**MINUTES FOR THE OPERATIONS COMMITTEE**

**THURSDAY 23RD FEBRUARY 2017 AT THE GUILDHALL TOTNES**

Present: Councillor M Adams (Chairman), Paine, Westacott MBE, Sweet and Hart-Williams

Apologies: Councillors Cohen and Barker.

In Attendance: Catherine Marlton (Deputy Town Clerk), Councillors Hodgson and R Adams and 2 members of the public

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| No | Subject | Comments |
| 1 | To receive apologies and to confirm that any absence has the approval of the Council. | Agreed. |
|  | *The Committee will adjourn for the following item:* |  |
|  | 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. | None. |
|  | *The Committee will convene to consider the following items:* |  |
| 2 | To discuss any matters arising from the minutes of the last meeting.  | The minutes were noted. |
| 3 | To discuss the issue of past mayoral expenses raised at the December Council meeting.  | It was agreed that the Deputy Town Clerk should meet with a local accountancy/audit provider to have the Mayoral accounts independently verified.It was **RECOMMENDED** that a report from this meeting, a draft statement to the press and a reviewed Mayoral Expenses policy should go to the next Operations Committee and then onto Full Council for agreement.At this point Cllr Hodgson arrived and confirmed that she would be recording the remainder of the meeting.Cllr Hart-Williams arrived. |
| 4 | To receive the accounts and to:* Approve the Payment Orders for the period 04/07/2016 to 20/12/2016
* Note the Bank Reconciliations, Payments and Receipts for the period 01/07/2016 to 01/11/2016 from Cashbooks 1, 3, 4 and 5
* Note the Income and Expenditure Report to date 01/12/2016
 | ApprovedNotedNotedIt was agreed that pages of accounts should be numbered in future for reference purposes. |
| 5 | To receive an update about the Guildhall Cottage. | The Deputy Clerk outlined recent repair works undertaken and further improvements that will be required to the windows and the roof. |
| 6 | To receive an update about the Town Mill and Totnes Image Bank. | The Deputy Town Clerk outlined a proposal from Totnes Trust asking if the Town Council would accommodated the Image Bank archive. This was agreed in principle, subject to further negotiations with the Museum Trust and subject to there being enough space.It was **RECOMMENDED** that the Town Council write to the Museum Trust to explain the proposal for sharing the storage space.The Deputy Town Clerk was asked to check that weight bearing would not be problematic. |
| 7 | To note the statistics from the 2016 Guildhall season. | Noted |
| 8 | To note the minutes of the Tourism Partnership in November 2016 and February 2017. | Noted |
| 9 | To consider whether the use of [**glyphosate**](https://www.google.co.uk/search?espv=2&biw=1920&bih=935&q=glyphosate&spell=1&sa=X&ved=0ahUKEwj45OWCr6HSAhUED8AKHbthB0kQvwUIFygA) should be banned from all future grounds maintenance contracts. | Cllr Hodgson was asked to speak to the item regarding Glysophate.It was **RECCOMENDED** that the Town Council ban Glysophate use by all contractors we hire.Cllr Hodgson was asked to send a paper with some background information to Full Council to inform this decision. |
| 10 | To discuss an item referred from the November Full Council meeting:“Totnes Town Council will support the designation of the Civic Square/market area and Heath’s Garden as an Asset of Community Value and will investigate leasing or transferring the ownership of these areas together with the car parks within the T3 site from SHDC to Totnes Town Council subject to budget being made available. This item will also be placed on the next Operations Committee agenda to consider the financial implications of such a decision.” | Councillors raised concerns regarding the financial viability of an asset transfer and the current staff capacity to engage and investigate this option.It was **RECOMMENDED** that the Town Council wait for an outcome on the application to have the market square designated as an Asset of Community Value before discussing this matter further. |
| 11 | To note the decision following the consultation about public telephone boxes:Westonfields, Totnes – no objections to removal Opp Cemetery Lodge, Plymouth – objections made to removal | Noted.Noted. |
| 11 | To note the date of the next meeting on **Monday 27th March 2017** at 3pm.   | This date and time was agreed. |

Catherine Marlton

Town Clerk