



**AGENDA FOR THE OPERATIONS COMMITTEE**  
**MONDAY 23<sup>rd</sup> APRIL 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 23<sup>rd</sup> April 2018 at 4pm** 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 and note the unaudited year-end account figures.	Enclosure
4	To consider the reviewed Standing Orders.	Enclosure
5	To authorise complimentary spaces on the Mayoral Choosing Civic Lunch.	Enclosure
6	To note the updated Market Square project timeline.	Enclosure
7	To note the transfer of residential properties to a managed letting service.	Verbal update from the Town Clerk
8	To note the Year End Accounts timeline.	Enclosure
9	To review earmarked reserves.	Enclosure
10	To receive an update on the Neighbourhood Plan process.	Cllr R Adams
11	To consider proposed expenditure on the Neighbourhood Plan.	Cllr R Adams
12	To consider a payment schedule for Caring Town Information Exchange grant 18/19.	Verbal update from the Town Clerk
13	To consider a repayment of Cllr expenses that falls outside of usual policy.	Cllr R Adams
14	To consider how to implement the Arts Council Mosaic project.	Enclosure
15	To consider the matter of Common Graves.	Enclosure
16	To discuss a symbol of unity between Totnes and its twin town of Vire.	Cllr R Adams
17	To note the date of the next meeting: Monday 21 <sup>st</sup> May 2018 at 2pm.	
<i>The Council will be asked to <b>RESOLVE</b> 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>		
18	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees)	Enclosure
19	To note a confidential matter (confidential legal dispute)	Enclosure

**Committee members:**

Cllr M Adams (Chair)

Cllr R Adams

Cllr E Price

Cllr J Westacott

Cllr J Sweett

Cllr P Paine

**Future meetings agenda items:**

- Update Statement of Internal Control
- 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
- Plastic Free initiatives - May

Catherine Marlton

Town Clerk

## ITEM 5

### **MAYORAL CHOOSING CIVIC LUNCH EXPENDITURE**

Mayor & Consort, Deputy Mayor & Consort, outgoing Mayor & Consort, outgoing Deputy Mayor & Consort (as Judy and Rosie are swopping roles this year there will only be 2 as they are not bringing Consorts), Honoured Citizen, The Police Inspector, Mayor's Chaplain, Town Clerk, Mayor's PA, Town Sergeant, Mace Bearers and Chair of South Hams, 12 school spaces. The cost of the meal is the same as last year £19.95 per person. **Total of £438.90 assuming all attend.**

## **ITEM 6**

### **MARKET/CIVIC SQUARE PROJECT TIMELINE UPDATE**

Monday 16<sup>th</sup> April 2018 – Arts Council confirms funding for mosaic project.  
Installation of completed work to be completed after the surface replacement?

Wednesday 18<sup>th</sup> April 2018 – Town Clerk drafts design brief and circulate to Chris and Emma at SHDC.

Friday 20<sup>th</sup> April 2018 – Design brief sent to Harrison Sutton with consultation responses. Deadline given of midday 31<sup>st</sup> May 2018 for submission.

w/b Monday 23<sup>rd</sup> April 2018 – Test pit dug in the Civic Square.

Tuesday 24<sup>th</sup> April 2018 – Topographical survey completed – survey to be sent to Harrison Sutton asap.

Wednesday 25<sup>th</sup> April 2018 – Town Council apply for Section 106 monies from SHDC to increase the improvement project budget.

Midday Thursday 31<sup>st</sup> May 2018 – competition entries are received and circulated/published to all members and the community who are asked for feedback and votes by survey and email. Designs put up in the Guildhall and Information Point for the consultation period. Deadline for comment of 21st June 2018.

6pm Thursday 31st May 2018 - Annual Town Council Meeting in the Civic Hall where the proposed designs are displayed and a comments box/sheet up.

Monday 11<sup>th</sup> June 2018 – Operations Committee consider the designs and discuss feedback received so far from the community.

Thursday 21st June 2018 - Town Council collate consultation responses on the design options.

Monday 2nd July 2018 Full Council - Town Council receives the collated survey/feedback information, an Operations Committee recommendation and an Officers report and votes on the preferred design.

From Tuesday 3rd July – Start September 2018 – Winning design worked into final solution plus detailed specification provided by Architect.

Sunday 29th July 2018 – Winning design is displayed at the Totnes Show.

Mid September onwards - SHDC Tender process and ordering of surface materials (some potentially with 12-15 week lead time).

Town Council gets quotes based on the agreed design for works not covered by the SHDC. Start Works January / February 2019.

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**YEAR END ACCOUNTS TIMELINE**

30<sup>th</sup> April – Rialtas visit to do the year end work.

21<sup>st</sup> May – Internal Audit of the accounts.

4<sup>th</sup> June – Annual Governance Statement and Accounts to be agreed at Full Council.

6<sup>th</sup> June – Publish the Notice of Exercise of Public Rights.

7<sup>th</sup> June to 18<sup>th</sup> July (inclusive) – 30 working day period for exercise of public rights.

11<sup>th</sup> June – Deadline for submitting the Annual Governance Statement and Accounts to External Auditors

30<sup>th</sup> September – Deadline for publishing the External Auditors report and the Annual Governance Statement and Accounts, plus the Notice of Conclusion of Audit.

This is the instructions for how things must be done at the Full Council meeting on 4<sup>th</sup> June:

The smaller authority must carry out a review of the effectiveness of the system of internal control and prepare the Annual Governance Statement (Section 1 of the AGAR Parts 2 & 3).

At the approval meeting, following the review, the smaller authority must:

- (a) consider the findings of the review by the members meeting as a whole; and
- (b) approve the Annual Governance Statement by resolution in advance of approving the Accounting Statements.

The Annual Governance Statement must be approved prior to the Accounting Statements, either at separate meetings or in the same meeting but with the correct order of business on the agenda and this must be evidenced by the meeting minute references and/or dates.

The responsible financial officer (RFO) must sign and date 'Section 2 - Accounting statements 2017/18' of the AGAR Part 2 or 3, whichever is relevant to your smaller authority, before it is presented to the smaller authority.

At the approval meeting, the smaller authority must, in the following order:

- (a) consider the Accounting Statements by the members meeting as a whole;
- (b) approve the Accounting Statements by resolution; and
- (c) ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given.