



# 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**

14<sup>th</sup> January 2021

**Dear Councillors**

You are invited to attend a virtual meeting of **Brixham Town Council**, which will be held on **Thursday 21<sup>st</sup> January 2021** 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 17<sup>th</sup> December 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. To elect a Vice Chairperson**
  - a) To receive nominations and then to elect a Vice Chairperson
  - b) The newly elected Vice Chairperson to sign the Declaration of Acceptance of Office
- 6. Presentation**  
To hear a presentation from Cllr S Leech regarding Community Grant Support
- 7. Virement Request**  
To agree a virement of funds from the Rates budget to the Courses Budget (Report 09-2021)
- 8. Committee Membership and Roles of Chairs**
  - a) To review the committee membership vacancies

- b) To discuss and consider the requirement for all Chairs and Vice Chairs to undertake training to support their role

**9. Policies**

- a) To consider and adopt the Project Assessment and Progression Policy as recommended by the Evaluation Committee
- b) To consider and adopt the Climate and Environmental Policy
- c) To review the following policies
  - i. Social Emergency Fund
  - ii. Emergency Scheme of Delegation

**10. Progress Reports**

To receive progress reports on the following:

- a) Red telephone boxes
- b) Gardening Assistance Scheme
- c) Cycle Loops
- d) Community Transport
- e) Community Recovery Plan

**11. Date of next meeting**

Date of next meeting is scheduled for 18<sup>th</sup> February 2021 at 2pm

**12. 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

14<sup>th</sup> January 2021

## **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.