

Brixham Town Council

Minutes of the Meeting of the F&GP Committee

held in The Furzesham Meeting Room, Brixham Town Hall on 5th August 2015 at 7.00 p.m.

Present: Cllrs: P Addison, I Carr, R Clarke, J Regan, D Giles, M Morey & J Stock.

Also present: T Hallett, Town Clerk and 2 Members of the Public.

A member of BATS reported a theft from their box office and requested that two additional CCTV cameras were installed to cover the box office and Theatre foyer.

15096. Apologies for absence through the clerk.

None.

15097. Declarations of Interest.

R Clarke declared a non pecuniary interest on agenda item 9, but advised that she does have dispensation.

R Clarke declared a non pecuniary interest on agenda item 6.

P Addison declared a non pecuniary interest on agenda item 6.

The Declarations of Interest register was available to sign.

15098. Minutes of the Meeting held on 01.07.15.

The minutes of the meeting held on 01.07.15 were **resolved** and signed.

15099. Payment of the invoices contained in Annex 1.

All invoices were considered and it was **resolved** to pay the invoices as detailed below.

Payee	Amount	Cheque no or BACS	Details
Fishermens Mission	£30.00	800	Wreath for Seafarers Memorial Service
James Williams Architect	£400.00	801	Drawings for planning application
A+D Supplies	£111.17	BACS	Cleaning products
Protec Fire	£42.96	BACS	Fire exit signs
Johnson Apparelmaster ltd	£138.53	BACS	Rental charges for mats
Christmasmarkets.com	£120.00	BACS	Advertising website for Christmas Market
Jackson Lift Services Ltd	£560.40	BACS	Scheduled inspection
Paul Addison	£10.56	BACS	Travel & parking to code of conduct training
Dart Fire	£10.35	BACS	Stage door sign
Law Waste	£50.00	BACS	Waste collection from Wall Park
Lamps & Tubes Illuminations ltd	£5,232.00	BACS	Fore Street cross street Christmas lights
Sound & Light South West	£570.00	802	Provision of sound at meetings
DALC	£30.00	BACS	Effective Cllr training

£7,305.97

Cllr P Addison left the Chamber during the approval of his expenses claim.

The cheques were then signed by three signatories and verified against the invoices. All invoices due for BACS payments were then initialled by three account signatories.

Payments made by fast payment were approved.

Members were advised that research had been carried out for the most competitive price of cleaning mats at the Town Hall and that Johnsons Apparalmaster were still the most competitive price.

Payments to approve				Date paid
South West Water	£423.19	BACS	Town Hall	23.07.15
South West Water	£143.71	BACS	Wall Park allotments	23.07.15
BT	£34.14	BACS	Emergency line in lift	23.07.15
Torbay Council	£3,921.05	BACS	Staff Salaries	26.06.15
Torbay Council	£2,432.74	BACS	Staff Salaries	26.06.15
Torbay Council	£91.20	BACS	Members Allowance	03.07.15
Torbay Council	£9.20	BACS	Members Allowance	03.07.15
Total	£7,054.83			

15100. To discuss and note the Bank statement, expenditure against budget report, Newsletter and Town Hall balance sheets.

The statements, Expenditure against budget and Town Hall reports were discussed and noted. Members were advised of the interest received on the 32 day notice account and that all bank statements issued with agendas were to remain confidential.

15101. Grant applications and Feedback

Grant applications were considered and it was **resolved** to defer the decision on the Admiral Swimming Centre grant application. Members agreed that the Admiral Swimming Centre should try and raise further funds elsewhere. If they still have a shortfall by the time they needed to start work they should then put in a further request to BTC for consideration.

Cllr Clarke & Morey abstained from voting.

15102. To consider a request from the Pannier Market Manager to extend the trading hours to 5 days per week in the Scala Hall.

Members discussed the request and were provided with figures showing the income received for 2014/15 and the potential income if the request was accepted including potentially loss of income. It was agreed to defer the decision pending the results of the following options:

- A. Go out to tender for a market manager
- B. Figures for accepting the request on a 4 day basis
- C. The Town Council to run the market themselves

15103. To consider any applications to attend training courses or conferences.

It was **resolved** to accept the requests for the following training:

DALC AGM & Conference Thursday 15th October for Cllr Addison, Cllr Clarke and Mrs Hallett

Members were advised that the DALC Clerks Summer Social advertised on their website was for last year, not this year.

15104. To consider any allotment issues.

Members discussed the report issued and agreed the following:

1. Waiting List. A big drive for new members on the list should be made in the next signal.
2. Waiting List. If members of the public advise that they are not ready for an allotment, they should be informed that they will be put to the bottom of the list.

Members were also advised that:

3. a successful meeting had been held with the property owners of Four View Close and that they had not encroached onto the Town Council allotment land.
4. Haycock Lane meeting had taken place and that the Clerk is in discussions with Torbay Council regarding who is responsible for the upkeep of the lane.

15105. To discuss members of the Town Hall Sub Committee.

Members were advised that there were only 5 members on the subcommittee:
 Cllrs Addison, Carr, Giles, Regan and Stock.
 Cllr Morey agreed to join the subcommittee and a date was agreed for the next meeting.

15106. To discuss and agree a request received from Shoalstone Pool Ltd.

Members were advised that SPL required £2,000 from the contingency fund to allow them to continue paying the lifeguard wages and the money had been transferred Friday 24th July. It was **resolved** to ratify this payment. It was further **resolved** to agree to the Clerk releasing a further £2,000 should SPL require the funds.

15107. To discuss and agree ways to improve the Brixham Signal.

Members agreed that in general they were pleased with the Signal and that it should continue to be delivered to all of the TQ5 postcode sector. In addition they would like to see more information regarding decisions made by the Town Council since the last newsletter and periodic articles from Chairpersons of the Committees. It was further agreed to investigate the option of rebranding the newsletter for the new year.

15108. To hear an update regarding window cleaning for the Town Hall.

Members were advised that the hallkeeper had been given new window cleaning equipment and that majority of the windows had now been cleaned.

15109. To present any items for the next agenda.

- Newsletter
- SPL Management Agreement Addendum
- Brixham Pannier Market
- Funding request for BrixhamFuture
- Funding request for the Community Flood Plan

The meeting closed at 9pm

Chairperson Date