across to the Town Council employment policies and conditions.

The Clerk advised that a new laptop had been purchased £469 and mobile phone contracts have been renegotiated. The Town Council now have three mobile phones totalling £42 per month which is a small saving. The additional phone was free and there was not a need to replace the existing phones.

The IT Contractor was due to come in this week, but had an emergency call out so the visit had been delayed until after Easter. The contractor will setup and install laptop and new email address.

Lengthsman

Members were advised that the temporary lengthsman had agreed to the job offer and commenced on 1st April on an annualised contract of 780 hours which equates to on average 15 hours per week.

The Clerk advised that she had not managed to advertise the other job until recently. It is now out for advert and there is a need to ensure that two Councillors who are restanding agreed to be on the shortlist and interview panel.

Workload, Holiday and TOIL

Members were advised that the Officers were above maximum capacity and struggling to cope with the demand. The Clerk had wanted to review a number of internal administrative procedures, but this has not been possible. New timesheets have been introduced effective from 1st April. The new time sheets are completely different from the old style and there have been teething problems, but she did not foresee too many problems going forward.

Cllr Clarke advised that she needed to leave the meeting shortly and therefore, Holiday and TOIL were not discussed.

19027. Items for the next agenda

No items were put forward

19028. 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 9.05pm

Chairperson Date.....