



**AGENDA FOR THE OPERATIONS COMMITTEE
MONDAY 22ND JANUARY 2018 AT THE GUILDHALL TOTNES**

You are hereby summoned to attend the Operations Committee Meeting, which is to be held in the Guildhall, Totnes on **Monday 22nd January 2018 at 5pm** for the purpose of transacting the following business:

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	To note the resignation of Cllr M Barker
	<i>The Committee will adjourn for the following item:</i>	
Public Question Time: A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.		
<i>The Committee will convene to consider the following items:</i>		
2	To discuss any matters arising from the minutes of the last meeting.	Enclosure
3	To consider the budget monitor and any virements needed	Enclosure
4	To consider a request for a contribution to a local planting scheme	Enclosures
5	To consider the revised Guildhall Booking Form and Prices	Enclosure
6	To receive an update about the Town Mill and Totnes Image Bank	Verbal update from the Town Clerk
7	To note the process for the Councillor Allowances claims for 2017/18	Enclosure
8	To consider the issues around street licensing in the town	Enclosure
9	To consider an update on the Council Venue Working Group meeting	Verbal update from the Town Clerk
10	To note the minutes of the Tourism Partnership	Enclosure
11	To consider conversion of the Elizabethan Store and estimated costs	To be circulated at the meeting
12	To consider the December 2017 and January 2018 NP Task and Finish Notes	Enclosures
13	To review the NP budget	Enclosure
14	To note the date of the next meeting: Monday 19 th February at 5pm	
<i>The Council will be asked to RESOLVE to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i>		
15	To note a matter of a sensitive security nature	Verbal update from the Town Clerk
16	To consider a staffing terms and conditions issue	Verbal update from the Town Clerk
17	To consider the tenders for the Cemeteries grounds maintenance contract	To be circulated at the meeting

This meeting will be followed by a Neighbourhood Plan Task and Finish Group and a Full Council meeting

Future meetings agenda items:

- February – To consider the joint Market Square refurbishment project plan
- To approve the Insurance Renewal package
- Update Standing Orders
- Update Statement of Internal Control
- April - Review Earmarked Reserves
- To consider the reviewed Financial Regulations for recommendation to Full Council.
- To consider the Annual Return for recommendation to Full Council.
- To consider the Internal Audit report
- To review a summary of the required actions resulting from the Risk Assessment programme

Catherine Marlton



Town Clerk