

**Minutes of Okehampton Town Council Property Committee Meeting held on
Monday 4th December 2017 at 7pm 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 B Tolley

In Attendance: Mrs E James (Town Clerk)

		Action
384	<u>Declarations of Interest</u> – None	
385	<u>Apologies for Absence</u> – Cllr's Cummings and Parkins	
386	<u>Deferment of Business</u> – No public presence.	
387	<u>Members' Questions</u> – Cllr Marsh requested that Item 11 be brought forward to be discussed before Item 10. This was agreed .	
388	<u>Minutes</u> - The minutes of the Property Committee meeting held on 6 th November 2017 were approved and signed by the Chairman on the proposition of Cllr Marsh, seconded by Cllr Goffey.	
389	<u>Matters Arising</u>	
389.1	Purchase of new crockery – 120 side plates had been purchased completing the requirements.	
389.2	Display of Artwork in the Charter Hall by Ocmundtune – Cllr Vachon reported that most of the paintings were on display, the rest would be hung when the remainder of the picture rail was installed. One picture had been sold to date.	
389.3	Millennium Quilt – The Committee noted the quilt had been moved and was located above the entrance doors. Cllr Leech queried whether the spot lights would fade the quilt.	Clerk
390	<u>Property and Equipment Repairs</u> – The Committee noted the following reports:	
390.1	Charter Hall Signage – The new sign had been installed.	
390.2	New Carlton Cinema – The project was moving forward with plans to complete the work to add a 3 rd screen and the refurbishment of the toilets early in 2018.	
390.3	Installation of picture hanging rail in Charter Hall – A small section left	

	to be installed.	Clerk
390.4	Town Hall small courtyard roof/water leak – Quotes for repairs were awaited. The Clerk reported that it had been established that the roof did not contain asbestos.	
390.5	Council Chamber ceiling tiles - quotes to be obtained for repair/ painting when it has been ascertained that the leak has stopped.	Cllr Leech/ Clerk
390.6	Charter Hall and Town Hall water filter replacement – Complete	
390.7	Office Furniture – The Committee noted the purchase of a new shelving unit for the Clerk's office. On the proposition of Cllr Marsh, seconded by Cllr Goffey, RESOLVED to obtain an independent valuation for the old unit following which it could be offered for sale at this price to Cllr Leech. Cllr Weeks to arrange the valuation.	Cllr Weekes/ Clerk
391	<u>Bookings</u> –	
391.1	The Committee noted the schedule of bookings for the Town Hall and Charter Hall for January and February 2018.	
391.2	A request by the Tavonians to use the Council Chamber for a performance in February 2018 was considered. On the proposition of Cllr Weekes, seconded by Cllr Marsh, it was RESOLVED not to allow the Chamber to be used for a performance, instead the Charter Hall would be offered at the same chargeable rate.	Clerk
392	<u>Asbestos Survey</u> – The Clerk reported that the survey had been completed and incorporated all premises owned by the Council including structures in Simmons Park.	
393	<u>Lift</u> – Cllr Marsh declared an interest. Consideration was given to the undertaking of supplementary tests as recommended by the company who carry out regular service visits. It had been ascertained that Thorough Examination testing was also undertaken regularly by a separate company as required by statutory legislation. The additional testing had not been noted as a requirement on the Thorough Examination test reports, and on the proposal of Cllr Leech, seconded by Cllr Carpenter, (1 abstention) RESOLVED not to undertake the additional tests.	Clerk
394	<u>Town Council Buildings and Structures</u> – Consideration was given to the move of responsibility of all buildings and structures to the Property Committee. On the proposition of Cllr Marsh, seconded by Cllr Vachon, it was RESOLVED to set up a working party incorporating the Chairs of Parks, P&R and Property Committees, and the Clerk, to research any effective savings and benefits from the proposal. The findings to be further discussed for implementation, if agreed, in 2019/20.	Clerk
395	<u>Budget 2018/19</u> – The Chairman reported that minor roof leaks still continued to cause concern in both the Charter Hall and Council Chamber. The stage lighting was very old and no longer fit for purpose and decoration of the Charter Hall and Council Chamber	

needed consideration. The advertising budget would be fully spent by the end of the financial year and it was suggested that a drop down screen on the stage for projection be considered.

It was **agreed** that the budget, as presented, be taken forward to the next stage.

396 Members Reports and Requests for Agenda Items -

396.1 Okehampton Carnival Committee – Cllr Carpenter reported that she had not attended the last meeting and that the next meeting was in February. A coffee morning was being held on 16th December

397 Urgent Items – It was noted that a replacement microwave for the staff kitchen had been purchased from a local retailer.

The meeting was closed at 7.55pm

Councillor D Weekes
Chairman