



# Brixham Town Council

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**Town Clerk: Mrs Tracy Hallett**

19<sup>th</sup> November 2020

## Dear Councillors

You are invited to attend a meeting of **Brixham Town Council**, which will be held on ZOOM on **Thursday 26<sup>th</sup> November 2020** commencing at **2pm**.

Please contact the Town Council to obtain the Zoom Meeting ID and Password

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 19<sup>th</sup> November 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. Co-option

To co-opt a candidate to fill the vacancy of Town Councillor

### 6. Lengthsman equipment

To consider a request to purchase a standalone pressure washer (Report 33-2020).

### 7. Date of next meeting

Date of next meeting is scheduled for 17<sup>th</sup> December at 2pm

## **8. 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

19<sup>th</sup> November 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.

### **Access for Members of the Public**

Members of the public can join the meeting by requesting the Meeting ID and Password from the Town Council. 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.
- 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 ZOOM.
- 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.
- 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.