



Brixham Town Council

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

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Town Clerk: Mrs Tracy Hallett

22nd April 2021

Dear Councillors

You are invited to attend a virtual meeting of **Brixham Town Council**, which will be held via [ZOOM](#) on **Wednesday 28th 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 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 25th March 2021

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. Role of Town Councillors

To discuss and consider the Role of Town Councillors. The recommendation from Evaluation Committee is one of three proposals below:

- a) Two positions: Chairperson and Vice Chairperson with no changes
- b) Two positions: Chairperson to be Leader of Council and Vice Chairperson to be responsible for Civic duties (as per policy)
- c) Three positions: Chairperson, Vice Chairperson and (new role) Civic Town Ambassador

6. Terms of Reference

To consider and adopt the Terms of Reference for the:

- a) Brixham Peninsula Neighbourhood Plan as recommended by the Evaluation Committee
- b) Town Hall Regeneration Task and Finish Group as recommended by the Town Hall Committee

7. Shoalstone Pool

To consider a request from Shoalstone Pool CIC to spend funds held in the Council's ear marked reserves to support the maintenance work being carried out at the pool.

8. Updates on Projects

To hear updates on the following and consider any recommendations:

- a) Cycle Loops
- b) Floral Displays at the Town Hall
- c) Gardening Assistance Scheme

9. Community Transport

To hear an update from the Community Transport group from Cllr Giles

10. Date of next meeting

Date of next meeting is scheduled for 5th May 2021 at 2pm

11. 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

22nd April 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.