

**MINUTES OF THE OPERATIONS COMMITTEE**  
**MONDAY 16<sup>th</sup> MAY 2016 AT THE GUILDHALL TOTNES**

Present: Councillors Harper (Chairman), Paine, Boswell, Horsburgh and Cohen

Apologies: Councillors M Adams and Westacott MBE

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

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	It was <b>RECOMMENDED</b> that the apologies be accepted.
	<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.	A member of the Network of Wellbeing spoke to the Committee about the Totnes Share Shop plans (attached with the agenda for the meeting) and councillors asked questions about how this would work in the Guildhall Garage.
	<i>The Committee will convene to consider the following items:</i>	
2	To consider any matters arising from the last meeting.	The crest on the Civic Hall has been painted, repaired and rehung. The Guildhall Fire Risk Assessment actions need to be completed. The work to the Weir Panel has been commissioned and will start soon.
3	To receive the accounts and to: <ul style="list-style-type: none"> <li>• Approve the Payment Orders for the period 03/03/2016 to 04/04/2016</li> <li>• Note the Bank Reconciliations for the period 01/01/2016 to 01/04/2016</li> <li>• Approve the accounts for payment from Cashbook 1 for the period 01/01/2016 to 01/04/2016</li> <li>• Note the Receipts for Cashbook 1 for the period 01/01/2016 to 01/04/2016</li> </ul>	It was <b>RECOMMENDED</b> that the: <ul style="list-style-type: none"> <li>• Payment Orders for the period 03/03/2016 to 04/04/2016 be approved.</li> <li>• Bank Reconciliations for the period 01/01/2016 to 01/04/2016 be noted.</li> <li>• accounts for payment from Cashbook 1 for the period 01/01/2016 to 01/04/2016 be approved.</li> <li>• Receipts for Cashbook 1 for the period 01/01/2016 to 01/04/2016 be noted.</li> </ul>
4	To approve the Insurance Renewal package for June 2016.	The two quotes were discussed and councillors asked questions about the merits of each company. Overall, it was considered that remaining with WPS would offer the best value. Although this was not the cheapest option, the Council has been very happy with the service over the last 3 years and the amount of staff time involved in switching to a new provider would narrow the gap between the two quotes. However, councillors were mindful about cost and asked the Town Clerk to investigate whether any further discount were available. The decision about the new contract needs to be made before the next Full Council meeting and it was therefore agreed that the Town Clerk should gain email consent from Council in advance. NB The Town Clerk spoke to WPS again and Aviva has now reduced its quote, which means that a three year contract to renew Town Council insurance with WPS is the cheapest option. This has been put in place with effect from 1 <sup>st</sup> June 2016.

5	To discuss the proposals for maintenance and planting in Ramparts Walk.	Councillors discussed the proposals. Councillor Paine will meet with the Grounds Maintenance contractors before the next Council meeting and will make a recommendation to Council about which system should be adopted.
6	To discuss a request from the Network of Wellbeing to allow the use of the Guildhall Garage for the Totnes Share Shop.	<p>This item was moved to the beginning of the meeting in order to speak with a visiting member of the public. Councillors discussed the following:</p> <p>The material condition of the Garage and what improvements or repairs might be needed before it could be used for the Share Shop.</p> <p>The previous rent was £575 pa so what would be a suitable sum for future letting.</p> <p>There is one light but no other power source, water or facilities.</p> <p>There are no rates payable on the garage.</p> <p>The external doors need to be painted and repaired.</p> <p>After discussion, the Committee <b>RECOMMENDED</b> that the Network of Wellbeing should be allowed to use the garage for a 6-month trial period for a token rent of £1. However, the Committee would also like the group to be asked to repaint the external doors as payment in kind.</p>
7	To note that the grant of £6,000 will be paid to the Totnes Museum on the next payment date and that the written agreement between the Town Council and the Museum needs to be completed.	This was noted and a correction made to the amount which should be £5,000.
8	To note the date of the next meeting on <b>Monday 20<sup>th</sup> June 2016 at 3pm in the Guildhall.</b>	This was noted.

END

MAYOR