

MINUTES OF THE OPERATIONS COMMITTEE
THURSDAY 15th OCTOBER 2015 AT THE GUILDHALL TOTNES

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

Apologies: Councillor Marion Adams

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.	It was RECOMMENDED that the apologies be received.
	<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.	Item 4 An independent Fire Risk Assessment will take place on Friday and this will determine the use of the Council Chamber. Item 5 Councillor Horsburgh spoke to the Executive Director about his request for information regarding SHDC spend on gardens and green spaces in the towns. He is awaiting an answer.
3	To receive the accounts and to: <ul style="list-style-type: none"> • Note the Bank Reconciliations and accounts for payment for Cashbooks 1, 3, 4 and 5 for the period 01/06/2015 to 01/09/2015. • Approve the Payment Orders for the period 01/06/2015 to 01/09/2015. • Note the Income and Expenditure Report for the period to 01/09/2015. 	The accounts were received and the following was RECOMMENDED : <ul style="list-style-type: none"> • The Bank Reconciliations and accounts for payment for Cashbooks 1, 3, 4 and 5 for the period 01/06/2015 to 01/09/2015 were noted. • The Payment Orders for the period 01/06/2015 to 01/09/2015 were approved. • The Income and Expenditure Report for the period to 01/09/2015 was noted. <p>The following points were made: The PRS Licence for the Civic Hall has increased and we need to keep hire changes under review to ensure that this change is reflected. The Town Clerk was asked to investigate having a separate code for the photocopier to identify NP use.</p>
4	To approve the draft Town Council Investments Strategy.	It was RECOMMENDED that the Town Council Investments Strategy be approved.
5	To discuss the Reserves Overview document.	This was discussed. The General Reserve limit was considered to be reasonably sound at present and it was RECOMMENDED that a sum of £225,000 be invested now with the CCLA Property Fund. It was also RECOMMENDED that we

		<p>should aim towards having a General Reserve equivalent to 12 months' turnover and that this should be achieved by annual increments.</p> <p>The Committee RECOMMENDED that the Paige Adams revenue funds should be earmarked by Council in accordance in accordance with its Aims and Priorities. The Town Clerk will look into additional bank accounts wherein the Paige Adams funds can be distributed and report back to the Operations Committee.</p> <p>Both recommendations above are put to Council for consideration in the 2016/17 precept calculations.</p>
6	To note the End of Year audit report.	This was noted. The Town Clerk explained that the Internal Controls need tightening up and that this is being discussed with the Internal Auditor.
7	To discuss a timetable and plan for implementation of the Town Council Priorities which have been allocated to the Operations Committee.	<p>The establishment of a Tourism Partnership was discussed and it was agreed that the Town Council should take the lead in this area and that the Tourism Report would form the framework for a meeting with potential partners. It was also agreed that we should first speak to the Chamber of Commerce to ensure that the Town Council does not duplicate or interfere with any current work. The Town Clerk was therefore asked to approach the Chamber of Commerce for more information.</p> <p>It was agreed that any talks about a Partnership should be held in sufficient time to allow this to be taken into account when setting the 2016/17 budget.</p> <p>An extraordinary meeting of the Operations Committee was therefore arranged so that the Committee could discuss the results and work out how to proceed: the meeting will be on Monday 26th October at 5pm in the Guildhall.</p> <p>It was agreed that the Town Centre Management priority may well be covered initially as part of the discussion around the Tourism Partnership.</p> <p>The Buildings Audit will be taken up initially by the Assets WG, who will report back to the next Operations Committee.</p>
8	To discuss the Buildings Maintenance spreadsheet.	<p>This was discussed.</p> <p>The Assets WG will meet on Thursday 22nd October to discuss the Maintenance Schedule in more detail.</p>
9	To set the regular time and date of future meetings.	<p>Future meetings will be held on the third Monday of each month at 3 pm.</p> <p>The next meeting will be on Monday 16th November at 3pm in the Guildhall.</p>

END

MAYOR