

MINUTES OF THE OPERATIONS COMMITTEE
THURSDAY 17th SEPTEMBER 2015 AT THE GUILDHALL TOTNES

Present: Councillors Harper (Chairman), Cohen, Boswell, M Adams, Paine and Westacott MBE

Apologies: Councillor Horsburgh

In Attendance: Catherine Marlton (Deputy 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.	It was RECOMMENDED that the apologies be accepted.
	<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 consider any matters arising from the last meeting.	<p>The proposal to restore the damaged Weir Panel was discussed. The Deputy Clerk was asked to contact the Weir Company to see if they would be willing to make a contribution and to arrange for a second quote for the restoration. Once quotes and costings are finalised this will go to Full Council for a decision.</p> <p>The excessive water rates at the Civic Hall are being looked into by the Deputy Clerk and she will feed back to the Operations Committee in due course.</p>
3	To consider an item referred from Full Council to look into the installation of a CCTV camera in the Guildhall Yard.	<p>The Deputy Town Clerk explained that two quotes had been received, the lesser being £800 installation and £35 per annum for servicing. It was RECOMMENDED that Council agrees to installation of CCTV at the Guildhall, subject to the budget being available.</p> <p>The Deputy Clerk and Cllr Paine will meet with the proposed contractors to confirm the camera positioning before installation.</p>
4	To discuss the latest advice from the Fire Service with regard to fire safety in the Guildhall and the impact of this on the use of the Council Chamber.	<p>The Deputy Clerk fed back the information and advice given by Devon and Somerset Fire and Rescue with regards to the lack of emergency lighting and the limited escape routes in the Council Chamber. Councillors were told that at the moment it is not safe to have any meetings in the Guildhall during hours of darkness. This was discussed and the following actions were agreed:</p> <p>The Deputy Clerk will meet with the SHDC Conservation Officer with regards to what could be done with emergency lighting given the Grade 1 listed nature of the building. She will also meet with the Devon and Somerset Fire and Rescue Safety team to get a definitive answer on the capacity of all</p>

		individual rooms in the Guildhall. In view of the above advice, it was agreed that the next Full Council meeting on 5 th October would have to be held in the Guildhall lower chamber. The Council will need to consider future meeting venues when further clarification is received.
5	To discuss a proposal from Councillor Young for a FOI request to SHDC about the amount of money spent on gardens and planting in the South Hams towns so that we can assess what resources are given to Totnes.	This item was discussed and councillors agreed that they supported Councillor Young's proposal. They were concerned about the resource implications needed with a FOI request and decided to make a more informal request at first. The Deputy Clerk was therefore asked to speak with one of our District Councillors to obtain the information directly from SHDC officers and feedback to the Operations Committee.
6	To note the Latest News on the UK Financial Services Compensation Scheme and the ADVICE NOTE on Investments.	The latest news and advice note were noted and it was RECOMMENDED that General Reserve should be invested with CCLA as previously outlined.
7	To set the regular time and date of future meetings.	The next meeting will be at 3pm on Thursday 15th October 2015. Future meeting dates agreed: 19 th November at 3pm 10 th December at 3pm

END

MAYOR