

MINUTES OF THE OPERATIONS COMMITTEE
MONDAY 15th FEBRUARY 2016 AT THE GUILDHALL TOTNES

Present: Councillors Harper (Chair), Boswell, Paine, Cohen, M Adams, Horsburgh and Westacott MBE
 In Attendance: Helen Nathanson (Town Clerk)

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	There were no apologies.
	<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.	No members of the public were in attendance.
	<i>The Committee will convene to consider the following items:</i>	
2	To consider any matters arising from the last meeting.	The following matters arose: Item 2 The Weir Panel work is ongoing: we need to find another specialist to carry out the work because the previous contractor is no longer available. Item 4 South West Water owns the drain and will carry out its own survey before deciding what work is required. Item 7 An Investments Working Group will be arranged. Item 9 The tenant has been given two months' notice to vacate the Guildhall Garage.
3	To receive the accounts and to: <ul style="list-style-type: none"> • Approve the Payment Orders for the period 01/09/2015 to 03/02/2016. • Note the Bank Reconciliations for the period 01/09/2015 to 31/12/2015 • Approve the accounts for payment from Cashbook 1 for the period 01/09/2015 to 31/12/2015. • Note the Receipts for Cashbook 1 for the period 01/09/2015 to 31/12/2015. 	The accounts were received. A request was made for a breakdown of the expenses from the wedding fair and the Council Venues Working Group will be asked for a report. It was RECOMMENDED that we approve the Payment Orders for the period 01/09/2015 to 03/02/2016. The Bank Reconciliations for the period 01/09/2015 to 31/12/2015 were noted. It was RECOMMENDED that we approve the accounts for payment from Cashbook 1 for the period 01/09/2015 to 31/12/2015. The Receipts for Cashbook 1 for the period 01/09/2015 to 31/12/2015 were noted.
4	To note the Internal Audit Report.	This was noted.
5	To approve the revised Town Council Financial Regulations.	It was RECOMMENDED that the revised financial Regulations be approved.
6	To review the Town Council Statement of Internal Control.	This was reviewed and it was RECOMMENDED that the Statement of Internal Control be approved. The Town Clerk will prepare a Segregation of Duties Matrix for the next meeting.
7	To approve the Town Council Anti-Fraud and Corruption Policy.	It was RECOMMENDED that the Anti-Fraud and Corruption Policy be approved.

8	To review the charges for Follaton Cemetery, in accordance with Financial Regulations, and to make a recommendation about any proposed increases.	This was discussed and it was RECOMMENDED that the changes were raised by 5% because they were not raised last year and councillors were conscious of the amount of ongoing safety and maintenance work required in the Cemetery.
9	To note the correspondence from the Totnes Trust with regard to the Town Mill and to recommend a response.	This was noted. Councillors RECOMMENDED that we write back to the Totnes Trust with a holding reply pending further decisions.
10	To approve the Town Council membership of the Institute of Cemetery and Crematorium Management, the professional advisory body for burial authorities, at a cost of £90 per annum.	The Town Clerk explained that the ICCM provides detailed professional advice on the legal aspects of burial grounds and that this would be beneficial to the Council. It was RECOMMENDED that the membership be approved.
11	To discuss the terms of a Service Level Agreement for the Museum, as requested by Full Council at its meeting on 1 st February.	This was discussed and various points were made about what an SLA would entail and how it could be implemented. It was agreed that there were some difficulties with this and it was therefore RECOMMENDED that a Working Group be set up to discuss this in more detail. Members of the Museum Trust would be invited to the meetings once the WG had some ideas to share. Councillors, M Adams and Westacott did not vote.
12	To note the date of the next meeting on Monday 21st March at 3pm.	The date of the next meeting was changed to 3.30pm on Thursday 17th March.

END

MAYOR