**MINUTES FOR THE OPERATIONS COMMITTEE**

**MONDAY 22nd MAY 2017 AT THE GUILDHALL TOTNES**

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

Apologies: Councillor Cohen

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. | Apologies from Cllr Cohen were 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 agree and discuss any matters arising from the minutes of the last meeting.  | No matters arising. |
| 3 | To appoint a Deputy Chair of committee. | Cllr Sweet was unanimously appointed as Deputy Chair. |
| 4 | To consider the budget monitor and associated notes. | It was AGREED to make the following virements:* £1,000 from 1167 (Events and Venues Expenditure) to1103 (Staff training and travel) to accommodate the training of new staff and the additional costs incurred from the Clerk’s injury.
* £200 from 1160 (Office equipment) to 1105 (Staff eye tests) to ensure all staff had the opportunity to have twice yearly checks.
* £9975 from 4122 (Cemetery Works) to 4121 (Cemetery Grounds Maintenance) basically to have a single line for grounds maintenance.
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| 5 | To consider the earmarked reserves and potential re-allocation. | The earmarked reserves were reviewed. It was **RECOMMENDED** to Full Council that £5480 for Buildings Maintenance be transferred to code 4121 to cover additional costs on grass cutting and tree maintenance expected in the current financial year. |
| 6 | To consider the revised Financial Regulations for recommendation to Full Council. | Deferred to the next Operations Committee. Councillors were asked to read the draft document thoroughly in advance and raise any questions with the Clerk. |
|  | *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. | Recorded in CONFIDENTIAL minutes |
| 8 | To select from the tenders for the Cemeteries grounds maintenance contract and to consider budget implications and any virements needed. |
| 9 | To note the date of the next meeting. | Monday 19th June 2017 at 5pm was **AGREED.** |

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