

Brixham Town Council

Date of Issue: Thursday 19th November 2015

Members of the Council you are hereby summoned to attend a meeting of

On **Thursday 26.11.15** at **7.00 pm**

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

Attendees should be aware that the proceedings of this meeting may be filmed, photographed or recorded.

From 7pm, for a period of 15 minutes, members of the public are invited to address questions or statements to the Council regarding agenda items, followed by non agenda items. No person may speak for longer than 3 minutes on any one item.

Agenda

1. To accept apologies for absence through the clerk
2. To make any Declarations of Interest in items on the agenda
3. To consider any requests for dispensation
4. To confirm and sign the minutes as a true record of the meetings held on 22.10.15
5. To consider Torbay Council's draft budget and discuss how it affects Brixham
6. To discuss and agree the draft strategy document
7. To consider the Brixham Peninsula Neighbourhood Plan
8. To present items for the next agenda.

Signed *Tracy Hallett* 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.