



# Brixham Town Council

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**Town Clerk: Mrs Tracy Hallett**

18<sup>th</sup> February 2021

**Dear Councillors**

You are invited to attend a meeting of the **Evaluation Committee**, which will be held via [ZOOM](#) on **Thursday 25<sup>th</sup> February 2021** commencing at **2pm**.

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 21<sup>st</sup> December 2020

### 5. Policies

a) To review and consider any amendments to the following policies:

I. Appraisal

II. Health and Safety Policy

III. Training Statement of Intent for employees

b) To discuss and consider adopting the following policies:

I. Working at Heights

II. Task and Finish Group Terms of Reference

III. Member Development and Training Strategy

c) To discuss Town Councillor Roles and Responsibilities

**6. Staffing Matters**

To discuss and consider the following:

- a) Offering the Town Lengthsman a permanent full time post commencing 1<sup>st</sup> April 2021
- b) Apprenticeship Scheme (Report 19-2021)
- c) Adopting a training agreement

**7. Date of next meeting**

To note the date of the next meeting to be confirmed

**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

18<sup>th</sup> February 2021

**Committee Members:**

**Councillors R Haddock (C), J Regan (VC), P Addison, I Carr, S Laurie & A Massey**