

Establishment of Town Council for Brixham

Project Plan and Timetable

Date	Time	Venue	Subject Matter	Key Tasks
6 July 2006	6.30 p.m.	Berry Head Hotel, Brixham	Project Plan	<ul style="list-style-type: none"> <input type="checkbox"/> To consider introductory report and project plan. <input type="checkbox"/> Arrangement of visit to similar town council. <input type="checkbox"/> Determination of venue for future meetings.
15 August 2006	6.30 p.m.	Brixham Rugby Club	Visit to Dartmouth Town Council	<ul style="list-style-type: none"> <input type="checkbox"/> To consider feedback from visit to Dartmouth Town Council.
			Accommodation	<ul style="list-style-type: none"> <input type="checkbox"/> To consider options for accommodation having regard to the results of the consultation by the Set Up Team and investigations by the Estates Manager.
26 September 2006	6.30 p.m.	Brixham Rugby Club	Accommodation	<ul style="list-style-type: none"> <input type="checkbox"/> To consider alternative options for accommodation.
			Staffing	<ul style="list-style-type: none"> <input type="checkbox"/> To consider all matters in relation to interim staffing arrangements (appointment of temporary Town Clerk).
			Budget	<ul style="list-style-type: none"> <input type="checkbox"/> To consider the draft budget and make a recommendation to the Council accordingly.

Date	Time	Venue	Subject Matter	Key Tasks
31 October 2006	6.30 p.m.	Brixham Rugby Club	Accommodation	<input type="checkbox"/> Conclude accommodation arrangements.
			Staffing	<input type="checkbox"/> Finalise arrangements in relation to appointment of interim Town Clerk (advertisement, job description and contractual arrangements). <input type="checkbox"/> To consider permanent staffing arrangements.
			Powers and Duties	<input type="checkbox"/> To consider process for transfer of allotments to town council.
6 December 2006	6.30 p.m.	Brixham Rugby Club	Constitutional Arrangements	<input type="checkbox"/> To receive and consider draft standing orders in relation to meetings. <input type="checkbox"/> To receive and consider draft financial regulations. <input type="checkbox"/> To receive and consider model Code of Conduct and associated matters.
			Logo for town council	<input type="checkbox"/> Initial consideration of design of logo.
			Training	<input type="checkbox"/> Identify training requirements.

Date	Time	Venue	Subject Matter	Key Tasks
30 January 2007	6.30 p.m.	Brixham Rugby Club	Staffing	<input type="checkbox"/> To give final consideration to staffing arrangements (advertisement, job description and contractual arrangements).
			Constitutional arrangements	<input type="checkbox"/> To consider the following protocols/procedures: <ul style="list-style-type: none"> - Planning; - Officer/Member Relations; and - Freedom of Information. <input type="checkbox"/> To consider civic and ceremonial role of the town council.
20 February 2007	6.30 p.m.	Brixham Rugby Club	Shadow Body	<input type="checkbox"/> To consider the role of Shadow Body.
			Communications	<input type="checkbox"/> To consider communications plan.
			Constitutional Arrangements	<input type="checkbox"/> To consider arrangements for first Annual meeting. <input type="checkbox"/> To consider electoral arrangements. <input type="checkbox"/> To consider process for setting allowances.
			Training	<input type="checkbox"/> Holding of awareness training for potential election candidates.
20 March 2007	6.30 p.m.	Brixham Rugby Club	Outstanding Matters	<input type="checkbox"/> To consider any outstanding matters (by Shadow Body).

Date			Subject Matter	Key Tasks
17 April 2007	6.30 p.m.	Brixham Rugby Club	Outstanding Matters	<input type="checkbox"/> To consider any outstanding matters (by Shadow Body).
May 2007			Annual Meeting	<input type="checkbox"/> Pre-meeting for Annual meeting. <input type="checkbox"/> Annual meeting.