**AGENDA FOR THE OPERATIONS COMMITTEE**

**MONDAY 22nd MAY 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 22nd May 2017 at 5pm** for the purpose of transacting the following business:

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| 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 agree and discuss any matters arising from the minutes of the last meeting.  | Enclosure |
| 3 | To appoint a Deputy Chair of committee. |  |
| 4 | To consider the budget monitor and associated notes. | Enclosure |
| 5 | To consider the earmarked reserves and potential re-allocation. | Enclosure |
| 6 | To consider the revised Financial Regulations for recommendation to Full Council. | Enclosure |
|  | *The Committee will be asked to* ***RESOLVE*** *to exclude the press and public “by reason of the confidential nature of the business” to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.* |  |
| 7 | To consider the Annual Return for recommendation to Full Council. | Enclosure |
| 8 | To select from the tenders for the Cemeteries grounds maintenance contract and to consider budget implications and any virements needed. | Enclosure |
| 9 | To note the date of the next meeting on **Monday 19th June 2017** at 6pm.   |  |

Catherine Marlton

Town Clerk

Items for future agendas:

* To approve the Insurance Renewal package
* To note the Internal Audit report for Year End and associated actions
* Update Standing Orders
* Update Statement of Internal Control
* To recommend for approval the updated Financial Risk Assessment
* To consider risk assessments for all assets