



# Brixham Town Council

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**Town Clerk: Mrs Tracy Hallett**

20<sup>th</sup> October 2020

**Dear Councillors**

You are invited to attend a meeting of the **Evaluation Committee**, which will be held via **ZOOM** on **Monday 26<sup>th</sup> October 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.

From 2pm – 2.10pm 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 11<sup>th</sup> March 2020

**5. Council Committee Structure**

To discuss and consider changing the current council committee structure including their terms of reference and scheme of delegation

**6. Budget**

To discuss and consider the following 2021/22 budget categories

- a) Training (Report 36-2020)
- b) Staff salaries
- c) Members Allowance

**7. Policies**

To review the Anti-Bullying and Harassment policy

**8. External Meetings**

- a) To hear an update on recent meetings with Torbay Council
- b) To discuss and consider the Town Council's relationship with Torbay Council
- c) To discuss and consider the Town Council's contribution to Brixham Stronger Together

**9. Personnel**

- a) To hear an update on staff and any personnel matters
- b) To hear an update following the staff appraisals and consider recommendations
- c) To note Staff Holiday and TOIL balances
- d) To note the Local Employers Payscale Awards for 2020

**10. Date of next meeting**

To note the date of the 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.

Signed

*Tracy Hallett*

Town Clerk to Brixham Town Council

20<sup>th</sup> October 2020

**Committee Members:**

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