

MINUTES OF THE RECESS COMMITTEE
THURSDAY 18th AUGUST 2016 AT THE GUILDHALL TOTNES

Present: Councillors Cohen (Chair), R Adams, M Adams, Whitty and Westacott MBE

In Attendance: Helen Nathanson (Town Clerk) and 1 member of the press

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Committee.	There were no apologies.
	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.	No members of the public were in attendance.
2	To receive the accounts and to: <ul style="list-style-type: none"> • Approve the Payment Orders for the period 04/04/2016 to 04/07/2016 • Note the Bank Reconciliations, Payments and Receipts for the period 01/05/2016 to 01/07/2016 from Cashbooks 1, 3, 4 and 5 	It was RESOLVED to: <ul style="list-style-type: none"> • Approve the Payment Orders for the period 04/04/2016 to 04/07/2016 • Note the Bank Reconciliations, Payments and Receipts for the period 01/05/2016 to 01/07/2016 from Cashbooks 1, 3, 4 and 5
3	To approve the Mayoral Budget Policy for recommendation to Full Council.	The draft Policy was discussed and it was RESOLVED to approve an amended version – see attached.
4	To discuss the internal audit contract for 2016/17.	The 2 quotations were discussed and it was agreed to contract Auditing Solutions Ltd to carry out the internal audit for the Town Council and the Paige Adams accounts for 2016/17.
5	To receive an update about tourism matters.	The Town Clerk briefed the Committee about the following: A Destination Manager has been appointed and will start in the role on 15 th August to start the transition to the new visitor information services.
6	To approve a request to change, with effect from 1 st September 2016, the name of the TIC Bank Account to reflect the new visitor information services. This account will be used to receive payments for the Totnes Guide.	It was RESOLVED to change the name of the bank account to Totnes Information.
7	To approve an advance payment to British Gas for the works to the heating system in the Guildhall and Guildhall Cottage. British Gas has requested 50% of the final cost at the time of booking.	It was RESOLVED to approve an advance payment to British Gas of 50% of the final cost of the new boiler installation. Councillors considered that, British Gas being a well-established company, this should not present a financial risk to the Council.
8	To note that the Deputy Town Clerk has met with SHDC to discuss the condition of their ground floor storage space in the Civic Hall and how this should be improved.	The Deputy Town Clerk briefed the Committee about this conversation. She explained that the storage room was not in good condition and not being maintained in accordance with the terms of the lease. SHDC has been informed and has agreed to make good within 3 months.

9	To discuss the use of the Guildhall as a venue from May – October 2017 for a temporary exhibition about Devon’s Forgotten Wrecks of the First World War.	This was discussed and councillors agreed that the exhibition would be an interesting addition to the Guildhall. It was RESOLVED to approve the use of the Guildhall for the dates requested. Councillors also requested that we look at improving the signposting for the Guildhall from the High St.
10	To receive an update about the Guildhall Cottage and Flat 5A.	This was received. It was RESOLVED to approve that the tenant in Flat 5A can sub-let, subject to the following: A new lease will be required between the Town Council and the tenant. The sub-lease must be approved by our solicitors to ensure that the Town Council is properly protected.
11	To consider two quotes for fire safety improvement works to The Civic Hall: 1. South Hams District Council 2. S W Builders	The Deputy Town Clerk updated the Committee about the works required. There are particular problems with the Birdwood House entrances to the main Hall but all fire doors need to be upgraded. She would like permission to contract the work as soon as possible so that it can be done well before the Christmas season and won’t conflict with the boiler works in the Guildhall. The quotes were discussed and it was RESOLVED to accept the quotation from SHDC to carry out the works.

END

MAYOR