

MINUTES OF THE OPERATIONS COMMITTEE
MONDAY 19TH JANUARY 2015 AT THE GUILDHALL TOTNES

Present: Councillors Horsburgh (Chairman), Adams, Harvey, Craddock, Hodgson, Harper and Boswell
In Attendance: Helen Nathanson (Town Clerk), 1 member of the press

| No | Subject | Comments |
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| 1 | To receive apologies and to confirm that any absence has the approval of the Council. | It was RECOMMENDED that the apologies be received. |
| | <i>The Committee will adjourn for the following item:</i> | |
| 2 | 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> | |
| 3 | To consider any matters arising from the last meeting. | The following matters arose: We are still awaiting confirmation about whether or not the Eastgate Clockhouse will be redecorated this year. A meeting about the Cemetery Chapel will take place on 28 th January to ascertain future possibilities for the Chapel. The provenance of the ceremonial spoons is yet to be established. |
| 4 | To discuss how to progress the recommendations from the Investments Working Group on 18 th November 2014, as referred from January Council. | Councillors discussed the recommendations. It was agreed that all councillors should be given full information about the CCLA before the investment of the General Reserve is made. The option to invest in social housing was discussed. It was agreed to ask the Working Group to look into it in more detail and present the financial calculations. It was also agreed that the WG should look at other options for investing the money in line with Town Council priorities. |
| 5 | To receive an update from the Town Team. | An update was given by the Town Clerk about the activities of the Town Team. The Market Square WG has been awarded £9,600 from the Social Investment Business to carry out a pre-feasibility study on the Market Square. This will involve looking at the possibilities of an asset and/or service transfer and creating a design for the physical space. A full consultation will be held in February as part of the process and market traders and the Chamber of Commerce are involved. Councillor Hodgson requested an agenda item for the next Town Team meeting: Christmas markets in the Market Square. |
| 6 | To discuss a request from the Town Team for a contribution towards a High Street audit. | The paper was discussed and councillors looked at the potential outcomes from such a survey. Councillors wanted Business Rates to be looked at in a later stage of the study and asked that this be kept up to date. It was RECOMMENDED that the request be approved to support the work to map ownership of every shop on the High Street. The total fund will be £1,050 and the study should also include finding out about ownership of units above the shops and classifying the various types of shops. The Operations Committee would like to see it on |

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| | | completion. |
| 7 | To discuss the proposal from the Totnes Image Bank to preserve the mayoral photographs in the Guildhall. | This was discussed and it was RECOMMENDED that we accept the proposals to preserve the mayoral photographs. |
| 8 | To receive an update and proposal from the Trusts WG. | This was received. Councillor Craddock explained the rationale behind the proposal. It was RECOMMENDED that we approve the proposal to set up a Heritage Partnership in the town to look at all heritage assets together. |
| 9 | To note the latest minutes of the Civic Hall WG. | These were noted. It was RECOMMENDED that the request to extend the remit of the Civic Hall WG be approved as requested. |
| 10 | To approve the revised Town Council Communications and Media Protocol. | It was RECOMMENDED that the revised Policy be approved. |
| 11 | To note the Facebook implementation notes for the TIC and the Town Council. | These were noted. |
| 12 | To note the draft list of Town Council policies and to discuss those relevant to the Operations Committee. | This was noted. The Committee supported the drafting of the proposed policies and the Clerk will begin the process. The Financial Policies need to be included under Operations. |
| 13 | To note the date of the next meeting: Monday 16th February 2015 at 3pm in the Guildhall. | This was noted. |

END

MAYOR