

MINUTES OF THE OPERATIONS COMMITTEE
WEDNESDAY 6th MAY 2015 AT THE GUILDHALL TOTNES

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

Not Present: Councillor Hodgson

In Attendance: Helen Nathanson (Town Clerk), 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>	
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: The legionella updates will be given to the new Committee. The proposed defibrillator had been further investigated by Councillor Adams and she estimates the cost to be £1000 plus £500 for the container. No training is required to use the equipment and there is a safety feature which means that it can only be used on someone experiencing cardiac problems. The container is vandal-proof so it could be placed outside the Civic Hall so as to provide maximum availability. The Committee RECOMMENDED that the proposal was supported subject to looking into it in greater detail. The item on SHDC car parking data is ongoing.
4	To receive the accounts and to: <ul style="list-style-type: none"> • Approve the Bank Reconciliations and Accounts for payment from Cashbooks 1, 3, 4 and 5 for the period 01/01/2015 to 01/04/2015. • Approve the Payment Orders for the period 01/01/2015 to 01/04/2015. 	It was RECOMMENDED that the Bank Reconciliations and the Accounts for payment from Cashbooks 1, 3, 4 and 5 for the period 01/01/2015 to 01/04/2015 be approved. It was RECOMMENDED that the Payment Orders for the period 01/01/2015 to 01/04/2015 be approved.
5	To receive a brief from the Assets Manager about licencing the Guildhall for weddings and to discuss a recommendation to the Council.	The Assets Manager joined the meeting to present to the Committee. She presented the results of her research into local facilities for wedding ceremonies and the costs. (See attached sheet). The Assets Manager explained that she had met with the SHDC Conservation Officer to discuss refurbishments to the Guildhall. She considered, and

		<p>the Committee agreed, that a programme of refurbishments is required but that they are not essential to the application for a wedding licence. Minor additions to facilities would be required to provide a fridge and storage space upstairs in the Guildhall so that hirers can provide drinks to the guests but otherwise the building can be used as it is. The pews can remain as seating and be rearranged as required. We are not required to provide disabled access because the Guildhall is listed. This would minimise the risk to the Council because there would not be a large initial outlay. The Assets Manager would then monitor feedback from hirers and assess whether or not any further changes were needed.</p> <p>On this basis, it RECOMMENDED that we register for a wedding licence at the cost of £2,000 for the licence. This money has already been allocated in this year's budget. Approximately £500 would also be required for the additional facilities. The licence will take 6-8 weeks from application so the improvements can be done in the meantime.</p> <p>The Committee discussed the overall maintenance of the Guildhall and it was agreed that the Assets Manager would put together a project plan for improvements and bring it to the July Operations meeting.</p>
6	To discuss the letter from the Totnes Museum Trust about the relocation of the TIC. (Referred from Council)	This was discussed without the press in attendance because of the implications for the Trust. Please see confidential note to the Minutes.
7	To discuss the request from Totnes Gardens to reallocate the £1000 intended for hanging baskets.	The proposal from Totnes Gardens was discussed. It was recommended that the money proposed for hanging baskets be reallocated for the planters as requested.
8	To set a date for the next meeting.	The date of the next meeting will be set once the new Committee has been set up.

END

MAYOR