



Brixham Town Council

Minutes of the Virtual Meeting of Brixham Town Council held on Zoom on 21st January 2021 at 2.00pm

Present	Cllrs P Addison, D Blakemore, D Borthwick, D Giles, R Haddock, E Hoggart, S Laurie, S Leech, A Massey and J Regan (C)
In attendance	Tracy Hallett, Town Clerk, Linda McGuirk, Deputy Town Clerk and one member of the public.
Welcome	Councillor Regan opened the meeting.
Public Time	A member of the public asked Councillors to consider installing a seed swop in one of the K6 heritage telephone kiosk once they have been refurbished.

21000	Apologies for absence through the Clerk. Apologies were received from Cllr D Hannaby.
21001	To confirm and sign the minutes as a true record of the meetings held on the 17th December 2020. The minutes of the 17 th December 2020 were resolved and signed as a correct record.
21002	Declarations of Interest None.
21003	Requests for Dispensation None.
21004	1. To elect a Vice Chairperson a) To receive nominations and then to elect a Vice Chairperson Cllr Giles reminded members that he had been due to come to the end of his term as Vice Chair but due to covid-19 both the Chair and Vice Chair had agreed to stay in their roles for an extended period. He further assured members that he will continue to support officers and be a dedicated Councillor. It was resolved to appoint Cllr Haddock as Vice Chairperson of the Council. Thanks were given to Cllr Giles for his work as Vice Chair. b) The newly elected Vice Chairperson to sign the Declaration of Acceptance of Office Cllr Haddock signed the declaration of acceptance of office, which had been circulated to all members with the agenda pack. A copy will be forwarded to the Clerk as Proper Officer to counter sign .

<p>21005</p>	<p>Presentation Cllr Leech gave a presentation to members regarding the Community Grant Support. He suggested the Town Council facilitates regular workshops in the Town Hall to enable residents to access vital support and to help them understand what they are entitled to claim, which may reduce their council tax. This will help the Council to set a reasonable precept enabling the Council to carry out all the projects it wants to without creating a legacy problem for the future. Cllr Leech has spoken with the Department of Work and Pensions (DWP) who were happy to support the idea.</p> <p>Cllr Leech raised concerns that Brixham Ward Councillors did not attend any Town Council meetings and that robust communication should be established. Members suggested the Clerk contacts the CEO and leader of Torbay Council to ensure there is a presence in Brixham.</p> <p>Cllrs Hoggart and Massey declared they will not support any precept increase.</p>
<p>21006</p>	<p>Virement request Members considered a request for a virement of funds from the Rates budget to the Courses Budget (Report 09-2021). Cllrs Giles and Haddock spoke of the importance of training for both Officers and Councillors and the value to the Council and community.</p> <p>New Councillors were advised to take advantage of training opportunities.</p> <p>It was resolved to make the virement.</p> <p>Cllr Massey voted against the request.</p>
<p>21007</p>	<p>Committee Membership and Roles of Chairs</p> <p>a) To review the committee membership vacancies</p> <p>Members discussed the current committee vacancies. It was resolved that Cllr Borthwick will join the Finance & General Purposes Committee Cllr Blackmore will join the Planning & Regeneration and the Finance & General Purposes Committee</p> <p>b) To discuss and consider the requirement for all Chairs and Vice Chairs to undertake training to support their role</p> <p>Cllr Haddock reinforced the importance of training. Members discussed the need for good quality training for Councillors, particularly beneficial for the roles of Chair and Vice Chair</p>
<p>21008</p>	<p>Policies</p> <p>a) To consider and adopt the Project Assessment and Progression Policy (PAPP) as recommended by the Evaluation Committee</p> <p>Cllr Hoggart spoke favourably and welcomed the idea of the PAPP. She did think it might be a bit over the top for the Town Councils needs but recognised it can be adapted to suit our requirements.</p>

	<p>Cllr Giles reinforced that when members bring ideas forward for consideration they must undertake some research first.</p> <p>It was resolved to adopt the Project Assessment and Progression Policy</p> <p>It was suggested that all current projects are transferred onto the new policy and thanks were given to the Clerk for updating the Garden Assistance scheme in line with the new policy.</p> <p>b) To consider and adopt the Climate and Environmental Policy</p> <p>Members discussed the policy and agreed it was a great start. However, the document should include a prioritisation action plan, a usage reduction target plan i.e. reduction of single use plastics, waste to landfill etc for the town council. The policy should not be allowed to stagnate and should be followed by a committee, with targets to meet.</p> <p>Members considered long term goals including electric vehicle charging points. Cllr Haddock advised there are opportunities to apply for electric charging points from Devon County Council.</p> <p>Cllr Giles suggested adding sustainability energy to the Town Hall.</p> <p>It was resolved to adopt the policy as a working document.</p> <p>c) To review the following policies</p> <p><u>Social Emergency Fund</u> Cllr Giles provided an update to members stating that the Social Emergency Fund had proven successful, progress has already been achieved with the cycle loops scheme and potentially the community transport issue. Further requesting an item is added to the policy; that the Town Council acts proactively to seek places where support can be offered in a crises.</p> <p>Cllr Hoggart added that Brixham Stronger Together has been one of the beneficiaries of the Town Council support which has been an incredible thing that the Town Council has done and should continue to do.</p> <p>It was resolved to accept the policy subject to the amendment to include ‘that the Town Council acts proactively to seek places where support can be offered in a crises’.</p> <p><u>Emergency Scheme of Delegation</u> It was resolved to reinstate all committee meetings, virtually, as soon as possible. The Emergency Scheme of Delegation is to be retained for use in an emergency.</p>
<p>21009</p>	<p>Progress Reports To receive progress reports on the following: <u>Red telephone boxes</u> Members discussed and noted the report. Plans for the seed swop should involve the member of the public who attended the meeting. Members agreed seeds should be commercially packaged seeds only.</p>

	<p><u>Gardening Assistance Scheme</u> The progress report reminded members that the initial resolution was to run a preliminary project and review after 12 months. However, due to covid-19 the scheme has not run for a full year and has been subject to several lockdowns and inclement weather. Members noted the report.</p> <p><u>Cycle Loops</u> Concerns were raised about the proposed locations in Fore Street as it is a pedestrian zone between 10am and 10pm.</p> <p>It was agreed to progress with the scheme including the locations suggested in the report. The locations can be monitored and if problems arise they can be re located.</p> <p>The Clerk reminded members that Torbay Council has not yet approved the locations and the report was a progress report and is subject to change.</p> <p>At 4pm it was resolved to extend the meeting for a further fifteen minutes.</p> <p><u>Community Transport</u> Cllr Giles advised there was a minor amendment to the report he had circulated to members. The report mentioned a care provider who are paid at a rate of 45p per mile, it should say are paid expenses of 45p per mile.</p> <p>Discussion regarding the Torbay Council budget took place and the subsidy allocated to bus services.</p> <p><u>Community Recovery Plan</u> Cllr Hoggart advised that phase one is currently being built into the budget at the Finance & General Purposes committee meeting. Recently attended the Chamber of Commerce meeting highlighting the town clean-up projects, which was well received.</p>
	<p>Date of next meeting It was noted the date of next meeting is scheduled for 18th February 2021 at 2pm</p>
21010	<p>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.</p>

Item	Reason	Raised by
Solar Powered bins		Cllr Giles
Town Hall Regeneration	Working group terms of reference	Cllr Giles

The meeting closed at 16:15 pm

Chairperson

Date.....

