

**MINUTES OF THE OPERATIONS COMMITTEE**  
**MONDAY 21<sup>ST</sup> NOVEMBER 2016 AT THE GUILDHALL TOTNES**

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

Not Present: Councillors Paine and Hart-Williams

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 Council.	There were no apologies.
	<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.	No members of the public were in attendance.
	<i>The Committee will convene to consider the following items:</i>	
2	To discuss any matters arising from the minutes of the last meeting.	The following matters arose: Item 10 The Town Clerk explained that the new Police and Crime Commissioner for Devon and Cornwall wants to support the rollout of CCTV across the region and there may well be some financial and in-kind support for this. We are awaiting more information about this.
3	To note the minutes of the Cemetery Working Group and to consider any recommendations.	These were noted. It was <b>RECOMMENDED</b> that the changes are made to the maintenance contract subject to the new cost. It was <b>RECOMMENDED</b> that we accept the quotation for memorial safety testing.
4	To note the Town Team minutes and to consider the proposals therein.	These were noted and the proposals discussed. It was <b>RECOMMENDED</b> that the Town Team be closed and the Town Centre Partnership formed as proposed. The Town Team was thanked for all the work it has achieved. Discussion was had about the Town Centre Manager roll and the Committee considered that more information was needed. It was suggested that the new Town Centre Partnership should look at the role and provide SMART objectives and targets to show how the role would contribute to the town. The Committee would also like the TCP to consider how the role would be funded. In the meantime, it was <b>RECOMMENDED</b> that the Town Council should continue to provide support to the Town Centre Partnership by providing administrative/secretarial services.
5	To note the minutes of the Council Venues WG.	These were noted. A question was asked about Item 1 and the proposed rate for local community events. The Committee requested that this be re-submitted with a chart showing all the present hire charges for comparison. The Committee was supportive of Item 6.

6	To discuss the proposed amendments to the Mayoral Allowance and Civic Budget Policy.	This was discussed and further amendments were made (see highlighted notes on the Enclosure). It was <b>RECOMMENDED</b> that the new draft be approved.
7	To discuss a request from Totnes Gardens for funding in the 2017/18 budget.	This was discussed and the Committee agreed that Totnes Gardens provided a valuable service to the town. It was <b>RECOMMENDED</b> that this request be included in the budget considerations. Councillors M Adams and Westacott MBE declared a personal interest.
8	To discuss a proposal from Caring Town Totnes for working in partnership to provide local information services.	This was discussed and the Committee asked for clarification of the following before agreeing to the arrangement: On Page 5 under “Responsibilities” – paragraphs 1 and 3 do not make it clear how the Town Council will be involved in decision making. Paragraph 8 – The Committee did not consider that there is a need for Caring Town to be involved with discussions on the Visit Totnes website because its focus is on visitors. Subject to clarification of the above, it was <b>RECOMMENDED</b> that Option 1 be adopted.
		<i>It was <b>RECOMMENDED</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>
9	To discuss the correspondence regarding the Totnes Guide.	See confidential notes to the minutes
10	To note the date of the next meeting on Monday 19 <sup>th</sup> December at 3pm.	This was noted and Councillors Barker and Cohen gave their apologies.

END

MAYOR

**Confidential notes to the Minutes of the Operations Committee Monday 21<sup>st</sup> November 2017**

Item 9

This was discussed and the Committee agreed that there had been a cessation of service and that the Council should acknowledge this. It was **RECOMMENDED** that we make a without prejudice offer to each of the three businesses to give them a banner on the new website to promote their businesses.