



Brixham Town Council

Minutes of the Virtual Meeting of Brixham Town Council held on Zoom on 5th May 2021 at 2.00pm

Present	Cllrs P Addison, D Blackmore, D Borthwick, D Giles, R Haddock (VC), D Hannaby, E Hoggart, S Laurie, S Leech, A Massey and J Regan (C)
In attendance	Tracy Hallett, Town Clerk; Linda McGuirk, Deputy Town Clerk, Ward Councillors Brown, Stockman, one member of the press and one member of the public.
Welcome	Councillor Regan opened the meeting.

21045	To Elect a Chairperson a) Councillors Addison and Haddock were nominated. Following a vote, Councillor Addison was nominated as Chairperson There were 6 votes recorded for Cllr Addison and 5 votes recorded for Cllr Haddock. b) Councillor Addison signed the Declaration of Acceptance of Office Cllr Addison expressed his thanks to Cllr Regan for her time as Chairperson, particularly during the pandemic which had caused additional pressure. Members also unanimously showed their thanks to Cllr Regan.
21046	To Elect a Vice Chairperson a) Nominations were received for Councillor Hoggart. Following a vote, Councillor Hoggart was nominated as Vice Chairperson b) Councillor Hoggart signed the Declaration of Acceptance of Office
21047	Apologies for absence through the Clerk. None.
21048	To confirm and sign the minutes as a true record of the meetings held on the 28th April 2021. The minutes of the meeting held on the 28 th April 2021 were resolved and signed as a correct record.
21049	Declarations of Interest Cllr Laurie declared a non-pecuniary interest in agenda item 16 as she is a member of Shoalstone Pool CIC.
21050	Election of Members a) <u>Committees</u> Finance & General Purposes: Cllrs Massey, Giles, Hoggart, Blackmore, Borthwick, Addison and Regan Planning & Regeneration: Cllrs Blackmore, Massey, Hoggart and Borthwick.

	<p>The clerk advised the meeting is only just quorate with 4 members. Cllrs Hannaby and Regan agreed to stand as reserves.</p> <p>Community & Environment: Cllrs Regan, Giles, Hoggart and Addison. The Clerk advised the meeting would only just be quorate with 4 members.</p> <p>b) <u>Task and Finish Groups</u> The Clerk advised members that the Community Transport is a new Task and Finish Group.</p> <p>Brixham Peninsula Neighbourhood Plan: It was agreed not to appoint members until the terms of reference have been agreed.</p> <p>Christmas: Cllrs Laurie, Leech and Hannaby.</p> <p>Community Recovery: Cllrs Hoggart, Giles, Leech, Hannaby and Massey</p> <p>Community Transport: Cllrs Hoggart, Giles and Massey</p> <p>Policy: No members came forward</p> <p>Town Emergency Plan: Cllrs Addison, Hoggart, Hannaby and Regan</p> <p>Town Hall Regeneration: Cllrs Borthwick, Giles, Hoggart, Leech, Blackmore, and Hannaby</p> <p>Members discussed meeting times and raised concerns that they were unaware when meetings are scheduled. Cllr Hannaby asked the Clerk if members can still participate via Zoom. The Clerk confirmed that all Councillors must attend meetings in person after the 6th May 2021.</p> <p>c) <u>Outside Bodies</u> Brixham Community Sports Partnership: No members came forward. Brixham Fairtrade: Cllr Hannaby Brixham Future: Cllrs Regan and Addison Brixham in Bloom: Cllrs Regan and Leech Community Partnership Steering Group: No members came forward Youth Genesis: Cllr Giles DALC (including larger council meetings): Cllr Hoggart Shoalstone Pool CIC: No members came forward. Cllr Laurie advise that she is stepping down from Shoalstone Pool CIC as director. Torbay Council Planning Committee: P&R to discuss and agree Torbay Council Licence Committee: P&R to discuss and agree</p>
21051	<p>In Person Meeting Protocol It was resolved to accept the recommendations in the report, but also ensure that Committee meetings are scheduled for such time that sufficient Councillors are available to ensure the meeting is quorate.</p> <p>It was confirmed that Task and Finish groups can continue virtually.</p>

	<p>Cllrs requested a straw poll to see how many Councillors were comfortable to return to face to face meetings. Members unanimously agreed they would be happy to attend face to face meetings.</p> <p>Cllr Borthwick suggested all members do a lateral flow test on the morning of the meeting.</p>
21052	<p>Calendar of Meetings The calendar of meeting dates were presented to the Council. Members declined to approve the proposed calendar of meetings for committees and agreed each committee should consider the dates and times during their first meeting.</p>
21053	<p>Internal Auditor</p> <ul style="list-style-type: none"> a) It was resolved to appoint IAC Audit and Consultancy Ltd for the financial year 2021/22 b) The Year End internal auditors report was noted.
21054	<p>Asset Register It was resolved to accept the asset register as contained in report 34/2021.</p>
21055	<p>Policies</p> <ul style="list-style-type: none"> a) <u>Standing Orders</u> It was resolved to accept the changes and adopt the revised policy. b) <u>Financial Regulations</u> It was resolved to accept the changes and adopt the revised policy. c) <u>Internal Financial Regulations</u> It was resolved to accept the changes and adopt the revised policy d) <u>Financial Risk Management Register</u> It was resolved to accept the changes and adopt the revised policy With the inclusion of the Covid recovery plan e) <u>Community Transport Terms of Reference</u> It was resolved to adopt the terms of reference
21056	<p>Annual Return</p> <ul style="list-style-type: none"> a) i) <u>Section One: Annual Governance Statement</u> It was resolved to accept the Annual Governance Statement ii) <u>Section Two: Accounting Statement</u> It was resolved to accept the Account Statement b) <u>Period for the Exercise of Public Rights and date the Notice is to be published on the Councils website</u> It was noted that the Exercise of Public Rights commences on Monday 14th June 2021 and ends on Friday 23rd July. Details of which will be available on the Councils website from Friday 11th June.
21057	<p>Insurance Members discussed and considered the insurance policy. Cllr Addison asked whether there was sufficient cover allocated for IT and Lengthsmen equipment. Members considered that the insured values for these were sufficient.</p> <p>The Clerk advised this is the final year the Council were tied in with the current provider.</p>

	It was resolved to proceed with the insurance renewal.
21058	Co-option It was resolved to proceed with the Co-option process to fill the vacancy left by Cllr Carr.
21059	Shoalstone Café It was resolved to accept the Deed of Variation. Cllr Laurie abstained from voting.
21060	Date of next meeting It was noted the date of the next meeting is scheduled for 9 th June 2021 at 6pm.
21061	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.

Item	Reason	Councillor
Police	Reports / updates	Cllr Haddock
Ward councillor reports	updates	
Bus Canopy adjoining the central car park	update	Cllr Massey
Laywell House	Concerns with reduction in residential care	Cllr Giles

The meeting closed at 15:40

Chairperson Date.....