



# Brixham Town Council

First Floor, Brixham Town Hall,  
New Road, Brixham, TQ5 8TA

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**Town Clerk: Mrs Tracy Hallett**

28<sup>th</sup> April 2021

**Dear Councillors**

You are invited to attend a virtual meeting of **Brixham Town Council**, which will be held via **ZOOM** on **Wednesday 5<sup>th</sup> May 2021** commencing at **2pm**.

If you are unable to attend this meeting, or will be late in arriving, please inform the Council offices as soon as possible.

Due to the business to be carried out, there will not be a period for residents to address questions or statements to the Council at this meeting.

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

## Agenda

- 1. Opening of the Meeting**
- 2. To Elect a Chairperson**
  - a) To receive nominations and then to elect a Chairperson
  - b) The newly elected Chairperson to sign the Declaration of Acceptance of Office
- 3. To Elect a Vice Chairperson**
  - a) To receive nominations and then to elect a Chairperson
  - b) The newly elected Vice Chairperson to sign the Declaration of Acceptance of Office
- 4. Apologies**

To receive apologies and to approve reasons for absence
- 5. Minutes**

To consider and approve the minutes dated 28<sup>th</sup> April 2021
- 6. Declaration of Interest**

In accordance with the Code of Conduct, members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Town Clerk within 28 days of the change
- 7. Election of Members to Committees, Task & Finish Groups and Outside Bodies**

To consider nominations and confirm membership for the following (Report 31-2021):

  - a) Committees
  - b) Task & Finish Groups
  - c) Outside Bodies
- 8. In Person Meeting Protocol**

To consider and adopt the in person meeting protocol as recommended by the Evaluation Committee (Report 12-2021)
- 9. Calendar of Meetings**

To consider and agree the calendar of meetings

**10. Internal Auditor**

- a) To confirm the appointment of IAC Audit and Consultancy Ltd for the financial year 2021/22
- b) To discuss and consider the Year End Internal Auditors Report (Report 32-2021)

**11. Asset Register**

To review the Council's asset register (Report 34-2021)

**12. Policies**

To review and adopt the following policies:

- a) Standing Orders
- b) Financial Regulations
- c) Internal Financial Regulations
- d) Financial Risk Management Register
- e) Community Transport Terms of Reference

**13. Annual Return (Report 33-2021)**

- a) To accept and sign the Annual Return for 2020/21 as follows:
  - i. Section one: Annual Governance Statement
  - ii. Section two: Accounting Statement
- b) To note the dates for the Period for the Exercise of Public Rights and date the Notice is to be published on the Councils website

**14. Insurance**

To discuss and consider the insurance renewal

**15. Co-option**

To discuss and consider advertising the Councillor vacancy

**16. Shoalstone Café**

To discuss and consider the Deed of Variation

**17. Date of next meeting**

Date of next meeting is scheduled for 9<sup>th</sup> June 2021 at 6pm

**18. Items for future agenda**

Each Councillor is requested to use this opportunity to raise items for future agendas, giving details of why the Council should consider the item.

Signed

*Tracy Hallett*

Town Clerk to Brixham Town Council

28<sup>th</sup> April 2021

## **Meeting Protocol**

- All Councillors will receive an invite to attend an ZOOM meeting.
- At least 10 minutes prior to the meeting commencement time, they are advised to click on the link within the calendar entry and join the meeting.

## **Access to Documents**

- The agenda and supporting documents will be available on the Town Council's website.
- All members will receive an electronic version in the usual manner.
- Paper copies of the agenda only will sent to the Chairperson and any other Councillor on request.

## **Access for Members of the Public**

Members of the public can join the meeting by requesting the Meeting ID and Password from the Town Council. Anyone attempting to join the meeting will be placed in a lobby until such time that the Town Clerk invites them to join the meeting.

## **Meeting Arrangements**

- At the start of the meeting, the Town Clerk will check attendees and note members of the public / press attending.
- All attendees are advised to ensure their microphones are turned off, unless they are speaking. This prevents background noise which can be disruptive during the meeting. The Town Clerk will monitor this and will be able to turn off microphones where necessary.
- Members are advised to ensure their video is on.
- Members of the public will have an opportunity to address the Council between 2pm and 2.15pm.
- If addressing the Council, members of the public are advised to ensure their video and microphone are turned on. To ensure the Town Clerk is aware that a member of the public wishes to address the Council, please type your name in the meeting chat section of ZOOM.
- Once the Council meeting commences, members of the public can continue to listen / observe to the proceedings of the meeting.
- All attendees are reminded that only one person can speak at any one time. Interruptions will cause further delays in the meeting, with the Clerk having to ask the speaker to repeat.
- If Members wish to speak, they are advised to raise their hand. Members are advised NOT to speak until they are invited to do so.