

# Brixham Town Council

Date of Issue: Friday 15.05.15

Members of the Council you are hereby summoned to attend a meeting  
On **Thursday 21.05.15 at 7.00 pm**

@ The Function Room, Brixham Town Hall for the purpose of transacting the following business:

There will not be a period for members of the public to address questions or statements to the Council at this meeting due to the business to be carried out and as the Parish Meeting is to be held on 28.05.15.

## Agenda

1. To elect a Chairperson of the Council for 2015/16.
2. To receive the Chairperson's declaration of acceptance of office.
3. To elect a Vice Chairperson of the Council for 2015/16.
4. To accept apologies for absence through the clerk.
5. To make any Declarations of Interest in items on the agenda.
6. To agree the minutes of the meeting held on 09.04.15.
7. To receive the signed Declaration of Acceptance of Office from Members.
8. To review the Committees Terms of Reference.
9. To consider appointing a BTC representative on the Brixham Does Care Committee and the Torbay Council Events Forum.
10. To elect membership of the Committees and Outside Bodies.
11. To review the Management Agreement between Brixham Town Council and Shoalstone Pool Ltd.
12. To consider the recommendation from the Evaluation Committee to adopt the following:
  - Staff Handbook
  - Data Protection Policy
  - Use of Email, Internet, Telephone and Social Media Policy
13. To confirm the appointment of K Abraham as Internal Auditor for 2015-16 (auditor for 2007-15)
14. To resolve that the Council meets the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.
15. To review the Town Council Financial Regulations.
16. To agree to review all other Council policies at the relevant committees before reporting back to Full Council.
17. To agree the Full Council calendar of meetings for 2015-16.
18. To receive requests for the Members Declaration of Registerable Interests.
19. To present items for the next agenda.

Signed ..... Clerk to Brixham Town Council

Items for inclusion on the next agenda should be submitted to the clerk eight days prior to the meeting.

Brixham Town Council Clerk, Town Council Office, Town Hall, New Road, Brixham TQ5 8TA.  
Telephone 01803 859678 email info@brixhamtowncouncil.gov.uk

## **Standing Orders**

### **17. Resolutions Moved On Notice**

Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least seven clear days before the next meeting of the Council and that they would be put on the agenda with the agreement of the Chairperson and the clerk.

If a member has their proposed agenda item refused the member must gain the support of three other members to have the item placed on the agenda.

If a member of public has their proposed agenda item refused they must gain the support of four Councillors to have the item placed on the agenda.

### **Rules of Debate**

- a) No discussion of the Minutes shall take place except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairperson.
  - b) A member shall not speak for more than three minutes at any one time on any item on the agenda without the consent of the chairperson.
- 29.a)** A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chairperson, be written down and handed to them before it is further discussed or put to the meeting.
- b) A member when seconding a resolution or amendment may, if they then declare their intention to do so, reserve their speech until a later period of the debate.
  - c) A member shall direct their speech to the question under discussion or to a personal explanation or to a question of order.
  - d) No speech shall exceed three minutes except with the consent of the Chairperson.

## **Meeting Procedure for Members of the Public**

- The public participation session is to be of fifteen minutes duration
- Members of the public can speak for up to three minutes each.
- Members of the public who wish to speak to an agenda item will be invited to speak first
- Members of the public who wish to speak on any other topic will be invited to speak next
- Matters raised under any other topic will not be discussed but if appropriate will either be:
  1. formally referred to a committee,
  2. placed on the agenda of the next meeting
  3. Responded to by the clerk in writing at a later date.