



# Brixham Town Council

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**Town Clerk: Mrs Tracy Hallett**

9th September 2020

**Dear Councillors**

You are invited to attend an extra ordinary meeting of **Brixham Town Council**, which will be held on ZOOM on **Tuesday 15<sup>th</sup> September 2020** commencing at **2pm**.

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

## Agenda

**1. Opening of the Meeting**

**2. Apologies**

To receive apologies and to approve reasons for absence

**3. 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.

**4. Planning Application**

To hear an update on the planning application for conversion of the Old Police House to flats.

**5. Exclusion of Public and Press**

To agree that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

**6. Town Hall Regeneration**

To discuss and consider the Business Plan proposals for the Town Hall Regeneration.

Signed

*Tracy Hallett*

Town Clerk to Brixham Town Council

9<sup>th</sup> September 2020

## **Meeting Protocol**

- All Councillors will receive an invite to attend an ZOOM 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 only will sent to the Chairperson and any other Councillor on request.

## **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.
- 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.
- If Members wish to speak, they are advised to raise their hand. Members are advised NOT to speak until they are invited to do so.