



**AGENDA FOR THE OPERATIONS COMMITTEE
MONDAY 26th MARCH 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 26th March 2018 at 3pm** 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.	
	<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 (already agreed through Full Council).	Enclosure
3	To consider the budget monitor and any virements needed	Enclosure
4	To note an update on the Civic Hall office space refurbishment	Verbal update from the Town Clerk
5	To consider an application to SHDC for Section 106 monies for Market Square improvements	Verbal update from the Town Clerk
6	To note the external decoration of the Eastgate	Enclosure
7	To review any NP expenditure proposed	
8	To consider security improvements to the Guildhall and Civic Hall and how to fund them.	Verbal update from the Town Clerk
9	To consider access to the Guildhall for tours out of season	Verbal update from the Town Clerk
10	To note the date of the next meeting: Monday 23 RD April 2018 at 2pm	
<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>		
11	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees)	Enclosure
12	To consider a confidential matter (confidential as could become a legal dispute)	Clr M Adams

Committee members:

Clr M Adams (Chair)
Clr R Adams
Clr E Price
Clr J Westacott
Clr J Sweett
Clr P Paine

Future meetings agenda items:

- 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