

**MINUTES OF THE OPERATIONS COMMITTEE**  
**THURSDAY 23<sup>rd</sup> July 2015 AT THE GUILDHALL TOTNES**

Present: Councillors Harper (Chair), Boswell, Horsburgh, Paine, Marion Adams, Westacott MBE, Cohen  
 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.	There were no matters arising.
3	To receive the accounts and to: <ul style="list-style-type: none"> <li>• Note the Bank Reconciliations for Cashbooks 1,3,4 and 5 for the period 01/04/2015 to 01/06/2015.</li> <li>• Approve the accounts for payment from Cashbooks 1, 3, 4 and 5 for the period 01/04/2014 to 01/06/2015.</li> <li>• Approve the Payment Orders for the period 01/04/2015 to 01/06/2015.</li> <li>• Note the Income and Expenditure Report for the period to 01/06/2015.</li> </ul>	<p>The Bank Reconciliations for Cashbooks 1,3,4 and 5 for the period 01/04/2015 to 01/06/2015 were noted.</p> <p>It was <b>RECOMMENDED</b> that the accounts for payment from Cashbooks 1, 3, 4 and 5 for the period 01/04/2014 to 01/06/2015 be approved.</p> <p>It was <b>RECOMMENDED</b> that the Payment Orders for the period 01/04/2015 to 01/06/2015 be approved.</p> <p>The Income and Expenditure Report for the period to 01/06/2015 was noted.</p> <p>The following queries were raised:</p> <p>The water rates in the Civic Hall to date seem very high – this needs to be investigated. The Committee also queried whether or not the businesses under the Civic Hall were still paying a contribution to us for their water rates.</p> <p>Councillor Marion Adams is still receiving complaints about the water supply to the Cemetery and the fact that the second tap in the new section is defunct. This will be passed to the Assets WG for discussion and prioritising.</p>
4	To note the Financial Forward Planning Brief and to discuss the levels of General Reserve.	This was noted and the Assets WG was asked to make a recommendation to Council about the level of General Reserve.
5	To note the new pension regulations which will come into force for the Town Council in April 2016.	This was noted.

6	To set the date for all Committees and Working Groups to produce their 2016-17 budget requirements.	The following timetable was set: All Committees will be asked to prepare their budget requests for the November Council meeting. All councillors will be setting priorities in September and this will allow Committees to meet in October and discuss budgets in the light of these outcomes. Discussion was had about the likelihood of there being no top-up grant this year with the precept and that we may need to think about raising the precept. In future, the principle of Participatory Budget was accepted as a good idea and the People Committee will be asked to look into this for the 2017/18 budget round.
7	To discuss the restoration of the Weir Panel.	This was discussed. It was acknowledged that this represents a large percentage of the budget allocated to Guildhall maintenance (10%) and councillors wondered if match funding could be sought, including the possibility of requesting financial support from the people installing the new weir. Councillor Boswell undertook to find out about possible sources.
8	To receive a request from the Totnes Development Trust to provide £350 for a new print run of the Garden Trail leaflets.	This was received. It was <b>RECOMMENDED</b> that the Town Council cannot meet this cost because it is not in the budget.
9	To note the Town Council legionella plan.	The Clerk briefed the Committee about the work that has been undertaken to ensure that Town Council owned properties are properly monitored in relation to legionella. This was noted.
10	To set the regular time and date of future meetings.	The next meeting will be at <b>10am on Monday 17<sup>th</sup> September 2015</b> in the Guildhall.

END

MAYOR