



Brixham Town Council

Minutes of the Meeting of the Finance and General Purposes Committee held on 16th June 2021 at Brixham Town Hall at 6.00pm

Present	Cllrs Addison, Blackmore, Borthwick, Giles, Hoggart, Massey and Regan.
In attendance	Tracy Hallett, Town Clerk and Cllr Haddock
Welcome	Cllr Giles opened the meeting
Members of the Public	No members of the public

21048	Apologies for absence through the Clerk None.
21049	Declarations of Interest None.
21050	Minutes The minutes of the F&GP on 19.05.21 was resolved and signed as a correct record.
21051	Accounts for Payment Members considered the accounts paid by BACS and agreed the accounts to be paid as set out in the Expenditure Transaction Approval Lists. It was resolved to approve the expenditure list.
21052	Income Members noted the Income Transaction Approval List for the period ending 9 th June 2021.
21053	2022/23 Budget A general discussion took place on setting up a Task and Finish Group to look at future planning to ensure that the Council considers any projects within the next budget. It was resolved to set up a Budget Task and Finish Group with a membership of 4 and to include: Cllrs Giles, Haddock, Hoggart, Massey and the Town Clerk. Proposals to come to the F&GP by no later than the September F&GP meeting.

<p>21054</p>	<p>Policies</p> <p><u>Disciplinary Policy</u> Following further amendments, it was resolved to adopt the policy.</p> <p><u>Press and Media</u> It was resolved that the recordings of the meetings should be retained for 12 months before they are destroyed. Members were advised that this is a change to the recently adopted Standing Orders and will need to be considered by Full Council.</p> <p>Following further amendments, it was resolved to adopt the policy.</p> <p><u>Social Media</u> Following further amendments, it was resolved to accept the amended policy.</p> <p><u>Anti-Fraud, Bribery and Corruption</u> Following further amendments, it was resolved to accept the amended policy.</p> <p><u>Complaints Policy</u> It was resolved to accept the amended policy.</p> <p><u>Gifts and Hospitality</u> It was resolved to accept the amended policy.</p>
<p>21055</p>	<p>Town Hall Matters</p> <p><u>Theatre Lease</u> The Clerk advised that a copy of the scaled plans had been provided by Devon Interiors who worked on the first regeneration consultation and they had kindly rescaled the plans to meet Land Registry requirements. This was the last matter that needed to be resolved and the lease is nearing completion</p> <p><u>Theatre Request</u> Members considered the request and resolved not to make any changes to the new charging structure.</p> <p><u>Periodic Electrical Inspection</u> It was resolved to instruct Bowen Electrical to proceed with all the C2 works as quoted in report</p> <p><u>Reopening Town Hall</u> The Town Clerk advised that:</p> <ul style="list-style-type: none"> • Brixham Does Care (BDC) admin were returning to Town Hall due to the Friends Centre opening. • The Town Council to delay opening the Town Hall to allow BDC group members to integrate back into society. This will be reviewed after a month of BDC opening. • The Council had applied and successfully received the latest Business Support Grant that enables businesses to reopen following the easing of restrictions. Ideas that have been considered include a reopening launch event show casing the Town Hall, a digital display board and reviewing the external

	signage whilst retaining some monies necessary to ensure the building remains a safe COVID environment.	
21056	<p>Town Hall Regeneration Task and Finish Group The group continue to meet monthly. At the last meeting a discussion took place about the consultation document and some minor tweaks had been made for the Brixham Signal version.</p> <p>The group requested that they are given permission to seek quotes for a full detailed structural and conditional survey and to seek potential funding for the work. Members resolved to accept the request.</p> <p>The group also requested:</p> <ul style="list-style-type: none"> • A page on the Council website which the Town Clerk advised was already created • A financial breakdown of expenditure and income for the Town Hall 	
21057	<p>Personnel Matters A general discussion took place on the Receptionist Vacancy and the need to reappraise the vacancy based on the requirements of the Council and its need to forward plan.</p>	
21058	<p>Date of Next Meeting The next meeting is on 21st July at 6pm.</p>	
21059	<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
Information Technology	Councillor tablets were purchased for a specific task and are not suitable for the current requirements. This should also include suitable technical equipment suitable for recording meetings.	Cllr Addison
Investment	Borrowing for investment projects ie Park and Ride	Cllr Haddock
<i>It was resolved to extend the meeting for 10 minutes.</i>		
21060	<p>Exclusion of Public and Press It was resolved to exclude members of the public and press due to the confidential nature about to be discussed.</p>	

The meeting closed at 20:05

Chairperson Date.....