



Brixham Town Council

First Floor, Brixham Town Hall,
New Road, Brixham, TQ5 8TA

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Town Clerk: Mrs Tracy Hallett

30th January 2020

Dear Councillors

You are invited to attend a meeting of the **Evaluation Committee**, which will be held in the **Furzeham Room of Brixham Town Hall** on **Friday 7th February 2020** commencing at **10am**

If you are unable to attend this meeting, or will be late in arriving, please inform the Council offices as soon as possible.

From 10.00am – 10.15am 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 and the confidential notes of the meeting held on 20th November 2019.

5. Council

- a) To consider and agree the Council Committee Structure (Report 05-2020)
- b) To discuss and consider attendance at meetings

6. Funding Agreement Reports

To note a report from Youth Genesis

7. Policies

- a) To consider and agree the following terms of reference
 - i. Brixham Peninsula Neighbourhood Forum Working Group
 - ii. Planning and Regeneration Committee
- b) To review and consider changes to the Staff Appraisal Document
- c) To discuss and consider the draft Strategy Policy

8. Training

- a) To consider and agree any training requests

9. Personnel

- a) To hear an update on staff levels including
 - i. To discuss and agree the Job Description, Title and Advert for the Town Lengthsman
 - ii. To discuss and agree the proposals for the Receptionist
- b) To hear a report on personnel matters
- c) To note Staff Holiday and TOIL balances

10. Budget

To hear an update on the following budget categories (Report 06-2020)

- a) Training
- b) Staff salaries
- c) Members Allowance

11. Date of next meeting

To note the date of the next meeting scheduled for 11th March 2020

12. Items for future agenda

Each Councillor is requested to use this opportunity to raise items for future agendas, giving details of why the Council should consider the item.

13. Part B

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

14. Contracts

- a) To consider and agree the renewal and content of the Kingswear Service Level Agreement
- b) To consider and agree the Devon Communities Together contract
- c) To consider and agree Torbay Council's lease for Shoalstone overflow car park
- d) To consider and agree the content for each of the revenue funding agreements

15. Assets

- a) To hear an update an update on the Shoalstone Pool Asset
- b) To consider and agree an asset of community value application

Signed

Tracy Hallett

Town Clerk to Brixham Town Council

30th January 2020

Committee Members:

Councillors D Giles (C), J Regan (VC), P Addison, I Carr, S Laurie, A Massey