

**Minutes of Okehampton Town Council Property Committee held on
Monday 3 April 2017 in the Council Chamber, Town Hall, Okehampton at 8.25 pm**

Committee Members Present: Councillor D Weekes (Chairman)
Councillor Mrs J Carpenter
Councillor Miss C Holt
Councillor A Leech
Councillor Mrs J Yelland
Councillor Mrs J Goffey (Town Mayor)

Other Members Present: Councillor Mrs V Cushing
Councillor Dr M Ireland
Councillor R Rush

In Attendance: P R Snell (Town Clerk)

Action

- 581. Apologies for Absence** - Apologies were presented on behalf of Cllrs Marsh, Stephens and Vachon.
- 582. Deferment of Business** - No public presence.
- 583. Members' Questions** - Nil.
- 584. Minutes** - The minutes of the Property Committee meetings held on 28 November 2016 and 6 February 2017 were approved and signed by the Chairman on the proposition of Cllr Leech, seconded Cllr Goffey.
- 585. Matters Arising** - The Chairman reported that progress on the Mayors' listings tablets was in hand.
- 586. Property and Equipment Repairs and Updates** -
- 586.1** Folding screen - This had been purchased and was now available for use and was stored in the Committee Room.
- 586.2** Inspection of electrical installation - The Clerk reported that this had now been completed and that the report and recommendations were awaited.
- 586.3** Charter Hall signage - A request for a pre-application meeting with the Historic Buildings Specialist had been requested and a meeting was scheduled for the coming Thursday.
- 586.4** Ceiling Leak in Lower Market Hall - The leak had been investigated, detected and the pipe repaired.
- 586.5** New Carlton Cinema - A meeting with Merlin Cinemas Managing Director and

architect had been requested to discuss the third screen and toilets project.		
586.6	Kitchen extractor and ducting - A periodic cleaning of the kitchen extractor and ducting had been completed and certified in February.	
586.7	Charter Hall ceiling tiles - The Chairman noted that a number of the ceiling tiles in the Charter Hall had become leak-stained. However it was agreed that it would be inadvisable to replace these until a lasting solution had been found for the Charter Hall roof.	
586.8	Picture hanging rail - The Chairman noted that the picture-hanging rail on the west side of the Hall was proving very effective and it would be opportune to extend the hanging system to the opposite wall.	
587.	<u>Hall Bookings</u> - The Committee noted Hall bookings for April and May and agreed the fees and charges for 2017-18 as circulated. It was further agreed to establish a task and finish group to look at attracting further hirings and in particular establishing a monthly Saturday market. It was agreed the group would comprise Cllrs Weekes, Cushing and Leech.	Cllrs Weekes, Cushing & Leech
588.	<u>External Woodwork Repainting</u> - See Part Two.	
589.	<u>Maintenance of Automated Sliding Doors</u> - It was noted that the automatic sliding doors into the Charter Hall foyer were not currently on maintenance contract. On the proposition of Cllr Goffey, seconded Cllr Leech, it was agreed to include the Market Street doors on a maintenance contract with immediate effect, the current cost being £270 per annum.	Clerk
590.	<u>Purchase of new Crockery</u> - The Committee noted the briefing note on the phased purchase of new crockery. On the proposition of Cllr Leech, seconded Cllr Goffey, it was agreed to proceed with the purchase of 120 sets of cups and saucers in the 'Royal Porcelain' series.	Clerk
591.	<u>Ear-marked Reserves</u> - The Committee noted and discussed a schedule of property-related ear-marked reserves, noting the need for adequate provision for building repairs and maintenance. It was agreed to recommend the schedule for endorsement at Policy and Resources Committee on the proposition of Cllr Leech, seconded Cllr Yelland.	
592.	<u>Projects</u> -	
592.1	Mayor's Car Space - Cllr Goffey commented on being unable to use the Mayor's designated parking space in Market Street, on occasion, and suggested introducing a bollard to prevent unauthorised use. After discussion it was agreed to introduce additional signage (example of which was shown) and dashboard permits for authorised users before consideration of physical obstructions.	

592.2 Coloured spotlight scheme for Charter Hall - The Chairman recalled that some coloured spotlights had been purchased some years ago to modify the lighting mood in the Charter Hall. It was agreed to conduct a trial of the spotlights.

592.3 Mayors' photo and framing project - The Chairman reported that he had started on completing the record of the Mayors' civic portrait album as a first step. It was agreed to try to standardise photo size as 8 x 6 inches.

593. Members' Reports and Reminders for Agenda Items -

- (i) Museum of Dartmoor Life (Cllr Goffey) - The Museum had held a special meeting of its members to take forward its change of status to a charitable incorporated organisation, and would invite the Town Council to nominate a trustee. The Museum opened for the 2017 season on 3 April.

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 Cllr Leech.

Action

588. External Woodwork Repainting (continued)

594. Agreements and Leases

On the proposition of Cllr Leech, seconded Cllr Holt, it was agreed to exit Part Two and to ratify decisions made.

The meeting was closed at 9.09 pm.

Councillor D Weekes
Chairman