**DRAFT MINUTES FOR THE OPERATIONS COMMITTEE**

**MONDAY 19th FEBRUARY 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), 6 members of the public, 1 member of the press.

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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 Fair Trade group expressed their disappointment at the charging policy for the Civic Hall railings. The Town Clerk explained that demand for the space is high and hirers of the Civic Hall always have first refusal on display space.  Councillors were clear that although any exemption of fee would be a matter for the Paige Adams Trust, they do need to be fair to all groups asking, particularly those that are non-profit and based locally.  It was suggested to the Fair Trade group that they could apply to the Paige Adams Trust for a grant to cover some of their ongoing project costs such as the entry signage to the town.  A member of the St Mary’s Heritage Project outlined that the consultation on the proposals would be taking place between 22nd February and 3rd March and encouraged Councillors to get involved and attend the events. The outcome of that consultation process will be sent to Councillors prior to a decision being taken on the War Memorial location at April Full Council.  A member of the Central Totnes Campaign expressed their support for the consultation programmes being discussed later in the agenda. They felt community involvement is vital given the importance of the Civic Square to the whole town. |
| *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:  a) Tourism Community Budgeting – Tourism core budget £5560  b) Mayoral budget - Councillor Training £300  c) Neighbourhood Planning – Staff costs £275 | Councillors reviewed the budget monitor. The following virements were agreed:  a) Tourism Community Budgeting – Tourism core budget £5560  b) Mayoral budget - Councillor Training £300  c) Neighbourhood Planning – Staff costs £275  d) Guildhall Maintenance – Professional Fees £4500  It was **AGREED** that the defibrillator training must go ahead and be funded from the Community Outreach budget despite that budget line being overspent.  It was noted that the staff training and travel would be overspent but Councillors asked the Clerk to ensure staff still claimed mileage for meetings and conferences attended.  It was noted that the photocopier contract would be updated to add a ‘collate and staple’ function – this would be within budget allocation.  It was noted that the Elections line will be overspent depending on the date of the second by-election. |
| 4 | To consider the Civic Square improvement project and proposed consultation process | It was **RECOMMENDED** to Full Council that the attached consultation programme be agreed.  It was **AGREED** that an initial allocation of £1,000 from the 18/19 budget be spent on design fees as outlined by the Town Clerk. This would be from the £10,400 outlined for environmental improvements in the 18/19 precept setting meeting.  It was **AGREED** that an initial allocation of up to £400 from the 18/19 community outreach budget be spent on consultation as required. |
| 5 | To note the deadline for the Councillor Allowances claims for 2017/18 of 28th February 2018 | Noted. Councillors were clear that no late claims would be accepted. The Town Clerk was asked to speak to new Councillors to explain the process. |
| 6 | To consider an update on the Council Venue Working Group meeting | The Town Clerk verbally updated.  It was **AGREED** that the Civic Hall ‘tabs’ should be taken down given their poor state of repair.  It was **AGREED** that the Town Clerk should investigate possible casual technician contractors locally for use during events.  It was noted that the cleaning specification of the Civic Hall would be changed over the coming months. The Town Clerk will update with a detailed specification in due course. |
| 7 | To consider the January 22nd 2018 NP Task and Finish Group and any actions/expenditure required. | Noted. No actions requiring authorisation. |
| 8 | To review the NP budget and approve any expenditure proposed. | It was noted that internal staff time would not be used beyond 28th February to save resources for later in the project timeline. |
| 9 | To consider security improvements to the Guildhall and Civic Hall and how to fund them. | It was **AGREED** that up to £3,000 should be spent on improved security measures for the Guildhall and offices, funded from the general reserve if required. |
| 10 | To note the date of the next meeting: Monday 19th March 2018 at 3pm | Noted. |
| *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.* | | |
| 11 | To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees) | PLEASE SEE PART 2 MINUTES |
| 12 | To consider quotes for the conversion of the Elizabethan Store and agree a budget allocation (confidential as contains commercially sensitive information) | PLEASE SEE PART 2 MINUTES |

**Future meetings agenda items:**

* 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

**ITEM 4 – Civic Square improvements**

Monday 19th Feb Operations Committee - to consider the options on the square design works and to consider funds and staff time to be spent on the consultation process. This meeting will be open to the public.

Monday 5th March Full Council will consider the Ops recommendations/actions and note any details/comments made by Councillors and members of the community. Again this is open to the public.   
  
from Wednesday 7th March - Town Council promotes community engagement process and invites comments and ideas.  
  
Tuesday 20th March from 7pm - 8pm - drop in session hosted by the Town Council in the Guildhall/Civic Hall for members of the public to express their views on surface options, street furniture, functionality, water fountain. Also sending out e-survey outlining the same questions. Closing date for comments 2nd April 2018.

Monday 2nd April – Town Council collate feedback.  
  
Tuesday 3rd April – Town Council and SHDC to meet to review feedback and agree specification design work. Architects are then instructed that week. Deadline given of 30th April.  
  
30th April - detailed designs received and are circulated to all members and the community who are asked for feedback by survey and email. Designs put up in the Guildhall and Information Point for the consultation period.  Deadline for comment of 21st June 2018  
  
Monday 21st May - Operations Committee receive the designs and express their views.    
  
Thursday 31st May 2018 - Annual Town Council Meeting in the Civic Hall where the proposed designs are displayed and a comments box/sheet up  
  
Thursday 21st June 2018 - Town Council collate consultation responses on the design options.  
  
Monday 2nd July 2018 Full Council - Town Council receives the collated survey/feedback information and votes on the preferred design.  
  
from Tuesday 3rd July - SHDC Tender process and ordering of surface materials (some with 12-15 week lead time). Town Council gets quotes based on the agreed design for works not covered by the SHDC budget. If required submit an application to the S106 fund for improvements to amenity space or consider other funding sources.  
  
Sunday 29th July 2018 – Winning design is displayed at the Totnes Show.  
  
Monday 3rd September 2018 - Town Clerk asks the Town Council to agree the detailed costings for the Market Square improvements.  
  
Winter 2018 – works are completed

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