

**Minutes of Okehampton Town Council Property Committee Meeting held on  
Monday 4<sup>th</sup> June 2018 at 7pm in the Council Chamber,  
Town Hall, Okehampton**

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

**Other Members Present:** Councillor Mrs V Cushing  
Councillor T Cummings  
Councillor B Rush

**In Attendance:** Mrs E James (Town Clerk)

		Action
57	<b><u>Declarations of Interest</u></b> – None	
58	<b><u>Apologies for Absence</u></b> – Cllr's Ireland and Tolley	
59	<b><u>Deferment of Business</u></b> – No public presence.	
60	<b><u>Members' Questions</u></b> – None	
61	<b><u>Minutes</u></b> - The minutes of the Property Committee meeting held on 12 <sup>th</sup> March were approved and signed by the Chairman on the proposition of Cllr Yelland, seconded by Cllr Vachon.	
62	<b><u>Matters Arising</u></b>	
62.1	<b><u>Ocmundtune</u></b> – Cllr Vachon reported that the pictures had been swapped at the beginning of the month and requested the committee approve the hanging of them for 6 months. On the proposition of Cllr Leech, seconded Cllr Goffey (1 abstention), it was <b>RESOLVED</b> to approve the request.	
63	<b><u>Property and Equipment Repairs/Updates</u></b> – The Committee noted the following reports:	
63.1	<b><u>New Carlton Cinema</u></b> – Work to the first floor had commenced today, due to delays the foyer/toilet work on the ground floor would not go ahead until September. Prior to completion of the initial work, a sound test would be undertaken in the Charter Hall and access to the roof space would be enabled within the contracted work.	
63.2	<b><u>Chamber Ceiling</u></b> – Moisture readings to be undertaken by Cllr Leech this week	Cllr Leech
63.3	<b><u>Charter Hall Stage Lighting</u></b> – 3 quotes had been received but not evaluated.	Clerk

63.4	<u>Charter Hall Stage Surface</u> – A quote for the levelling of the surface had been received, further quotes and options were being sought.	Clerk
63.5	<u>Charter Hall Ceiling Tiles/Roof</u> – Discussion regarding the feasibility of replacing tiles before roof repairs were carried out, as was the removal of roof vents as a temporary measure. Investigation to be undertaken.	Clerk
63.6	<u>Charter Hall Lift</u> – Cllrs noted the report of a delay on working and that the drive belts were awaiting replacement.	Clerk
63.7	<u>Portable Appliance Testing</u> – Noted that testing had been carried out; no issues had been raised although the official report was awaited.	
63.8	<u>Radon Testing</u> – Test reports confirmed that levels were acceptable and no action was required.  Cllr Leech reported that he had taken measurements of the crack in the archive wall and movement had been minimal.	
64	<b><u>Bookings</u></b> –	
64.1	The Committee noted the schedule of bookings for the Town Hall and Charter Hall for June and July 2018. Levels were good with very few dates without bookings.	
64.2	Wrestling Event – An enquiry regarding a proposed event in the autumn was noted and agreed.	
65	<b><u>Band Room</u></b> – Consideration was given to a request from Okehampton Excelsior Silver Band to make alterations to the Band Room; the installation of a suspended ceiling, alterations to lights and smoke detection. On the proposition of Cllr Marsh, seconded Cllr Holt, it was <b>RESOLVED</b> to approve the proposal.	Clerk
66	<b><u>Charter Hall Kitchen Status</u></b> – On the proposition of Cllr Yelland, seconded Cllr Goffey (2 abstentions), it was <b>RESOLVED</b> to continue investigation into the feasibility of amending the kitchen status to 'full preparation' rather than 'holding/serving' and potential costs.	Clerk
67	<b><u>Committee Terms of Reference</u></b> – On the proposition of Cllr Goffey, seconded Cllr Marsh, it was <b>RESOLVED</b> to recommend the draft revised document to full Council.	
68	<b><u>Members Reports and Requests for Agenda Items</u></b> -	
68.1	Okehampton Carnival Committee – The next meeting was due to be held later in the week.	
68.2	Museum of Dartmoor Life – Cllr Goffey reported that footfall on Sunday had been good with 20 visitors to the museum. A trustees meeting was being held tomorrow.	
69	<b><u>Payment of Invoices</u></b> – On the proposition of Cllr Yelland, seconded Cllr Goffey, the schedule of payments was <b>APPROVED</b> .	

## **PART TWO ITEMS**

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 Yelland, seconded by Cllr Vachon.

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| <b>70</b> | <b><u>Review of Rental Agreements and Leases</u></b> – Lower Market Hall –<br>The situation was considered and on the proposition of Cllr Yelland, seconded by Cllr Leech, it was <b>RESOLVED</b> that the decision to renew the lease be delegated to Cllr Weekes, as Committee Chairman, and the Clerk. A further review at the end of the month and renewal must contain a condition that a standing order for monthly rent payments be set up. | Cllr Weekes/<br>Clerk |
| <b>71</b> | <b><u>Office Key-Holders and Access</u></b> – On the proposition of Cllr Marsh, seconded Cllr Vachon, it was <b>RESOLVED</b> that Town Hall keys currently in the possession of persons other than employees be returned promptly.   | Clerk                 |
| <b>72</b> | <b><u>Invoice</u></b> – On the proposition of Cllr Yelland, seconded by Cllr Vachon (1 abstention), it was <b>RESOLVED</b> to pay the £350 invoice received for work undertaken in late 2016.  | Clerk                 |

The meeting was taken out of Part Two and ratified decisions taken on the proposition of Cllr Leech, seconded Cllr Yelland.

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| <b>73</b> | <b><u>Urgent Items</u></b> – Cllr Weekes reported that the Millennium Quilt had been moved to OCRA for the summer on request. |  |
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The meeting was closed at 7.40pm

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**Councillor D Weekes**  
**Chairman**