**MINUTES FOR THE OPERATIONS COMMITTEE**

**MONDAY 24th JULY 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), 1 member of the public, 1 member of the press

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| No | Subject | Comments |
| 1 | To receive apologies and to confirm that any absence has the approval of the Council. | Apologies were accepted for the three Councillors. |
| *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.  | None |
| 3 | To consider the budget monitor and any virements needed | The budget monitor was considered and it was **AGREED** that no virements required at this time. |
| 4 | To review the updated Financial Risk Assessment and approve the proposed actions | The proposed actions were **AGREED.** It was **RECOMMENDED** to Full Council that CCTV be installed outside the Guildhall |
| 5 | To note a circular on Health and Safety changes | Noted. |
| 6 | To review a summary of the required actions resulting from the Risk Assessment programme | The actions were reviewed and **AGREED.** |
| 7 | To agree the Emergency Evacuation Plan for the Civic Hall | This was **AGREED.** |
| 8 | To note the S106 monies being held by SHDC | Noted |
| 9 | To receive an update on waste and recycling in the Town | This item was deferred to a later meeting |
| 10 | To consider the future of Grounds Maintenance of St Mary’s Churchyard | It was **AGREED** to contact SHDC about transfer of responsibility from 1st October 2017 |
| 11 | To receive a report on progress with the St Mary’s Partnership, and in particular on the Heritage Area Project (HAP)  | The committee adjourned to allow Louis Victory to update on the St Mary’s Partnership. |
| *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. | It was **AGREED** to go ahead with the remedial works on the Civic Hall stage rigging. |
| 13 | To receive an update on a Public Liability claim that is ongoing from 2015 | This was noted. |
| 14 | To note the date of the next meeting on **Monday 25th September 2017** at 5pm.   | Noted. |

Catherine Marlton

Town Clerk