

**Minutes of Okehampton Town Council Property Committee Meeting held on
Monday 6th November 2017 at 7.30pm in the Council Chamber,
Town Hall, Okehampton**

Committee Members Present: Councillor D Weekes (Chairman)
Councillor A Leech (Chairman, Planning)
Councillor Mrs J Goffey (Town Mayor)
Councillor Mrs J Yelland (Chairman, Policy & Resources)
Councillor Mrs C Marsh (Chairman, Parks)
Councillor Mrs J Carpenter
Councillor Miss C Holt
Councillor P Vachon

Other Members Present: Councillor Mrs V Cushing
Councillor R Rush
Councillor Dr M Ireland
Councillor Mrs S Parkins
Councillor B Tolley

In Attendance: Mrs E James (Town Clerk)

		Action
	Declarations of Interest – None	
311	<u>Apologies for Absence</u> – Cllr Cummings	
312	<u>Deferment of Business</u> – No public presence.	
313	<u>Members' Questions</u> – No questions were posed	
314	<u>Minutes</u> - The minutes of the Property Committee meetings held on 4 th September and 9 th October 2017 were approved and signed by the Chairman on the proposition of Cllr Marsh, seconded by Cllr Holt.	
315	<u>Matters Arising</u>	
315.1	Purchase of new crockery – 120 soup plates/dessert dishes had been purchased. On the proposition of Cllr Goffey, seconded by Cllr Carpenter it was resolved to purchase matching 6" side plates at a cost of approximately £240.	Clerk
315.2	Display of Artwork in the Charter Hall by Ocmundtune – Cllr Vachon reported that several applications had been received and would be reviewed in the days prior to the hanging of them. Paintings would be delivered on 18 th November for hanging in the Charter Hall on 20 th . A launch party event was being considered. Members of the public would only be able to view the paintings when the hall was open for other events.	
316	<u>Property and Equipment Repairs</u> – The Committee noted the following reports:	
316.1	Charter Hall Signage – New sign due to be fitted on 14 th November.	
316.2	New Carlton Cinema – A meeting was pending with Merlin Cinemas to discuss the 3 rd screen and toilet refurbishment projects.	Cllr Weekes

316.3	Charter Hall Replacement of Ceiling Tiles – Repair/replacement of the roof was required prior to the replacement of the ceiling tiles. A suggestion that the roof vents are replaced with tiles was made and that a check of the roof condition was required.	Clerk
316.4	Installation of picture hanging rail in Charter Hall – The rail had been put up on the window side of the hall, to be completed on the other wall.	Clerk
316.5	External woodwork painting – Complete. Cllr Leech advised there was an area of pointing on the front balcony that could be rectified.	Cllr Weekes/ Clerk
316.6	Boiler, Replacement of Pump – The boiler pump had failed and been replaced.	
316.7	Office Light – Light replaced following failure	
316.8	Locks replaced on Town Hall entrance door and door to stairway leading to Band Room and Office.	
316.9	Charter Hall microwave replaced and fridge repair undertaken	
316.10	Cleaning of a Widgery painting had been completed	
316.11	A slate on the roof of Merlin Cinema had been refixed following the recent storms.	
316.12	Town Hall courtyard roof/water leak – quotes to be obtained for repairs	Clerk
316.13	Council Chamber ceiling tiles - quotes to be obtained for repair/ painting when it has been ascertained that the leak has stopped. Cllr Leech to investigate	Cllr Leech/ Clerk
316.14	Charter Hall and Town Hall water filter replacement – On the proposition of Cllr Marsh, seconded by Cllr Goffey, it was resolved to replace the filters at a cost of £225.	Clerk
317	<u>Bookings</u> – The Committee noted the schedule of bookings for the Town Hall and Charter Hall for November and December 2017.	
318	<u>Millennium Quilt</u> – The recent hanging of the quilt in the Charter Hall and its location, which meant that the air conditioning system could not be used and its impact upon the Ocmundtune exhibition was discussed. On the proposition of Cllr Leech, seconded by Cllr Marsh, it was resolved to hang the quilt as low as possible at the far end of the hall above the entrance doors, that a contractor be appointed to do the work at a cost not exceeding £150, that it be moved before 20th November and that the possibility of fitting pulleys for this purpose be considered.	Cllr's Weeks, Rush & Clerk
319	<u>Lift</u> – Cllr Marsh declared an interest. Consideration was given to the undertaking of supplementary tests as recommended by the company who carried out a service visit earlier in the year. To be ascertained if the same company can do this work or if	

	it should be a different company.	Clerk
320	<u>Valuation of Civic Regalia etc</u> – On the proposition of Cllr Marsh, seconded by Cllr Leech, resolved to obtain an updated valuation of assets by the same company, the cost of which had been quoted as being between £100 and £200.	Clerk
321	<u>Members Reports and Requests for Agenda Items -</u>	
321.1	Okehampton Carnival Committee – Cllr Carpenter reported that despite the bad weather and the incorrect radio announcement that the carnival had been cancelled approximately £1400 had been raised. The organisers of the carnival were thanked for their efforts, letter to be sent.	Clerk
	<u>PART TWO ITEMS</u> It was resolved that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involves the likely disclosure of sensitive and confidential information. Proposed by Cllr Leech, seconded by Cllr Goffey.	
322	<u>Asbestos Survey</u> – Quotations for an asbestos survey of the Town Hall and associated buildings were considered. Cllr Marsh requested that the buildings and relevant structures falling under the remit of the Parks Committee were surveyed at the same time. On the proposition of Cllr Goffey, seconded by Cllr Leech it was resolved to accept the quotation from Environmental Services and to include Parks Committee buildings and structures within the contract. On the proposition of Cllr Goffey, seconded Cllr Yelland, it was agreed to exit Part Two and ratify decisions made in Part Two.	Clerk
323	<u>Urgent Items</u> – A booking request for the Council Chamber to be included on the next agenda for consideration.	Clerk

The meeting was closed at 8.35pm

Councillor D Weekes
Chairman