

Brixham Town Council

Minutes of the Meeting of the F&GP Committee held in The Furzesham Meeting Room, Brixham Town Hall on 7th October 2015 at 7.00 p.m.

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

Also present: L McGuirk, Assistant to the Town Clerk, Cllr J Wilbraham and 23 Members of the Public.

A member of the BATS spoke about problems with vehicles parking at weekends at the side of the Library restricting access to the car park.

15124. Apologies for absence through the clerk.

None

15125. Declarations of Interest.

Cllr R Clarke declared a pecuniary interest on agenda item 6 and non pecuniary 10 and 12 but advised that she does have dispensations.

Cllr J Stock declared a non pecuniary interest on agenda item 12.

Cllr D Giles non pecuniary interest on agenda item 11 Brixham Future.

Cllr J Regan non pecuniary interest on agenda item 11 Brixham Future.

Cllr P Addison pecuniary interest on agenda item 6

Cllr I Carr non pecuniary interest on agenda item 11 Brixham Future.

The Declarations of Interest register was available to sign.

15126. Minutes of the Meeting held on 02.09.15.

Members **agreed** minute 15118 was a true record. The minutes of the meeting held on 02.09.15 were **resolved** and signed.

15127. To discuss a letter received on behalf of the Pannier Market

Standing Orders were lifted to allow members of the public to speak regarding issues with the Pannier Market. Standing orders were then reinstated and Members discussed the concerns raised. All members affirmed their support of the Pannier Market as a valued part of the town Hall and it was **resolved** to:

- Display a monthly calendar showing bookings for that period, the calendar is subject to change.
- Ensure 'No Smoking' signage is in place in the Hall.
- The problems with the electrics and fuse box in the Scala Kitchen will be prioritised.
- A meeting between Cllr P Addison, I Carr and D Giles, an officer of BTC and Mr Scott will be convened as soon as possible to discuss the problems Mr Scott has with setting up and dismantling the Market.

Mr Scott was reminded that the previous agreement remains in place:

*15118 A 6 month short term tenancy for 3 days per week with the 4th day as a flexible additional day. The *tenancy to run from 1st October 2015 – 31st March 2016.*

With the agreement that two weeks rolling notice will be given when Thursdays are not available and with the addition once a month of Fridays when the Pannier Market are booked on a Saturday.

*Following legal advice a Licence is required and not a Tenancy agreement.

15128. 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
Advanced Tree Care	£400.00	812	Hedge cutting at Dixons allotments.
The Handyman	£143.66	BACS	Toilet seat hinges & syphon's
Johnsons Apparelmaster	£181.32	BACS	Town Hall floor mats
A+D Supplies	£121.96	BACS	Cleaning products
Grant Thornton	£720.00	BACS	Annual Return
Partington Print	£48.00	BACS	Bus shelter poster
Partington Print	£49.20	BACS	A3 & A4 Posters
Partington Print	£129.00	BACS	A5 Leaflets
AC Print	£1,830.00	BACS	Printing Newsletter
Cllr J Regan	£24.36	BACS	Travel Expenses
DALC	£150.00	BACS	Training
Cllr R Clarke	£4.00	BACS	Travel Expenses
Viking Direct	£602.56	BACS	Stationery
Royal Mail	£1,003.16	BACS	Delivery of Signal
South & West internal Audit	£340.00	BACS	Internal Audit Services
Total	£5,747.22		

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.

<u>Payments to approve</u>	Amount	BACS	Details	Date paid
South West Water	£233.35	BACS	Utilities Town Hall	14.09.15
Mr M James	£1,300.00	BACS	Return of Anti Bullying Fund due to lack of interest	14.09.15
British Gas	£381.47	BACS	Gas	23.09.15
BT	£33.70	BACS	Lift Line	23.09.15
Torbay Council	£4,001.67	BACS	Staff Salaries	28.08.15
Torbay Council	£92.00	BACS	Members Allowance	28.08.15
Torbay Council	£2,549.70	BACS	Staff Salaries	07.09.15
Torbay Council	£8.40	BACS	Members Allowance	07.09.15
British Gas	£202.91	BACS	Electricity	28.09.15
British Gas	£2,254.81	BACS	Electricity	28.09.15
Total	£11,058.01			

15129. 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. Members were advised that a precept instalment had been received on the 1st October. It was **agreed** to transfer a minimum of £50,000 to a high interest instant access account subject to the agreement of the Responsible Financial Officer.

15130. Grant applications and Feedback

Correspondence from the RNLI was noted.

Grant applications were considered and it was **resolved** to allocate £500 to C.E.R.T for the purchase of equipment. It was **agreed** that

- BTC will purchase the equipment on behalf of the group as they do not have a bank account.
- An Emergency Response Fund is to be made available to provide financial help in a major disaster.
- Cllr M Morey will liaise with Torbay Council and Megan Hart regarding the insurance.

Members were advised that a grant application from BATS had been received but missed the deadline for this meeting. It was **resolved**

- BATS grant application be put on the agenda for the next Full Council meeting on the 22.10.15
- Full Council agenda 22.10.15 - BATS development plans to be discussed.

BATS were asked to provide information showing the position they would be in if they do not get the money from Coastal revival fund and other grant applications.

15131. To consider any applications to attend training courses or conferences.

Members were informed that the Town Clerk had attended the SLCC Parliamentary Outreach session. This was a free workshop and had proved very informative.

15132. To consider any allotment issues.

Currently there are 10 vacant plots. Tenancy agreements for 2015 to 2016 have been issued and most have now been returned.

15133. To hear an update and to consider the format for the budget consultation.

Members discussed ideas for the format of the budget consultation event with Katherine Fallon of the Community Partnership. Members felt it was important that a breakdown of the costs is given right down to how much a week project will cost each person. It was **agreed** Cllrs I Carr and D Giles would provide the headings for the event by the 14.10.15

15134. To discuss and consider the addendum to the Management Agreement for Shoalstone Pool Ltd

Defer until the next meeting.

15135. To hear an update on the Cafe lease and rental income.

Defer until the next meeting.

15136. To review the following policies:

- **In Kind Support** - Defer until the next meeting.
- **Reserves** - Defer until the next meeting.

15137. Draft budget including the following proposals:

- **TRTBID**
- **Town Council IT Network.**

Changes were made to the Budget Spreadsheet.

It was **resolved** to recommend to Full Council that this year's £2,000 allocation to the Youth Council should be reallocated to BrixhamFuture as start up funds.

15138. Items for the next agenda
Budget

The meeting closed at 10:35pm

Chairperson

Date