



Brixham Town Council

Minutes of the Meeting of the Evaluation Committee held via ZOOM on 8th April 2021 at 2pm

Present	Cllrs R Haddock, S Laurie, P Addison and J Regan
In attendance	Tracy Hallett, Town Clerk, Cllrs Hoggart

21008	Apologies for absence through the Clerk None.
21009	Declaration of Interest None. The declarations book was available to sign.
21010	To confirm and sign the minutes and confidential notes as a true record of the meetings held on 25th February 2021 The minutes of 25.02.21 were resolved and signed as a correct record.
21011	Policies <u>ai) Use of Email, Internet, Telephone and Social Media</u> It was resolved to recommend to Full Council to adopt the revised policy. <u>bi) Roles of Town Councillors</u> A detailed discussion took place over the policy. A straw poll took place to identify who would agree to changing the current set up. Majority of those present voted to see change. Following further discussion three proposals were considered as follows: Proposal 1: No change Proposal 2: 2 roles – Chair and Deputy / Civic Ambassador Proposal 3: Civic Ambassador, Chair & Vice Chair of Council It was resolved to recommend all options to Full Council for consideration. <u>bii) Neighbourhood Plan Terms of Reference</u> A discussion took place on the terms of reference with Councillors supporting the document. It was resolved to recommend to Full Council to adopt the revised policy prior to calling a Neighbourhood Plan meeting. BPNP Meetings should take place a week prior to the Town Council's P&R Committee. A discussion took place as to whether this should be discussed at Full Council in a closed session. The Clerk advised that there is legally no

	reason why the discussion should take place in closed session. It was agreed that the discussion should take place in public.
21012	<p>Council Meetings</p> <p>a) <u>Face to Face Meetings</u> It was resolved to accept the recommendations in the report, but also ensure that Committee meetings are scheduled for such time that a quorum can be .</p> <p>b) <u>Meeting start times and Schedule</u> It was resolved to commence all Council meetings are held at 6pm for a 12 month trial period.</p>
21013	<p>Staffing Matters <i>It was resolved to extend the meeting for a further 30 minutes.</i></p> <p>a) <u>Employee Equipment Agreement</u> It was resolved to adopt the agreement.</p> <p>b) <u>Apprenticeship Scheme</u> It was resolved to have a longer term apprenticeship scheme with the staff having the final word on who to appoint as apprentice. Staff should also take part in the interviews.</p> <p>A recorded vote was requested prior to the vote. Yes: 5 No: 0 Abstain: 0</p> <p>c) <u>Feedback on training</u> The Admin Assistant joined the meeting to give a report on the social media training he had recently undertaken.</p>
21014	<p>Date of next meeting The next meeting date to be held on 22nd April.</p>
21015	<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	Proposed by
Apprenticeship		Cllr Haddock
Training Updates		

The meeting closed at 4:30pm

Chairperson Date.....