



# Brixham Town Council

## Minutes of the Meeting of the Evaluation Committee held via ZOOM on 26<sup>th</sup> October 2020 at 7.00pm

<b>Present</b>	Cllrs D Giles, R Haddock, E Hoggart, S Laurie and J Regan
<b>In attendance</b>	Tracy Hallett, Town Clerk and Cllr E Hoggart
<b>20025</b>	<b>Apologies for absence through the Clerk</b> Cllr Massey. Cllrs Haddock and Hoggart were substitutes.
<b>20026</b>	<b>Declaration of Interest</b> The declarations book was available to sign.
<b>20027</b>	<b>To confirm and sign the minutes and confidential notes as a true record of the meetings held on 11<sup>th</sup> March 2020</b> The minutes of 11.03.20 were <b>resolved</b> and signed as a correct record with the following change: 20018: The Clerk advised that: At the next staff meeting Cllrs Regan and Giles will attend to reassure staff of the support from the majority Councillors in the wake of recent emails received by the Town Clerk.
<b>20028</b>	<b>Council Committee Structure</b> Members had been given a draft Scheme of Delegation for consideration. The Clerk advised that she was not expecting a decision today but wanted to ensure there was a broader discussion basis now that some Committee meetings had recommenced.  Councillors listed areas of concern that should be considered for change and improvement to the draft document.  Timeframe: January 2021
<b>20029</b>	<b>Budget Training</b> Councillors raised concern that not enough had been allowed for Councillor Training and the Clerk was asked to review the budget and report to the next meeting.  <b>Staff Salaries</b> Councillors discussed the proposal to increase the staff salary budget by 5%. Members considered the proposals and resolved to accept a 5% increase in the budget.  <b>Members Allowance</b> Members were advised that there are three Councillors claiming the allowance and the draft budget allows for £750.

20030	<p><b>Policies</b> It was <b>resolved</b> to adopt the Anti-Bullying and Harassment policy following some minor changes.</p>
20031	<p><b>External Meetings</b> <b>Report on recent meetings with Torbay Council</b> The Clerk reported the following subjects were discussed at the meeting.</p> <p>Car Parking – Brixham Chamber of Commerce and Brixham Town Council representatives firmly believe that Brixham has sufficient parking and that it is the signage that needs reviewing redirecting visitors to the short stay or the long stay car parks.</p> <p>Car parking charges were also discussed with a request for Torbay Council to review the parking charges with a view to reducing them out of season to support the businesses when they are reliant on the local trade.</p> <p>Town Centre – Torbay were reminded that whilst fishing is a big part of Brixham, it is not the only industry and there needs to further discussions on the town centre regeneration. Discussions included the need to find a suitable solution on filling empty shops and reviewing the town centre masterplan and to find a solution on how it could be delivered.</p> <p>Bus Network – This is still part of Torbay Council’s agenda and to date they have allocated £150,000 in their draft budget.</p> <p><b>Relationship with Torbay Council</b> The Clerk reported that she believed the relationship has improved since the May 2019 elections. However, there are some bridges that still need to be built. The most recent meeting with Torbay Council was positive.</p> <p><b>Brixham Stronger Together</b> Cllr Hoggart reported that the group was first formed to encourage the local organisations to meet and talk. It was very important that the Council continued to be represented and show the groups that the Council is active and how they can be supportive. The partnership meets on a fortnightly basis.</p>
20032	<p><b>Personnel</b> <b>a) Staff and Personnel Matters</b> Cllr Giles reported to members the outline details of the Town Clerks appraisal. The Clerk reported the outline details of all other staff members including their training requests.</p> <p>The Clerk also reported that the Buildings and Facilities Officer, who had been TUPE’d has agreed to sign the Town Council’s Statement of Particulars and is therefore now on the same terms and conditions as the rest of staff.</p>

	<p>In general, it was noted that all staff have been an asset to the Council and have adapted very quickly to the changing needs of the Council during COVID, ensuring that the Council continued to operate.</p> <p>The Clerk made the following recommendations:</p> <ul style="list-style-type: none"> <li>• Administrative Assistant and Receptionist have a pay increase of one scale point dating back to April when the appraisals should have taken place.</li> <li>• The Buildings and Facilities Officer's job title is changed to Facilities Manager.</li> </ul> <p>It was <b>resolved</b> to accept the above recommendations.</p> <p><b>b) Staff holidays and TOIL Balances</b> The Clerk reported that most staff had continued to take holiday and their toil balances were at a good level. The only exception being one member of staff and members supported the Clerks suggestion of enforced holiday should the staff member not book anything.</p> <p><b>c) Employers Payscale Awards</b> It was noted that an agreement has been reached between the National Employers and the National Joint Council (NJC) Trade Union in August on rates of pay applicable from 1<sup>st</sup> April 2020.</p> <p>This means that all staff will receive a 2.75% increase on their existing paycales.</p> <p>In addition, the minimum annual leave has been increased from 21 to 22 days for those that have less than five years' service. Again, this is backdated to 1<sup>st</sup> April.</p>
20033	<p><b>Date of next meeting</b> It was agreed to hold a meeting in one months' time.</p>
20034	<p><b>Items for future agendas</b> Members considered the items listed from the last meeting and agreed that Payroll Services and Neighbourhood Forum items should be removed as they are not applicable at the moment.</p>

Item	Reason	Proposed by
Review Council Structure	Considering staff levels, work requirements and Committee responsibilities	E Hoggart
Assets	Consideration of Assets of Community Value	

20023	<p><b>Part B</b> It was <b>resolved</b> to exclude members of the press and public from the meeting.</p>
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The meeting closed at 4.16pm

Chairperson ..... Date.....