



Brixham Town Council

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

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Town Clerk: Mrs Tracy Hallett

16th April 2020

Dear Councillors

You are invited to attend a meeting of **Brixham Town Council**, which will be held on MS TEAMS on **Tuesday 21st April 2020** commencing at **2pm**.

MS TEAMS Link: [Join Microsoft Teams Meeting](#)

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

From 2pm to 2.15pm 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. Minutes**
To consider and approve the minutes and confidential notes dated 20th February 2020
- 4. Declaration 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.
- 5. To consider a request from a Galmpton Residents Group**
To Adopt a K6 Telephone Box on behalf of the residents group
- 6. Time and Tide Bell**
To consider a request for the Town Council to adopt the Time and Tide Bell
- 7. Financial Payment**
To agree paying the invoice for Kone for the £12,942.50, being 50% of the total lift order.
- 8. To consider adopting the following policies**
 - Social Emergency Fund
 - Emergency Scheme of Delegation

9. Brixham Peninsula Neighbourhood Plan

To consider a request from the Working Group for the Town Council to agree to enter into an Indemnity Agreement.

10. Date of next meeting

Date of next meeting to be confirmed

11. 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.

Reports from outside bodies have been removed from this agenda. However, any reports will be attached to the minutes of this meeting.

Signed

Tracy Hallett

Town Clerk to Brixham Town Council

16th April 2020

Meeting Protocol

- All Councillors will receive an invite to attend an MS TEAMS meeting.
- At least 5 minutes prior to the meeting commencement time, they are advised to click on the link within the calendar entry and join the meeting.

Access to Documents

- The agenda and supporting documents will be available on the Town Council's website.
- All members will receive an electronic version in usual manner.
- Paper copies of the agenda will only be made available to the Chairperson.

Access for Members of the Public

Members of the public can join the meeting and a link is provided at the top of the agenda. Any one attempting to join the meeting will be placed in a lobby until such time that the Town Clerk will invite them to join the meeting.

Meeting Arrangements

- At the start of the meeting, the Town Clerk will check attendees and note members of the public / press attending.
- All attendees are advised to ensure their microphones are turned off, unless they are speaking. This prevents background noise which can be disruptive during the meeting. The Town Clerk will monitor this and will be able to turn off microphones where necessary.
- Members are advised to ensure their video is on.
- Members of the public will have an opportunity to address the Council between 2pm and 2.15pm.
- If addressing the Council, members of the public are advised to ensure their video and microphone are turned on.
- Once the Council meeting commences, members of the public can continue to listen / observe to the proceedings of the meeting.
- All attendees are reminded that only one person can speak at any one time. Interruptions will cause further delays in the meeting, with the Clerk having to ask the speaker to repeat.
- Members are advised NOT to speak until they are invited to do so. MS TEAMS only allow for the last four people who have spoken to be seen on the screen. Therefore, the Chairperson will invite Members to speak / vote at the appropriate time and in alphabetical order.