**DRAFT MINUTES FOR THE OPERATIONS COMMITTEE**

**MONDAY 25th SEPTEMBER 2017 AT THE GUILDHALL TOTNES**

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

Apologies: None

In Attendance: Catherine Marlton (Town Clerk), 1 member of the press

|  |  |  |
| --- | --- | --- |
| No | Subject | Comments |
| 1 | To receive apologies and to confirm that any absence has the approval of the Council. | Apologies were accepted for Cllr Barker. |
| *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** to make the following virements:* £4000 from Cemetery Chapel Maintenance to Cemetery Grounds Maintenance for additional tree survey works.
* £275 from Cemetery Chapel Maintenance to Cemetery Works to cover additional waste collection costs.

The Town Clerk was asked to query the increase in business rates with SHDC. Town Clerk to **ACTION.** |
| 4 | To consider an updated paper on the Mayoral role | The document was reviewed and it was agreed that amendments were required. Cllrs M Adams and J Westacott to **ACTION** and bring back to the committee. |
| 5 | To consider an updated Code of Conduct policy | The policy was **RECOMMENDED** to Full Council for adoption. |
| 6 | To consider the letter from Totnes Museum Trust regarding hosting any future Visitor Information Officer role | It was discussed and **AGREED** that it was not possible to confirm location of a Visitor Information Officer in the museum because no budget allocation had been made and because the location in the Guildhall had worked well. It was **AGREED** that the Clerk would write to the museum to confirm this and ask if they would be happy to host a leaflet/information display. |
| 7 | To consider the terms of the Museum lease and health and safety obligations | The draft letter outlining the responsibilities of the Museum and the Town Council was **AGREED** subject to the Town Clerk checking the latest lease wording held at Windeatts**.** |
| 8 | To consider a review of the Totnes Cemetery fees | It was **RECOMMENDED** to Full Council that:* The fees should be put up by approximately 20% across all burial/internment fees and grave purchases.
* The triple rate should be discontinued, so in future it would be a single rate for residents and double for anyone outside of Totnes.
* A £50 discretionary admin fee should be applied to transfer of ownership of graves, as agreed by the Town Clerk.
* There should be a flat fee of £280 for all monument applications with the exception of vases.
* There should be a flat fee of £95 for vase applications.
 |
| 9 | To receive an update on the Civic Hall rigging remedial works | Noted. |
| 10 | To receive an update on the handing over of St Mary’s Churchyard maintenance | Noted. |
| 11 | To consider the terms of reference for the Council Venues Working Group | It was **AGREED** that meetings should take place every other month and any actions taken back to this committee for authorisation. |
| 12 | To receive an update on licensing of street furniture and ‘pavement cafes’ in Totnes | It was **AGREED** to bring this matter back to committee when considering the 2018/19 budget and staffing structures that may potentially enable the administration of licences. |
| 13 | To consider closing the Tourist Information account and amalgamating funds with the main Town Council account | This was **AGREED** following the completion of the current year Totnes Guide. Future years would need to pay advertising fees directly to the Town Council bank account. |
| 14 | To receive an update on health and safety issues | Noted. |
| 15 | To receive an update on the Town Mill lease status | Noted. |
| *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 | It was **AGREED** that in principle a 5 year programme was needed but a second quote was needed. Town Clerk to **ACTION** and bring back to Operations Committee for consideration. |
| 17 | To note the date of the next meeting on **Monday 23rd October 2017** at 5pm.   | Noted. Subsequently rearranged for Thursday 2nd November at 5.30pm due to Councillor absence. |

Catherine Marlton

Town Clerk