**AGENDA FOR THE OPERATIONS COMMITTEE**

**MONDAY 19TH JUNE 2017 AT THE GUILDHALL TOTNES**

You are hereby summoned to attend the Operations Committee Meeting, which is to be held in the Guildhall, Totnes on **Monday 19th June 2017 at 5pm** for the purpose of transacting the following business:

|  |  |  |
| --- | --- | --- |
| No | Subject | Comments |
| 1 | To receive apologies and to confirm that any absence has the approval of the Council. |  |
|  | *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. |  |
|  | *The Committee will convene to consider the following items:* |  |
| 2 | To discuss any matters arising from the minutes of the last meeting.  | Enclosure |
| 3 | To consider the budget monitor and associated notes. | Enclosure |
| 4 | To consider the revised Financial Regulations for recommendation to Full Council. | Enclosure |
| 5 | To approve the action plan responses suggested to the 2017 Internal Audit report | Enclosure |
| 6 | To note the date of the next meeting on **Monday 24th July 2017** at 5pm.   |  |

Catherine Marlton

Town Clerk

Items for future agendas:

* To approve the Insurance Renewal package
* Update Standing Orders
* Update Statement of Internal Control
* To recommend for approval the updated Financial Risk Assessment
* To consider risk assessments for all assets