



Brixham Town Council

Minutes of the Meeting of the Evaluation Committee held in the Furzeham Room, Brixham Town Hall on 7th February at 10.00am

Present	Cllrs I Carr, D Giles, J Regan, P Addison, S Laurie and A Massey
In attendance	Tracy Hallett, Town Clerk and Cllr E Hoggart

Cllr Carr left the chamber at 11.30am.

Cllr Laurie left the chamber at 12pm.

Cllr Massey reported that she could not stay at the meeting beyond 12.30pm

20001	Apologies for absence through the Clerk None
20002	Declaration of Interest Cllr Carr non-pecuniary item 15a. The declarations book was available to sign.
20003	To confirm and sign the minutes and confidential notes as a true record of the meetings held on 20.11.19 Resolution: The minutes and confidential notes of 20.11.19 were resolved and signed as a correct record.
20004	Council a) Council Structure & b) Attendance at meetings Cllr Hoggart reported that she brought up the subject because she was concerned about the amount of work that the Council were expecting from Officers. Members considered that there were opportunities to streamline committees such as Town Hall, Finance & General Purposes and Planning & Regeneration. It was agreed that Cllr Hoggart will liaise with the Town Clerk to work on some proposals for a new structure and bring it back to the next appropriate meeting. The proposals will also consider overcoming some of the recent attendance at committee meetings.
20005	Funding Agreement Reports The reports from Youth Genesis was noted. <i>It was resolved to extended for a further half an hour</i>
20006	Policies a) To consider and agree the following terms of reference i. Brixham Peninsula Neighbourhood Forum Working Group and ii. Planning and Regeneration Committee

	<p>The Clerk reported concerns that had been brought to her attention. It was agreed that due to complications with communication between the council and the wider forum, the terms of reference should not be considered until the issues have been resolved.</p> <p>b) Reviewing Policies: Staff Appraisal It was resolved to adopt the appraisal form.</p> <p>c) Reviewing Policies: Strategy Members considered the draft policy and resolved to recommend to Full Council in April.</p>
20007	<p>Training Training Requests It was resolved that the Deputy Clerk can attend the DALC Planning training.</p>
20008	<p>Personnel a) Town Lengthsman Members resolved to retain the existing job titles and the revised job description. The Town Clerk to email members of the committee to organise an interview panel.</p> <p>b) Receptionist The Town Clerk reported that Mrs Binmore had left the Council and a discussion had been held with Ms McCusker on whether or not she would be interested in increasing her hours to 30. Ms McCusker had requested working 30 hours over 4 days. Members resolved to this proposal.</p> <p>c) Holiday and TOIL Chart The Clerk advised that she would email the holiday and TOIL chart to members of the committee.</p>
	<p>Date of next meeting Date of the next meeting was notes as 22nd January 2020</p>
20009	Items for future agendas

Item	Reason	Proposed by
Review Council Structure	Considering staff levels, work requirements and Committee responsibilities	E Hoggart
Payroll Services	Cost of services	P Addison
Assets	Consideration of Assets of Community Value	

	<p>Part B It was resolved to exclude members of the press and public from the meeting.</p>
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The meeting closed at 12.34pm

Chairperson Date.....