

**Minutes of the Okehampton Town Council Property Committee held on
Monday 6 February 2017 in the Council Chamber, Town Hall, Okehampton at 7 pm**

Committee Members Present: Councillor D Weekes (Chairman)
Councillor P Vachon (Vice Chairman)
Councillor Miss C Holt
Councillor A Leech
Councillor Mrs J Goffey (Town Mayor)
Councillor Mrs C Marsh (Chairman, Parks)
Councillor B Stephens (Chairman, P&R)

Other Members Present: Councillor Mrs V Cushing

In Attendance: P R Snell (Town Clerk)

	Action
475. <u>Apologies for Absence</u> - Apologies were presented on behalf of Cllrs Carpenter and Yelland.	
476. <u>Deferment of Business</u> - No public presence.	
477. <u>Members' Questions</u> - Cllr Leech asked if budget provision had been made for the expected increase in business rates on properties commencing April 2017. The Clerk reported that the anticipated increases, information on which had been provided by West Devon Borough Council, had been incorporated into the budget planning cycle. Cllr Leech further noted that changes to the regulations on energy efficiency ratings could have an implication for Town Council properties and asked that this subject be discussed on a later agenda.	Clerk
478. <u>Minutes</u> - The minutes of the Property Committee meeting held on 7 November 2016 were approved and signed by the Chairman on the proposition of Cllr Stephens, seconded Cllr Vachon.	
479. <u>Matters Arising</u> -	
479.1 <u>Mayors' Listings Tablets</u> - There was a discussion on the relative merits of a computer-printed tablet compared with a hand-written tablet recording past Mayors. Cllr Vachon offered to draw up the board himself and provided an example of script and format. On the proposition of Cllr Leech, seconded Cllr Holt, it was agreed to accept Cllr Vachon's generous offer to combine three tablets into one in a style consistent with the full tablet already in place.	Cllr Vachon

480. Property and Equipment Repairs and Updates -

- 480.1** Charter Hall door lock- The Chairman reported that the door lock had now been repaired and was in use.
- 480.2** Inspection of electrical installation - The Clerk reported that, after consultation with the Chairman, an electrical contractor had been appointed to carry out the periodic inspection of the electrical installation. The work would start in the week commencing 6 March.
- 480.3** Charter Hall signage - Advice had recently been received from the Historic Buildings Specialist which appeared not to favour the proposed solution. It was agreed to use the pre-application service to discuss further what solution might be acceptable given the building's listed status.
- 480.4** The Chairman reported that the painting of the external wall to the Lower Market Hall had now been completed.
- 480.5** Leak in Lower Market Hall - An intermittent leak previously reported in the Lower Market Hall had now been investigated and the cause found and addressed. The leak had been caused by a faulty pipe connection below the Band Room floor. The leak had been addressed by a plumber and the reinstatement of the ceiling would be addressed from in-house resources.
- 480.6** New Carlton Cinema - A meeting with Mr Geoff Greaves had been requested to discuss the project of the third screen and toilets.
- 480.7** Kitchen extractor and ducting cleaning - Full cleaning and certification of the kitchen ducting and extractor fan was scheduled for 14 February.
- 480.8** Emergency lights and light fitting replaced - The Chairman reported that emergency lights in the Council Chamber and Charter Hall had been replaced along with a faulty fluorescent tube in the downstairs office which had now been replaced with an LED unit.
- 481. Hall Bookings** - The Committee noted the summary of hirings for February and March 2017.
- 482. External Woodwork Repainting and Access** - As quotations for the scaffolding work were now available it was agreed to consider this under Part Two.
- 483. Consideration of Purchase of Folding Screen** - The Committee considered a paper from the Clerk on the purchase of a folding screen for use principally in first floor rooms as a room divider. After discussion, it was agreed to purchase a screen subject to available budget with an indicative price of £705 excluding VAT on the proposition of Cllr Marsh, seconded Cllr Goffey.

Clerk

- 484. Periodic Report on Measurements Recording in the Archive Room** - Cllr Leech reported that from the most recent readings he had taken he could conclude that the wall movement in the Archive Room was stable.
- 485. Changes to Construction Design Management Regulations** - Cllr Leech reported that the regulations pertaining to Construction Design and Management had been revised during 2016 and were likely to have implications on any building works that the Town Council were likely to commission in the future. He referred to the CIBT website for further guidance.
- 486. Millennium Quilt** - The Committee noted that the Millennium Quilt had served a good profile in the Pavilion (Hub) over the last few years. After discussion, and on the proposition of Cllr Leech, seconded Cllr Stephens, it was agreed to make arrangements for the Quilt to be displayed in the Charter Hall before going "on tour" to other approved town venues.
- 487. Members' Reports and Reminders for Agenda Items** -
- (i) Museum of Dartmoor Life (Cllr Goffey) - The Museum volunteers were carrying out their winter programme with the intention of opening in time for Easter. The Trustees were attending a training day in Exeter specifically designed for Museum Trustees. The stained glass entrance sign for the Museum will be reinstated for this year.

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 Marsh, seconded Cllr Stephens.

Action

482. Exterior Repainting (continued)

488. Review of Leases and Rents

The Committee came out of Part Two and on the proposition of Cllr Vachon, seconded Cllr Leech, ratified decisions taken in Part Two.

The meeting was closed at 8.00 pm.

Councillor D Weekes
Chairman