**DRAFT MINUTES FOR THE OPERATIONS COMMITTEE**

**MONDAY 26th MARCH 2018 AT THE GUILDHALL TOTNES**

Present: Councillor M Adams (Chairman), Paine, R Adams, Price and Sweett

Apologies: None

Not present: Cllr J Westacott MBE

In Attendance: Catherine Marlton (Town Clerk), 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. |  |
| *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 (already agreed through Full Council). | None. |
| 3 | To consider the budget monitor and any virements needed | The budget monitor was noted.  A virement of £600 from 2106 (Tourism) to 7505 (Tourism Community Budget) was **AGREED** to balance the figures.  It was **RECOMMENDED** to Full Council that the remaining balance at year end for the Arts and Neighbourhood Plan budgets should be carried forward and added to the 18/19 allocation.  NP estimated carry forward £6167 (added to £6350 allocation) = £12517  Arts estimated carry forward = £2841 (add to £3000 allocation) = £5841 |
| 4 | To note an update on the Civic Hall office space refurbishment | The update was noted. The Tourist Information space is due to open on Tuesday 10th April 2018. |
| 5 | To consider an application to SHDC for Section 106 monies for Market Square improvements | It was **AGREED** that the Town Clerk should proceed with an application to SHDC for £15,000 funding towards the Market Square improvements project. |
| 6 | To note the external decoration of the Eastgate | This was noted. |
| 7 | To review any NP expenditure proposed | No proposed expenditure for consideration. |
| 8 | To consider security improvements to the Guildhall and Civic Hall and how to fund them. | The Town Clerk is currently getting a second quote for CCTV and will proceed with installation up to the agreed figure of £3,000.  It was **AGREED** that a safe was not required and that cash and valuables should be stored in the secure office space available. |
| 9 | To consider access to the Guildhall for tours out of season | It was **RECOMMENDED** to Full Council that an out of season charge of £25 hourly would be implemented for group tours, at the discretion of staff members depending on other commitments and bookings. |
| 10 | To note the date of the next meeting: Monday 23RD April 2018 at 2pm |  |
| *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) | These were noted and **AGREED.** |
| 12 | To consider a confidential matter (confidential as could become a legal dispute) | Cllr M Adams postponed this item. No discussion on the matter was held. |

Catherine Marlton

Town Clerk