**AGENDA FOR THE OPERATIONS COMMITTEE**

**MONDAY 24TH JULY 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 24th July 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 discuss any matters arising from the minutes of the last meeting.  | Enclosure to follow |
| 3 | To consider the budget monitor and any virements needed | Enclosure to follow |
| 4 | To review the updated Financial Risk Assessment and approve the proposed actions | Enclosure to follow |
| 5 | To note a circular on Health and Safety changes | Enclosure to follow |
| 6 | To review a summary of the required actions resulting from the Risk Assessment programme | Enclosure to follow |
| 7 | To agree the Emergency Evacuation Plan for the Civic Hall | Enclosure to follow |
| 8 | To note the S106 monies being held by SHDC | Enclosure to follow |
| 9 | To receive an update on waste and recycling in the Town | Verbal update by Clerk |
| 10 | To consider the future of Grounds Maintenance of St Mary’s Churchyard | Verbal update by Clerk |
| 11 | To receive a report on progress with the St Mary’s Partnership, and in particular on the Heritage Area Project (HAP)  | Enclosure to follow |
| *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.* |
| 12 | To consider quotes for Health and Safety Works to the Civic Hall and sealing off certain areas until improvement works have been commenced. | Enclosure to follow |
| 13 | To receive an update on a Public Liability claim that is ongoing from 2015 | Verbal update by Clerk |
| *The Committee will reconvene* |
| 14 | To note the date of the next meeting on **Monday 25th September 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