



# Brixham Town Council

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**Town Clerk: Mrs Tracy Hallett**

14<sup>th</sup> May 2020

**Dear Councillors**

You are invited to attend a meeting of **Brixham Town Council**, which will be held on MS TEAMS on **Thursday 21<sup>st</sup> May 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 dated 21<sup>st</sup> April 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. Chairperson and Vice Chairperson**  
To note that Cllr Regan and Cllr Giles have agreed to remain in post as Chairperson and Vice Chairperson until such time that an in-person meeting can be held or the annual meeting in May 2021, whichever is sooner.
- 6. To review and adopt the following policies**
  - a) Code of Conduct
  - b) Standing Orders
  - c) Temporary Coronavirus Amendments to Standing Orders
  - d) Financial Regulations
  - e) Financial Risk Management Register
  - f) Internal Financial Procedures
  - g) Committee Terms of Reference

## **7. Internal Auditor**

To confirm the appointment of IAC Audit and Consultancy Ltd for the financial year 2020/21.

## **8. Calendar of Meetings**

To agree the Full Council calendar of meetings for 2020/21

## **9. Insurance**

To discuss and consider the insurance renewal for the year 2020/21

## **10. To consider recommendations from the Evaluation Committee**

To adopt the following policies:

- a) Lone Working
- b) Driving Policy
- c) Strategy Plan 2020-2023

## **11. Date of next meeting**

Date of next meeting to be held on 25<sup>th</sup> June 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.

*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

14<sup>th</sup> May 2020

## **Meeting Protocol**

- All Councillors will receive an invite to attend an MS TEAMS meeting.
- At least 10 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 the 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. Anyone attempting to join the meeting will be placed in a lobby until such time that the Town Clerk invites 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. However, if their internet connection is weak, Members are advised to turn their video off.

- 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. To ensure the Town Clerk is aware that a member of the public wishes to address the Council, please type your name in the meeting chat section of MS TEAMS.
- 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. If Members wish to speak on an item, they are advised to click on the “raise hand” button. The Chairperson will invite Members to speak at the appropriate time.
- To vote, Members are advised to type “agree”, “disagree” or “abstain” in the chat option.