**DRAFT MINUTES FOR THE OPERATIONS COMMITTEE**

**MONDAY 25TH JUNE 2018 AT THE GUILDHALL TOTNES**

Present: Councillor R Adams, Cllr E Price, Cllr J Westacott MBE, Cllr P Paine

Apologies: Cllr M Adams, Cllr T Whitty

Not present: Cllr J Hodgson

In Attendance: Catherine Marlton (Town Clerk), Cllr Webberley, Cllr Vint, Cllr Simms, 8 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. | Noted. |
| 2 | To vote a temporary chair of the meeting in the Chair’s absence | It was **AGREED** to have Cllr E Price Chair the meeting in the absence of Cllr Whitty. It was agreed that appointing a deputy was unnecessary given the restructure of Standing Orders starting in July. |
| *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:* |
| 3 | To discuss any matters arising from the minutes of the last meeting (already agreed through Full Council).  | None. |
| 4 | To consider funding options for youth nights in the Pavilions | It was **RESOLVED** to match fund the youth nights at Totnes Pavilions to a maximum of £2500, assuming the other £2500 can be found from other sources. |
| 5 | To consider how to support a ‘Plastic Free’ campaign in Totnes | *The committee adjourned to allow free discussion*Members of the public spoke regarding existing initiatives to reduce plastic waste.T*he committee reconvened*It was **AGREED** that this should be something the Town Council should be supporting and an item detailing how to become a ‘Plastic Free’ town would be sent to the next Town Matters Committee |
| 6 | To consider a report from St Mary’s Partnership | *The committee adjourned to allow free discussion*Cllr J Birch outlined the attached report and reiterated that at this time the Town Council were only being asked to continue their support. There were no financial or time commitments associated with the request.T*he committee reconvened*It was **RECOMMENDED** to Full Council that Totnes Town Council continues to formally support the St Mary’s Partnership project. |
| 7 | To receive a Neighbourhood Plan update | *The committee adjourned to allow free discussion*Cllr A Simms explained that the current OSSR document is not sufficient given the information gleaned from recent training on the Neighbourhood Plan process.T*he committee reconvened*It was **AGREED** that a detailed proposal of what would be included and the breakdown of costs would go to the Council Matters Committee on 9th July for consideration. |
| 8 | To consider the Totnes Market Square concept designs | The Town Clerk gave a verbal update on the process. A brief is being drafted which includes copies of all the consultation feedback received to date. This will then go to Full Council on 2nd July for consideration. After which time the architects and officers will have 2 months to draft a proposal for consideration by Full Council in September.*The committee adjourned to allow free discussion*Comments were made as follows by members of the public:* Visibility to businesses on the square on market day should be improved.
* Vehicle and pedestrian access to businesses on the square must be maintained during the improvement works.
* The improvement works should be kept to the January and February timeline to reduce impact on market traders and business owners.
* The number of market stalls must be maintained.
* The market should not try to be all things to all people.

T*he committee reconvened* |
| 9 | To consider a new Data Protection Policy | It was **RECOMMENDED** to Full Council that the attached Data Protection Policy be agreed.  |
| 10 | To note the date of the next meeting: **Monday 9th July 2018 at 7pm** *(Council Matters Committee)* | 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 quotes received for the Totnes Guide design and printing | It was **RESOLVED** to give the Clerk delegated authority to choose the preferred contractor and allocation of expenditure within the agreed overall budget. |

Catherine Marlton

Town Clerk