**DRAFT MINUTES FOR THE OPERATIONS COMMITTEE**

**MONDAY 18TH DECEMBER 2017 AT THE GUILDHALL TOTNES**

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

Apologies: None.

In Attendance: Catherine Marlton (Town Clerk)

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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. | | Cllr Sweett asked whether any Councillors would be willing to become volunteer wardens to check on homeless people in the town on colder nights. Concerns were raised about safety and liability of this and it was felt that it would be better for the Police and other local agencies to take the lead. Cllr M Adams to speak to Liz Waterson regarding this. |
| *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 noted. No virements needed at this time. |
| 4 | To consider a draft budget for 2018/19. | The Town Clerk went through the draft budget line by line. Councillors asked for further information on the Tourism budget and Guildhall visitor numbers. Additional funds were asked for against IT equipment given the constant updates needed to stay current and the Town Clerk was asked to query the Castle Meadow income lines. Subject to these details the Operations Committee **AGREED** that the draft budget was sound. |
| *The Council 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.* | | |
| 5 | To discuss any CONFIDENTIAL staffing matters associated with the draft budget – if required (ONLY IF REQUIRED). | None. |
| *The Committee will reconvene* | | |
| 6 | To note the date of the next meeting on **Monday 22nd January at 5pm** | Noted. |

**This meeting will be followed by a Neighbourhood Plan Task and Finish Group and a Full Council meeting**

Catherine Marlton

Town Clerk