** MINUTES FOR THE OPERATIONS COMMITTEE**

**WEDNESDAY 23RD MAY 2018 AT THE GUILDHALL TOTNES**

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

Apologies: None

In Attendance: Catherine Marlton (Town Clerk), Cllr Hendriksen, Cllr Hodgson, Cllr Allen, Cllr Simms, 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 Committee. | Cllr Paine gave apologies for any late arrival. |
| *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 considered and noted. The savings of approx. £53,000 was commended, particularly in light of the investment needed in existing assets over the next 5 years. |
| 4 | To consider the Annual Return for recommendation to Full Council. | It was **RECOMMENDED** to Full Council that the Annual Return be approved. |
| 5 | To consider the revised Standing Orders. | *The committee adjourned to allow free discussion*Cllr Hodgson felt the Standing Orders should remain the same and the committee structure should be unchanged. She was concerned that an amalgamation would make meetings lengthier and not allow sufficient time for discussion.Cllr Allen was supportive of a change that facilitated the meetings being held in the evenings when members of the public are more likely to attend.Cllr R Adams felt the proposed changes allowed for more public participation and for business to be dealt with more efficiently.Cllr Price felt the new format was worth implementing and that as long as the agendas are tight and all the papers circulated in advance Councillors should be able to keep meetings to a more reasonable length. Cllr Sweett felt that more time should be spent reviewing the Standing Orders and considering what times suits Councillors to meet.Cllr Westacott felt that a calendar of meetings should be set over the course of the year and not be changed to accommodate individual Councillors. She was concerned that the amalgamation of People and Planning would result in very long meetings and suggested whether Operations and Personnel should be the first trial.Cllr M Adams felt that the new proposed structure was worth trying and said that they could always change it later in the year.Cllr Simms was happier with the idea of People Committee items being dealt with on a monthly basis and felt that may reduce the time spent on each agenda.The Town Clerk explained that she had spoken to other committee clerks, researched how other Councils operate and had spoken to Frome and Buckfastleigh Town Councils about their committee structure. She felt confident that the new proposed structure was workable and worth trialling for the remainder of 2018/19 to see if this is a more effective way of working. This would allow opportunity to see what works and what doesn’t, in time to feedback to the new Council starting in 2019. She stressed that Standing Orders can be reviewed earlier and amended should the new committee structure become unworkable.T*he committee reconvened*It was **RECOMMENDED** to Full Council that the amended Standing Orders with the new committee format was adopted.It was felt important that Councillors had time to consider which committees they would like to be considered for in the new proposed structure. It was therefore proposed that the following timeline be used:* Monday 4th June Full Council – consider recommendation from Full Council on Standing Orders
* Tuesday 5th June – Monday 25th June – Councillors put themselves forward for committees
* Monday 2nd July - Full Council undertakes elections to the new committees and agrees annual calendar of dates.
* Tuesday 3rd July – new committee structure and Standing Orders starts
* January/February 2019 – review of Standing Orders starts through committee.
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| 6 | To consider the SHDC proposal of the transfer of play area assets (at Collapark, Smithfields and Westonfields) to Totnes Town Council. | It was **AGREED** that the Town Clerk would liaise with SHDC and put together costings and proposals for a future Operations Committee to consider. |
| 7 | To consider taking on the maintenance of the Borough Park Flower Bed at the Station Road entrance. | It was **AGREED** that further information was needed as to the location of any flower bed and the maintenance of the existing rockery herb garden. The Town Clerk will investigate and report back. |
| 8 | To note the date of the next meeting: **Monday 25th June**, time TBC. | It was **AGREED** that the Town Clerk would set a time based on the most committee members being able to attend. Future dates would be set after the decision taken on Standing Orders at the June Full Council.  |
| *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.* |
| 9 | To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees) | These were noted and **AGREED.** |

Catherine Marlton

Town Clerk