

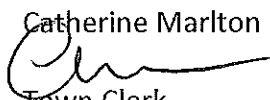


AGENDA FOR THE OPERATIONS COMMITTEE
MONDAY 18TH DECEMBER 2017 AT THE GUILDHALL TOTNES

You are hereby summoned to attend the Operations Committee Meeting, which is to be held in the Guildhall, Totnes on **Monday 18th December 2017 at 5pm** for the purpose of transacting the following business:

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	
	<i>The Committee will adjourn for the following item:</i>	
	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.	
	<i>The Committee will convene to consider the following items:</i>	
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 and verbal update from Town Clerk
4	To consider a draft budget for 2018/19.	Enclosures
	<i>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.</i>	
5	To discuss any CONFIDENTIAL staffing matters associated with the draft budget – if required (ONLY IF REQUIRED).	
	<i>The Committee will reconvene</i>	
6	To note the date of the next meeting on Monday 22nd January at 5pm	

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

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