**MINUTES OF THE OPERATIONS COMMITTEE**

**THURSDAY 6th OCTOBER 2016 AT THE GUILDHALL TOTNES**

Present: Councillors Marion Adams (Chair), Cohen, Hart-Williams, Westacott MBE and Paine

Apologies: Councillor Barker

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

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| No | Subject | Comments |
| 1 | To receive apologies and to confirm that any absence has the approval of the Council. | It was **RECOMMENDED** that the apologies be accepted. |
|  | *The Committee will adjourn for the following item:* |  |
|  | 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. |
|  | *The Committee will convene to consider the following items:* |  |
| 2 | To note the minutes of the Cemetery Working Group and to consider any recommendations. | These were noted.  It was **RECOMMENDED** that we get the quotes for memorial safety testing.  See confidential notes. |
| 3 | To discuss the underlease on the Eastgate Clock Room between Totnes Town Council and Totnes Museum Trust which has expired. | This was discussed and the Committee walked over to the Eastgate Clock to have a look at the room for themselves.  It was **RECOMMENDED** that we advise the Costume Museum that we need a lease for them and that this should be for 5 years at £1 per annum.  It was **RECOMMENDED** that we write to the Museum Trust to: offer a 5 year renewal of the lease at £1 per annum; advise that they will be sharing the space with the Costume Museum and the Town Council; and request that they tidy up and reduce unnecessary holdings in the room.  Councillors M Adams and Westacott MBE declared an interest because they are Museum trustees and they did not vote. |
| 4 | To note that we have a new tenant in the Guildhall Flat. | This was noted. |
| 5 | To note the arrangements with regard to the Town Council’s lease on the Town Mill. | This was noted. The Town Council lease has been extended until 25th December 2016 to allow the Totnes Trust to work with the Image Bank to find a solution for them. |
| 6 | To note the extract from the St Mary’s Church survey 2015: this extract contains the works due to the Town Council for the churchyard. | This was noted and the following actions agreed:  Get quotes for repainting the iron gates  Find out who owns the table tombs which need repair and approach them to have them fixed  Find out if the church is monitoring the cracks in the wall and, if not, arrange to do so |
| 7 | To note the internal audit report for 2015/16. | This was noted. |
| 8 | To note the external audit report 2015/16. | This was noted. |
| 9 | To discuss the process for setting the 2017/18 budget. | It was **RECOMMENDED** that we should arrange 2 training sessions in November and December to go through the budget setting process.  It was **RECOMMENDED** that the Budget Meeting should be a separate meeting on 30th January 2017 because the January Council meeting is too soon and the February Council meeting too late for the SHDC deadline. |
| 10 | To discuss any budget requirements from the Committee for the 2017/18 budget. | The following items were discussed and need further investigation:  CCTV around the Guildhall  Weeding and maintenance of Ramparts Walk – this should be included in the new grounds maintenance contract  Museum maintenance requirements – the Town Clerk will meet with trustees  Guildhall – the lighting in the Council Chamber needs to be improved; a new projector is needed because the old one is unreliable |
| 11 | To set a new date and time for Committee meetings. | The existing time of 3pm on the third Monday of the month will continue. The next meeting will therefore be on **Monday 21st November at 3pm**. |

END

MAYOR

**Confidential notes to the Operations Committee Meeting 6th October 2016**

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| 2 | To note the minutes of the Cemetery Working Group and to consider any recommendations. | It was **RECOMMENDED** that the Cemetery WG revises the terms of the maintenance contract and that, once this has been done, we give three months’ notice to our present contractor and go out to tender for a new one.  Councillor Simms is looking into possibilities for repairing the pathways and will report back to the WG.  It was **RECOMMENDED** that we seek pre-planning advice on the Chapel and that we employ relevant professional help as required. It was also **RECOMMENDED** that we write to the Bearns family to make them aware of what we are doing and to offer them the opportunity to purchase the Chapel if they wish. |