



Brixham Town Council

Minutes of the Meeting of the Evaluation Committee held in the Furzeham Room, Brixham Town Hall on 11th March 2020 at 7.00pm

Present	Cllrs D Giles, P Addison, E Hoggart, A Massey
In attendance	Tracy Hallett, Town Clerk and Cllr E Hoggart
20013	Apologies for absence through the Clerk Cllrs Carr, Laurie and Regan. Cllr Hoggart was a substitute.
20014	Declaration of Interest The declarations book was available to sign.
20015	To confirm and sign the minutes and confidential notes as a true record of the meetings held on 22nd January 2020 The minutes and confidential notes of 22.01.20 were resolved and signed as a correct record with the following change: Replace 'notes 22 nd January' with 'noted 11th March'
20016	Policies a) i) Driving Changes were made and it was resolved to recommend to Full Council for adoption. ii) Brixham Peninsula Terms of Reference It was agreed that due to no responses being received from the forum, a formal meeting should be called with a formal minute confirming whether members of the forum agree with the terms of reference. b) COVID-19 Action Plan Members discussed the plan and understood that this could change depending on any updated guidance from the Government. c) i) Lone Working Changes were made and it was resolved to recommend to Full Council for adoption. ii) Planning and Regeneration Terms of Reference It was agreed to defer this to a later meeting.
20017	Training It was agreed the Clerk can attend an SLCC training course in June.
20018	Personnel a) Staff and Personnel Matters The Clerk advised that: At the next staff meeting Cllr Regan and Giles will attend to reassure staff of the support from the majority Councillors.

	<p>If the emails continue, the next step will be to advise that all emails will be directed to the Clerk who will be the single point of contact.</p> <p>b) Contract of Employment Members considered the proposed contract of employment and it was resolved to implement this for all new staff. In addition, the Town Clerk will consult with existing staff members because if their contracted hours or salary change in the future, they will have to be issued with a new contract.</p> <p>c) Town Lengthsman Recruitment update The Town Clerk advised that applications had been received for both positions, but none of which met the eligibility. It was agreed to insert an advert in the Signal and re-advertise with the additional words: “previous applicants need not apply”.</p> <p>d) Holiday and TOIL Chart The holiday and TOIL chart was noted.</p>
20019	<p>Budget The Training, Staff Salaries and Members Allowance budgets were noted.</p>
20020	<p>Contracts Members were advised that Brixham Foodbank have agreed to sign the funding agreement.</p>
20021	<p>Assets It was agreed to support the Asset of Community Value Application.</p>
20022	<p>Date of next meeting Date of the next meeting was noted as 22nd April 2020</p>
20023	<p>Items for future agendas</p>

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	
Neighbourhood Forum	Terms of Reference	Cllr Giles

20023	<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 8.53pm

Chairperson Date.....