**MINUTES OF THE OPERATIONS COMMITTEE**

**WEDNESDAY 26TH APRIL 2017 AT THE GUILDHALL TOTNES**

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

Apologies: Councillors Barker, Cohen and Hart-Williams

In Attendance: Catherine Marlton (Town Clerk)

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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.  | No matters arising. |
| 3 | To confirm an amendment to the budget line names and organisation for future reference | It was **AGREED** that the salary lines in the budget be amalgamated into one line under ‘Administration’ with the exception of the GH Supervisor and consultancy roles. It was felt this would be easier for Councillors and members of the public to understand. |
| 4 | To consider possible amendments to the Mayoral Allowance and Civic Budget Policy | The proposed amendments were agreed, with the removal of the Mayors and ex Mayors being entitled to a Civic Ceremony in the Guildhall, and the addition of a clause to allow for a gift for the Vire Association, to the value of £25.It was **RECOMMENDED** to Full Council that the amended Policy be adopted. |
| 5 | To consider approval for the attached list of free places to be provided at the Mayoral Choosing ceremony which will cost £698.25 | It was **AGREED** to accept the expenditure this year, but a meeting should be held in advance of the 2018 Mayoral Choosing ceremony to confirm invitees and free spaces in advance. |
| 6 | To receive an update on the Museum repairs | The Town Clerk explained that the roof at the museum does not require complete replacement and that therefore the Museum Trustees have been given the go ahead to continue with the previously listed remedial works which are estimated at £3,000 total. It was **AGREED** that the improvement works should be scheduled by the museum trustees as outlined by the Clerk. |
| 7 | To consider future usages of the Chapel, Follaton Cemetery | Councillors would like to investigate future use of the Chapel but it was felt more information on the services and level of repair required was needed.It was **AGREED** that the Clerk would start to investigate services, access and condition surveys and report back to Operations, but not as a matter of urgency. |
| 8 | To receive an update regarding Share Shop usage of the Totnes Town Council garage | Councillors were extremely supportive of the Share Shed agenda but concerned regarding the loss of potential income. They felt as though the Council are duty bound to be fair and equitable when supporting local organisations and responsible when allocating public funds.It was therefore **RECOMMENDED** to offer the Share Shed continued use of the garage after 30th September 2017 on a month by month rolling basis, for a fee of £50 a month (payable in advance). |
| 9 | To consider late applications for the 16/17 financial year Councillor Allowances | Councillors discussed this and **RECOMMENDED** to Full Council that an exception be made this year only for three late payments of the 16/17 Councillor Allowance.It was **AGREED** that the Councillor Allowance Policy should be reviewed and bought back to Operations Committee in the coming months. |
| 10 | To note the date of the next meeting on **Monday 22nd May 2017** at 5pm.   | The Clerk explained that due to annual leave the minutes of this committee would be on the June Full Council agenda for ratification. |

Catherine Marlton

Town Clerk