



Brixham Town Council

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

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Town Clerk: Mrs Tracy Hallett

31st March 2021

Dear Councillors

You are invited to attend a meeting of the **Evaluation Committee**, which will be held via [ZOOM](#) on **Thursday 8th April 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 25th February 2021

5. Policies

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

I. Use of Email, Internet, Telephone and Social Media

b) To discuss and consider adopting the following policies:

I. Roles of Town Councillors

II. Neighbourhood Plan Task and Finish Group Terms of Reference

6. Council Meetings

a) To discuss and consider the requirement to revert to face to face meetings from 7th May (Report 12-2021).

b) To consider meeting start times and schedule for the forthcoming year (Report 28-2021)

7. Staffing Matters

- a) To discuss and consider adopting an employee equipment agreement
- b) To discuss and consider an apprenticeship scheme
- c) To hear feedback following attendance at a recent training course a staff member attended

8. Date of next meeting

To note the date of the next meeting to be confirmed.

9. 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

31st March 2021

Committee Members:

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