



MINUTES FOR THE OPERATIONS COMMITTEE
MONDAY 23RD APRIL 2018 AT THE GUILDHALL TOTNES

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

Apologies: None

In Attendance: Catherine Marlton (Town Clerk), 1 member of the press.

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Committee.	None.
<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 (already agreed through Full Council).	None.
3	To consider the budget monitor and any virements needed	The budget monitor was considered and noted.
4	To consider the reviewed Standing Orders.	It was RECOMMENDED to Full Council that the amended Standing Orders with the new committee format was adopted.
5	To authorise complimentary spaces on the Mayoral Choosing Civic Lunch.	The complimentary spaces up to a value of £438.90 was AGREED .
6	To note the updated Market Square project timeline.	This was noted.
7	To note the transfer of residential properties to a managed letting service.	This was AGREED .
8	To note the Year End Accounts timeline.	This was noted.
9	To review earmarked reserves.	It was RECOMMENDED to Full Council that the Ear Marked Reserves remain the same as the 2017 levels.
10	To receive an update on the Neighbourhood Plan process.	Cllr R Adams explained that due to a delay with the JLP the NP would not be finalised until the end of the year.
11	To consider proposed expenditure on the Neighbourhood Plan.	<p>Cllr R Adams explained that the NP group are applying to Locality for funding towards the ecology report. She explained that it was important to have professional report detailing the public spaces. She estimated the cost of the report to be £6,000. It was agreed by the committee that this seemed very reasonable.</p> <p>It was RECOMMENDED to Full Council that expenditure on an ecology and open spaces report up to £6,000 be authorised, subject to the usual need for quotes detailed in Financial Regulations.</p> <p>It was noted that it may be difficult to get 3 like for like quotes for this specialist piece of work and that</p>

		<p>Operations may need to consider an exception to the financial regulations in due course.</p> <p>It was AGREED that up to £600 should be spent on a NP laptop that had audio recording ability to enable the Chair to complete the required administration.</p>
12	To consider a payment schedule for Caring Town Information Exchange grant 18/19.	<p>It was AGREED to release the grant of £15056 in 2 6 monthly payments.</p> <p>The Town Clerk will ask for an update on the Information Exchange for the June Full Council meeting.</p>
13	To consider a repayment of Cllr expenses that falls outside of usual policy.	The figure of £39 was AGREED .
14	To consider how to implement the Arts Council Mosaic project.	<p>It was AGREED to contract Tiffany Strawson as a freelance coordinator for the Arts Council project.</p> <p>It was AGREED to delegate authority to the Arts Working Group to decide which artist to use.</p> <p>It was AGREED that designs and locations of art in the square would go back through Full Council for consideration.</p>
15	To consider the matter of Common Graves.	It was AGREED that at the discretion of the Town Clerk, the family is permitted to make future interments of ashes only on production of a birth or marriage certificate to show a maternal/paternal/spousal link with the interred, without owning the exclusive right of burial and with no guarantee of future use. The family would be charged the appropriate interment fee and there would be no automatic right to erect a memorial.
16	To discuss a symbol of unity between Totnes and its twin town of Vire.	It was AGREED that up to £120 could be spent on an apple tree and plaque for Vire.
17	To note the date of the next meeting: Monday 21st May 2018 at 2pm.	Noted.
<p><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></p>		
18	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees)	These were noted and AGREED .
19	To note a confidential matter (confidential legal dispute)	Noted.

Catherine Marlton
Town Clerk