

## AGENDA FOR THE OPERATIONS COMMITTEE WEDNESDAY 23<sup>RD</sup> MAY 2018 AT THE GUILDHALL TOTNES

You are hereby summoned to attend the Operations Committee Meeting, which is to be held in the Guildhall, Totnes on **Wednesday 23<sup>rd</sup> May 2018 at 5pm** for the purpose of transacting the following business:

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	Enclosure
	(already agreed through Full Council).	
3	To consider the budget monitor and any virements needed.	Enclosure
4	To consider the Annual Return for recommendation to Full Council.	Enclosure
5	To consider the revised Standing Orders.	See May 2018 Full
_		Council papers
5	To consider the SHDC proposal of the transfer of play area assets (at Collapark, Smithfields and Westonfields) to Totnes Town Council.	
6	To consider taking on the maintenance of the Borough Park Flower Bed	
	at the Station Road entrance.	
7	To note the date of the next meeting: <b>Monday 25<sup>th</sup> June</b> , time TBC.	
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.		
8	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	Enclosure

## Committee members:

Cllr M Adams (Chair) Cllr R Adams Cllr E Price Cllr J Westacott Cllr J Sweett Cllr P Paine

## Future meetings agenda items:

- Update Statement of Internal Control
- To consider the Internal Audit report
- To review a summary of the required actions resulting from the Risk Assessment programme
- Plastic Free initiatives June

**Catherine Marlton**