

MINUTES OF THE OPERATIONS COMMITTEE
WEDNESDAY 1ST APRIL 2015 AT THE GUILDHALL TOTNES

Present: Councillors Horsburgh (Chairman), Harper, Boswell, Craddock, Adams and Harvey

Apologies: Councillor Hodgson

In Attendance: Helen Nathanson (Town Clerk)

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.
	<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: Quotations for works to the Cemetery Chapel are still awaited
4	To recommend for approval the Town Council Risk Assessment Management Policy and Financial Regulations.	It was RECOMMENDED that the Town Council Risk Assessment Management Policy and Financial Regulations be approved.
5	To receive a brief about the actions from the Legionella Assessment completed on Town Council buildings.	The Town Clerk briefed the Committee about the recent assessments which had been carried out. Further paperwork will be brought to the next Committee meeting.
6	To discuss a proposal to renew the lease on Castle Meadow for a further two years.	This was discussed and it was RECOMMENDED that the lease be renewed for another 2 years with an alteration to reflect that the tenant will have responsibility for wear and tear and animal-related damage to the fences.
7	To discuss a proposal to licence the Guildhall for weddings.	The Assets Manager spoke to the Committee about this. She has met with the Devon Registrar and they were very positive about the Guildhall as a wedding venue. Both indoor and outdoor areas could be licenced and the fee is £2,000 for 3 years. There are other costs involved and we are awaiting more information from the Registrar. The Assets Manager explained that this would be a good way to raise the profile of the Guildhall and that it would increase the choice on offer for civil weddings in the town. It was therefore agreed in principle to support the licensing of the Guildhall, subject to more detailed financial information which will be provided at the following meeting.

8	To receive a recommendation from Councillor Marion Adams that the Town Council install a defibrillator in the Civic Hall.	This was discussed and it was agreed that more information is needed before a decision can be made. Referred to the following meeting.
9	To receive a brief about SHDC car parking data.	Councillor Craddock provided a resume of the car parking data received from SHDC. (See attached) The possible follow-up questions were discussed and it was agreed to submit a FOI request to SHDC for the that information, with the inclusion of the following question too: What happens to unreturned change in the machines?
10	To set the date for the next meeting.	The date of the next meeting will be Wednesday 6th May at 10am in the Guildhall.

END

MAYOR