

MINUTES OF THE OPERATIONS COMMITTEE
MONDAY 14th MARCH 2016 AT THE GUILDHALL TOTNES

Present: Councillors Harper (Chair), Boswell, M Adams, Cohen, Westacott MBE and Paine

Apologies: Councillor Horsburgh

In Attendance: Helen Nathanson and Councillor Simms

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	It was RECOMMENDED that the apologies be received.
	Public Question Time	No members of the public were in attendance.
2	To consider any matters arising from the last meeting.	Item 6 The Segregation of Duties Matrix is still in progress and the Town Clerk will report back at the next meeting.
3	To recommend for approval the updated Financial Risk Assessment.	It was RECOMMENDED that the updated financial Risk Assessment be approved.
4	To agree a procedure for updating Town Council Standing Orders.	This was discussed and it was agreed that councillors will be sent an ecopy and asked for any requested amendments. If there are only minor changes then this can go straight to Full Council but otherwise it will come back to Operations.
5	To approve the Monthly Payments from 04/02/2016 to 02/03/2016.	It was RECOMMENDED that the Monthly Payments from 04/02/2016 to 02/03/2016 be approved.
6	To approve the accounts for payment from Cashbooks 2, 3, 4, and 5 for the period 01/09/2015 to 11/02/2016.	The Committee scrutinised the accounts and it was RECOMMENDED that the accounts for payment from Cashbooks 2, 3, 4 and 5 for the period 01/09/2015 to 11/02/2016 be approved.
7	To discuss the repair of the Town Crest on the Civic Hall, at a cost of £725.	The Town Clerk explained the specialist nature of the work and that we are still awaiting additional quotations. The Committee recommended that the crest should be repaired and will consider again when the quotations are received.
8	To discuss the restoration of the weir panel in the Guildhall.	Councillor Boswell gave an update. A personal donation and a grant from the Mitchell Trust totalling £885 have been received. The revised quotations are between £500 and £1580 and Councillor Boswell recommended accepting the higher quote because the work proposed is more detailed. This would entail a contribution from the Town Council of up to £695. It was RECOMMENDED that we accept the higher quotation and that the Town Council pays the balance.
9	To recommend to Full Council suitable topics for the Annual Town Meeting.	The following topic was suggested: Civic Pride: the management of the Town Centre in terms of cleanliness and tidiness. Elicit support for the Town Council priority of improving the town centre and gather ideas and priorities. Invite SHDC and DCC to the meeting.
10	To note the recommendations in the Guildhall Fire Risk Assessment.	This was noted. Councillors discussed the report and RECOMMENDED that it be accepted and the actions implemented.
11	To note the date of the next meeting on Monday 18th April at 3pm.	This was noted.

END

MAYOR