

MINUTES OF THE OPERATIONS COMMITTEE
MONDAY 18th JANUARY 2016 AT THE GUILDHALL TOTNES

Present: Councillor Horsburgh (Chairman), M Adams, Cohen, Westacott MBE, and Paine

Apologies: Councillors Boswell and Harper

In Attendance: Helen Nathanson (Town Clerk), Councillor Hodgson and 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 3 The floor in the Council Chamber will be refurbished in February. Additional tasks that could be accomplished whilst floorboards are raised are: <ul style="list-style-type: none"> • There is only one power point in the room so more could be added • The grate in the fireplace needs to be checked • Gaps between floorboards need to be filled to prevent drafts The Weir Panel-grant funding has been received so repairs can go ahead. The Town Clerk will speak with Councillor Boswell about this.
3	To note the Plan of Works for the Civic Hall.	This was noted.
4	To note the Museum Drainage Survey.	This was noted and the Town Clerk will report back to the next Operations Committee meeting with progress.
5	To receive an update about the Totnes Tourism Partnership.	Councillor Cohen gave an update about the initial Tourism Partnership Meeting which had been very successful and which was attended by an impressive range of businesses in Totnes. A bid has been submitted for European funding but this cannot be relied on and the Partnership will need to look at funding in future. The Town Clerk briefed the Committee about staff illness in the TIC. See attached CONFIDENTIAL notes.
6	To consider a request from Fernbank to amend our Bus Shelter Advertising Agreement. Fernbank is having difficulty selling space to local advertisers on two of its shelters: the one outside Travis Perkins and the one outside the station. They would like to be able to allow national advertising but would restrict this to just the one panel	The request was considered and the Committee recommended that the proposed alteration be approved.

	on each shelter.	
7	To receive an update about the investment of the General Reserve with CCLA.	The Clerk explained that the CCLA is no longer covered by the FSCS arrangements and wanted to discuss this further with councillors. It was RECOMMENDED that the Investments WG should be convened to look at this in more detail.
8	To recommend a sum for the Mayoral/Civic Budget for 2016/17. The People Committee will discuss on Wednesday 13 th January how this budget should be spent and its recommendation will be available subsequently to the Operations Committee.	This was discussed and it was RECOMMENDED that the present level of £6,500 be maintained. The People Committee will discuss guidelines for how the money can be spent.
9	To discuss the tenancy arrangements in the Guildhall Garages.	This was discussed – see Confidential notes. Councillors Horsburgh and Westacott MBE did not vote as they declared a personal interest.
10	To note the date of the next meeting on Monday 15th February at 3pm.	This was noted.

END

MAYOR