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**DRAFT MINUTES FOR THE OPERATIONS COMMITTEE**

**MONDAY 2nd NOVEMBER 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), Cllr A Simms, Cllr R Hendriksen, 2 members of the public

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| No | Subject | Comments |
| 1 | To receive apologies and to confirm that any absence has the approval of the Council. | None. |
| *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. | A member of the public spoke regarding the need for the Town Council to take control of the Neighbourhood Plan and be transparent with the community about the process being followed. He urged Councillors to consider stepping up to ‘salvage’ the process and come up with a solid plan endorsed by the community. |
| *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.  | The committee was made aware of a second quote for the 5 year remedial asset management programme. Given it was significantly more expensive than the option previously given the Town Clerk was asked to proceed with the original quote. |
| 3 | To consider the budget monitor and any virements needed | The budget monitor was considered and no virements were required. |
| 4 | To consider an updated paper on the Mayoral role | The policy was **RECOMMENDED** to Full Council for adoption. |
| 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 | Cllr M Adams read out a statement:*There is some question over my right to vote and be present during the discussions over the Neighbourhood Plan and the draft report on Steamer Quay. The reason this has been raised is that, as a Councillor who represents the people of Bridgetown, I have the duty to speak and vote for or against the inclusion of a scheme to dramatically change the nature of Steamer Quay.**My husband does own a boat which is moored during the summer at the Totnes Boating Association moorings on Steamer Quay. I am commodore of the boat club for this year. This is an organisational role which will end in November 2018.**As I do not own the boat I did not see how this would prohibit me making an open, balanced decision as a Councillor.**My role as commodore bears no relevance to my duty as a Councillor. I am capable of making decisions, guided by the evidence provided and that my constituents will scrutinise.*The Town Clerk advised Cllr M Adams that this ‘licence to occupy’ did constitute a disclosable pecuniary interest. Cllr M Adams left the meeting and Cllr R Adams took the chair in her absence.1. The Operations Committee **RECOMMENDS** to Full Council that the agenda for the public meeting on 28th November is as outlined in a report to Full Council.
2. The Operations Committee **RECOMMENDS** to Full Council that the existing Neighbourhood Plan Steering Group be asked to step down.
3. The Operations Committee **RECOMMENDS** to Full Council that the Town Council takes back control for the overview and completion of the Neighbourhood Plan. The Neighbourhood Plan Steering Group has worked hard and tirelessly and we thank them for their effort and dedication, but as a Town Council, at this juncture, we would like to regain control of the Neighbourhood Plan so we ask the original group to step down.
4. The Operations Committee **RECOMMENDS** that the NP Coordinator is retained, assuming the postholder is willing.
5. The Operations Committee **RECOMMENDS** to Full Council that additional resources are allocated to the Neighbourhood Plan as outlined in a report from the Town Clerk to Full Council.

At the end of this item Cllr M Adams was asked to rejoin the meeting. |
| 6 | To agree payment of catering for the Mayoral Civic Service reception | It was **AGREED** to retrospectively agree the catering costs. |
| 7 | To consider the timeline for a tender process for the Cemetery Grounds Maintenance contract | The tender timeline proposed by the Town Clerk was **AGREED.** |
| 8 | To receive an update on the Share Shed occupation of garage | Noted. |
| 9 | To receive an update on the Town Mill lease | 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.* |
| 10 | To consider the caretaking contract from April 2018. | It was **AGREED** that the Town Clerk would issue a contract until 31st March 2018 and review the hours and specification of a contract from 1st April 2018 on a rolling basis. |
| 11 | To note the date of the next meeting on **Monday 27th November at 5pm**   | Noted.  |

Catherine Marlton

Town Clerk