



# Brixham Town Council

First Floor, Brixham Town Hall,  
New Road, Brixham, TQ5 8TA

01803 859678      [info@brixhamtowncouncil.gov.uk](mailto:info@brixhamtowncouncil.gov.uk)

**Town Clerk: Mrs Tracy Hallett**

15<sup>th</sup> December 2020

**Dear Councillors**

You are invited to attend a meeting of the **Evaluation Committee**, which will be held via **ZOOM** on **Monday 21<sup>st</sup> December 2020** commencing at **2pm**

For details of the Zoom meeting, please contact Brixham Town Council.

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

From 2.00pm to 2.10pm members of the public 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. Please contact the Town Council office for the meeting ID and password.

Attendees should be aware that the proceedings of this meeting are recorded and may be filmed or photographed.

## **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 confidential notes of the meeting held on 25<sup>th</sup> November 2020

**5. Representation on Outside Bodies**

To discuss and consider Council representation on outside bodies

**6. Policies**

To discuss and consider adopting a Project Assessment and Progression Policy

**7. Community Engagement**

To discuss and consider if the Town Council should livestream council meetings on social media.

**8. Personnel**

- a) To consider and review the Town Clerk's salary
- b) To hear an update following staff appraisals
- c) To hear an update on staff and any personnel matters
- d) To note Staff Holiday and TOIL balances

**9. Date of next meeting**

To note the date of the next meeting to be confirmed

**10. 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

15<sup>th</sup> December 2020

**Committee Members:**

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