**AGENDA FOR THE OPERATIONS COMMITTEE**

**MONDAY 25TH SEPTEMBER 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 25th September 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 |
| 3 | To consider the budget monitor and any virements needed | Enclosure |
| 4 | To consider an updated paper on the Mayoral role | Enclosure  |
| 5 | To consider an updated Code of Conduct policy | Enclosure  |
| 6 | To consider the letter from Totnes Museum Trust regarding hosting any future Visitor Information Officer role | Enclosure  |
| 7 | To consider the terms of the Museum lease and health and safety obligations | Enclosure  |
| 8 | To consider a review of the Follaton Cemetery fees | Enclosure |
| 9 | To receive an update on the Civic Hall rigging remedial works | Verbal update by Clerk |
| 10 | To receive an update on the handing over of St Mary’s Churchyard maintenance | Verbal update by Clerk |
| 11 | To consider the terms of reference for the Council Venues Working Group | Verbal update by Clerk |
| 12 | To receive an update on licensing of street furniture and ‘pavement cafes’ in Totnes | Verbal update by Clerk |
| 13 | To consider closing the Tourist Information account and amalgamating funds with the main Town Council account | Verbal update by Clerk |
| 14 | To receive an update on health and safety issues | Verbal update by Clerk |
| 15 | To receive an update on the Town Mill lease status | Verbal update by 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.* |
| 16 | To consider a quote for building survey works to provide a 5 year remedial asset management programme | Enclosure  |
| *The Committee will reconvene* |
| 17 | To note the date of the next meeting on **Monday 23rd October 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