



Brixham Town Council

Minutes of the Meeting of the Finance and General Purposes Committee held on 20th October 2021 at Brixham Town Hall at 6.00pm

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

21096	Election of Vice Chairperson It was resolved to elect Cllr Haddock as Vice Chairperson.
21097	Apologies for absence through the Clerk Apologies received from Cllr Massey due to COVID related illness.
21098	Declarations of Interest None.
21099	Minutes The minutes of the F&GP on 15.09.21 was resolved and signed as a correct record with the following amendments: 21090: amend 'reduce' to 'reduced' 21091: amend '2023' to '2022'
21100	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.
21101	Income Members noted the Income Transaction Approval List for the period ending 11 th October 2021.
21102	2022/23 Budget Members considered the budget as set out in report 61-2023. Cllr Haddock reported to Members the outcome of recent Budget Task and Finish Groups and suggested the Council should consider increasing the lengthman service with an additional member of staff and purchase of a weed ripping machine. It was agreed that the Council should investigate the purchase cost, but also whether there are opportunities to rent / hire.

	<p>Members were also advised that the Gardening Assistance Scheme needed reviewing which will be carried out by the Community and Environment Committee. The Clerk is also looking into options of how the Council can improve the lengthsman scheme.</p> <p>It was suggested that the:</p> <ul style="list-style-type: none"> • Council do not invest in a Utility Vehicle but retain the value shown in the draft budget for maintenance of the existing vehicle. • Include £200 for the Civic Award <p>It was resolved to:</p> <ul style="list-style-type: none"> • Not appoint any further Councillors to the Budget T&F Group at this stage • That the insurance will be thoroughly investigated • That the group consider indicative costs for potential projects
<p>21103</p>	<p>Town Hall</p> <p>a) <u>To hear an update on the Planning Application for the Old Police House and to ratify the decision to accept the amended plan.</u> It was resolved to ratify the decision to accept the amended plan which was submitted to Torbay Planning.</p> <p>b) <u>To discuss and consider the criteria for architects quotes</u> It was resolved to approve the criteria</p> <p>c) <u>To discuss and consider the gas and utility quotes</u> It was resolved to delegate to the Town Clerk</p>
<p>21104</p>	<p>Grant</p> <p>Concerns were raised of who would take on the liability of the ongoing maintenance. Members felt that further questions should be asked:</p> <ul style="list-style-type: none"> • Is the landlord prepared to take on the maintenance liability • Will the installation benefit more than the 11 members • Have they looked into or considered match funding • Has a fire risk assessment been considered by YES on the effects of the installation to any means of escape on the stairway
<p>21105</p>	<p>Personnel</p> <p><i>It was resolved to extend the meeting for a further 15 minutes.</i></p> <p>a) <u>To nominate a Member of the F&GP Committee to carry out the Town Clerk's Appraisal</u> It was resolved to nominate Cllr Haddock</p> <p>b) <u>To consider the draft job description for the vacant post</u> The draft job description was approved with the inclusion of the need for the staff member to source grant funding and work with Torbay Council to pursue S106 monies spent in Brixham. The Clerk to investigate payscale and hours and report back.</p>

21106	Date of Next Meeting The next meeting is scheduled for 17 th November at 6pm.	
21107	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.	
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. Meeting: Budget T&F Group	Cllr Addison
Investment	Borrowing for investment projects ie Park and Ride Meeting: BPNP T&F Group	Cllr Haddock
21108	Excluding Members of the Public and Press It was resolved to exclude members of the public and press due to the nature of the business to be transacted.	

The meeting closed at 20:25

Chairperson Date.....