

Minutes of the Okehampton Property Committee meeting held on Monday 26th June 2017, 7pm in the Town Hall, Okehampton.

Present. Cllr. Weekes (Chairman); Cllr. Goffey; Cllr. Carpenter; Cllr. Cushing; Cllr. Holt; Cllr. Vachon; Cllr. Leech; Cllr. Yelland; Cllr. Tolley; Emma James (New Clerk); Penny Clapham (Locum Clerk).

Declarations of Interest - Members are reminded that they should declare any relevant interest regarding items on the agenda.

Urgent items - items for information only can be brought to the attention of the Committee at the discretion of the Chairman at the end of the meeting.

No decision can be taken on items not detailed on the published agenda.

80. Apologies for Absence - To receive apologies for absence.
Cllr. Marsh.
81. Deferment of Business - For comment by the public.
82. Members' Questions - To receive questions from Members regarding the workings of the Committee.
Cllr. Vachon; there were tables in the foyer at the last Sunday market, so the doors could not open fully. The foyer is the fire exit and should not be used. This will be addressed.
Cllr. Goffey took the view that as long as there is free passage to exit, this would probably be OK.
83. Minutes - To confirm, approve and sign the minutes of the Property Committee meeting held on 3rd April 2017. Resolved: proposed by Cllr. Yelland, seconded by Cllr. Leech, all in favour.
84. Property & Equipment Repairs and Updates - Chairman to update.
 - 84.1 Inspection of electrical installation – taking place this week by Lawsons, some repairs to be included.
 - 84.2 Charter Hall signage – awaiting Conservation Officer response for pre-application development. Eagle Signs at Plymouth will be submitting a quote.
 - 84.3 New Carlton Cinema – Meeting pending with Merlin Cinemas MD to discuss 3rd screen and toilets project. Noted.
 - 84.4 Replacement of ceiling tiles – Charter Hall; these are stained by leaks from the roof. Suggest addressing the leaking roof first. Specification to be drawn up. Cllr. Weekes to progress.
 - 84.5 Installation of picture hanging rail to non-window side of Charter Hall. This is underway.
85. Hall Bookings – Summary of Charter Hall hirings for June, July and August 2017. Noted.
86. External Woodwork Repainting – Scheduled to erect phased scaffolding 11 May for painting work week beginning 15 May. Update on painting schedule. Frontage almost finished. Next, the scaffolding will be moved to the side for the painting to be continued.
87. Maintenance of Automated Sliding Doors – Consideration of inclusion of Charter Hall entrance automated sliding doors in regular maintenance contract. There is now a contract in place for servicing the doors once a year.
88. Purchase of new Crockery – To note the phased replacement of crockery for Charter Hall kitchen. Cutlery and side plates now required. Cllr. Vachon proposed the purchase of side plates and soup/dessert plates, 120 of each; seconded by Cllr. Goffey, with a ceiling of £500.

Meeting closed at 7.24pm.