**PART 1 DRAFT MINUTES FOR THE OPERATIONS COMMITTEE**

**MONDAY 22ND JANUARY 2018 AT THE GUILDHALL TOTNES**

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

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. | To note the resignation of Cllr M 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. | | |
| *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 and no virements currently required. |
| 4 | To consider a request for a contribution to a local planting scheme | It was **AGREED** that this request would be declined. The Town Clerk will write to the individual concerned and ask them to liaise with existing community groups such as Bridgetown Alive. |
| 5 | To consider the revised Guildhall Booking Form and Prices | The new booking form and hire rates were **AGREED.** |
| 6 | To receive an update about the Town Mill and Totnes Image Bank | It was noted that the Image Bank archive is being moved into Eastgate Clock. |
| 7 | To note the process for the Councillor Allowances claims for 2017/18 | The form and process was **AGREED.** The deadline for claims is 28th February 2018 for the 2016/17 financial year. The allowance would be pro-rated for new Councillors. |
| 8 | To consider the issues around street licensing in the town | Concerns were raised by the Clerk and Councillors regarding the amount of work involved in street licensing in light of the detailed guidance from DCC. It was **RECOMMENDED** to Full Council that the responsibility for street licensing should be handed back to DCC with immediate effect. |
| 9 | To consider an update on the Council Venue Working Group meeting | Informal update on remedial works and improvements was noted. |
| 10 | To note the minutes of the Tourism Partnership meeting | Noted. |
| 11 | To consider conversion of the Elizabethan Store and estimated costs | Cllr Westacott declared a pecuniary interest and left the room.  It was **AGREED** that the Clerk would pursue the conversion of the Elizabethan Store to accommodate the Visitor Information Officer and Town Officer roles. The estimated cost of this refurbishment is £8,000 and will come in within budget for 16/17.  Cllr Westacott rejoined the meeting. |
| 12 | To consider the December 2017 and January 2018 NP Task and Finish Notes | Noted. |
| 13 | To review the NP budget | The attached NP budget review was considered and **AGREED.** The internal administrative support would cease at the end of February. |
| 14 | To note the date of the next meeting: Monday 19th February at 5pm (CHANGED TO 3PM) | Start time moved to 3pm. |

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

**Future meetings agenda items:**

* February – To consider the joint Market Square refurbishment project plan
* To approve the Insurance Renewal package
* Update Standing Orders
* Update Statement of Internal Control
* April - Review Earmarked Reserves
* To consider the reviewed Financial Regulations for recommendation to Full Council.
* To consider the Annual Return for recommendation to Full Council.
* To consider the Internal Audit report
* To review a summary of the required actions resulting from the Risk Assessment programme

Catherine Marlton, Town Clerk