

# Brixham Town Council

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## Minutes of the Meeting of Evaluation Committee

held at Furzeham meeting Room, Brixham Town Hall on 15.10.15 at 7.00pm

**Present:** Cllrs R Clarke, P Addison, I Carr, S Clutterbuck, J Stock.

**Attending:** Tracy Hallett, Town Clerk, Cllrs V Campbell and D Giles

**15029. Apologies.**

None.

**15030. Declarations of Interest.**

None.

The Declarations of interest register was available to sign.

**15031. Minutes of the meeting held on 23.07.15.**

The minutes of the meeting held on 23.07.15 were **resolved** and signed as correct.

**15032. To review the following policies.**

- a. Anti Bullying and Harassment Policy. Following some changes, it was **agreed** to recommend the altered policy to next Full Council.
- b. Model Publication Scheme. It was **agreed** to investigate other Town Council Model Publication Schemes.
- c. Member Officer Protocol. Following some changes, it was **agreed** to recommend the altered policy to next Full Council.
- d. Lone Working. Following some changes, it was **agreed** to recommend the altered policy to next Full Council.
- e. Standing Orders. It was **agreed** that the Policy Working Group should review the Standing Orders and report back to the Evaluation Committee.

**15033. To consider the adoption of a Town Centre Managed Sites Policy.**

Following some changes, it was **agreed** to recommend to adopt the policy to the next Full Council meeting.

**15034. To approve the draft strategy document for 2015-2019.**

It was **agreed** to put out to consultation on the Council website asking residents to consider and send in their comments. The deadline for responses to be Friday 13<sup>th</sup> November.

**15035. To consider additional wording to be put at the top of each agenda**

It was **agreed** to add "attendees should be aware that the proceedings of this meeting may be filmed, photographed or recorded" at the top of every agenda.

**15036. To consider safeguard issues of all members on outside bodies**

It was **agreed** to that all outside bodies must have a constitution and a bank account before a Councillor is appointed as a representative of the Council.

**15037. To hear an update from the Town Clerk on any personnel matters**

Members were advised that the Town Clerk has recently had an informal appraisal and that she was working towards targets set at the last formal appraisal.

The Clerk presented information to the members outlining details of staff holiday hours and TOIL, along with graphs showing the individual and combined time sheets for the year to date.

Members discussed the need for administrative help within the office. It was **resolved** to take on a temp to help cover the backlog of workload. It was further agreed that Cllrs Addison and Clarke, along with the Town Clerk should meet with the application for the temp position. It was **resolved** to offer a temp 30 hours per week at the April 2016 National Living Wage and that Miss McGuirk should remain on the temporary 37 hours per week.

It was **resolved** to re-evaluate the staff levels at the next Evaluation meeting.

**15038. To present items for the next agenda**

Policies update from Policy Working Group  
Strategy policy update  
Staffing update

**15039. To consider the exclusion of the press and public due to the confidential nature of the business about to be undertaken**

It was **resolved** to exclude the press and public.

**15040. To discuss a complaint received from a prospective hirer**

The complaint was considered along with recent issues experienced by the Town Clerk and members. It was **resolved** to write to the accused and remind them of the expected behaviour, including a copy of the Anti Bullying and Harassment Policy.

Members were further advised of issues relating to the use of the Scala Hall Kitchen and information received from another electrician. It was **resolved** to follow the advice received from the fire risk assessment and electrical report and impose a restriction in the Scala Kitchen with immediate effect.

The restriction being that only two microwaves, one hot water urn and one toaster was permitted. Each electrical item must be individually plugged into sockets (no adapters) and that all electrical equipment must be in compliance with the Councils PAT policy.

The meeting closed at 9.55pm

Chairperson ..... Date.....