



Brixham Town Council

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

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Town Clerk: Mrs Tracy Hallett

4th March 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 **Wednesday 11th March 2020** 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 – 7.15pm 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 22nd January 2020

5. Policies

- a) To discuss and consider adopting the following
 - i. Driving Policy
 - ii. Brixham Peninsula Terms of Reference
- b) To discuss and note the COVID-19 Action Plan
- c) To discuss and consider reviewing the following policies
 - i. Lone Working
 - ii. Planning and Regeneration Terms of Reference

6. Training

To consider and agree any training requests

7. Personnel

- a) To hear an update on staff and consider any personnel matters
- b) To discuss and consider changing the Contract of Employment for new and future staff
- c) To hear an update on the recruitment of Town Lengthsman
- d) To note Staff Holiday and TOIL balances

8. Budget

To hear an update on the following budget categories (Report 15-2020)

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

9. Contracts

To hear an update on the revenue funding agreements

10. Assets

To discuss and consider an asset of community value application

11. Date of next meeting

To note the date of the next meeting scheduled for 22nd April 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 exclude members of the public, press and non-committee members from the meeting due to the nature of the business about to be discussed

14. Assets

- a) To hear an update on the Shoalstone Café lease
- b) To consider assets of community value

Signed

Tracy Hallett

Town Clerk to Brixham Town Council

4th March 2020

Committee Members:

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