**AGENDA FOR THE OPERATIONS COMMITTEE**

**THURSDAY 2ND NOVEMBER 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 **Thursday 2nd November 2017 at 5.30pm** 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 agree the minutes and 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 a report on the Neighbourhood Plan budget, payment authorisation and to recommend a format for the public meeting proposed for 28th November | Enclosure  |
| 6 | To agree payment of catering for the Mayoral Civic Service reception | Verbal update by Clerk |
| 7 | To consider the timeline for a tender process for the Cemetery Grounds Maintenance contract | Verbal update by Clerk  |
| 8 | To receive an update on the Share Shed occupation of garage | Verbal update by Clerk |
| 9 | To receive an update on the Town Mill lease | 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 the Caretaking contract from April 2018 | Enclosure |
| *The Committee will reconvene* |
| 17 | To note the date of the next meeting on **Monday 27th November 2017** at 5pm.   |  |

Catherine Marlton

Town Clerk

Items for future agendas:

* To consider the 2018/19 draft budget
* To approve the Insurance Renewal package
* Update Standing Orders
* Update Statement of Internal Control