

**Minutes of Okehampton Town Council Property Committee Meeting held on
Monday 4th September 2017 at 8.10pm in the Council Chamber,
Town Hall, Okehampton**

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

Other Members Present: Councillor B Tolley
Councillor Mrs V Cushing
Councillor R Rush

In Attendance: Mrs E James (Town Clerk)

	Action
Declarations of Interest – None	
178 <u>Apologies for Absence</u> – Cllr’s Yelland and Marsh.	
179 <u>Deferment of Business</u> – No public presence.	
180 <u>Members’ Questions</u> – Cllr Leech queried the Town Council waste arrangements with regards to recycling. Advised that waste is collected by the Park-Keeper and recycled along with their waste.	
181 <u>Minutes</u> - The minutes of the Property Committee meeting held on 26 th June 2017 were approved and signed by the Chairman on the proposition of Cllr Leech, seconded by Cllr Goffey.	
182 <u>Matters Arising</u> –.	
182.1 Purchase of new crockery – 120 soup plates which could also be used as dessert dishes had been ordered, the cost being just within the budget of £500. Purchase of side plates, dessert forks and soup spoons to be investigated in due course.	
183 <u>Property and Equipment Repairs</u> – The Committee noted the following reports: Insurance Inspection – The Clerk reported that an inspection of the Town Hall, Charter Hall and associated buildings had been undertaken by the Council’s insurance company and that the report was awaited.	
183.1 Charter Hall Signage – to be discussed under Part Two later in the meeting	
183.2 New Carlton Cinema – A meeting was pending with Merlin Cinemas to discuss the 3 rd screen and toilet refurbishment projects.	
183.3 Charter Hall Replacement of Ceiling Tiles – Repair/replacement of the roof required prior to the replacement of the ceiling tiles. Project to be initiated by the Town Clerk and a minimum of 3 quotations to be sought.	Clerk

<p>It was noted that some tiles had been replaced, and a length of lead repaired on the Town Hall roof.</p> <p>183.4 Installation of picture hanging rail in Charter Hall – Materials had been purchased, work to be arranged.</p>	Clerk
<p>183.5 External woodwork painting – Repairs and repainting of the 1st and 2nd floor windows, guttering and fascia was almost complete.</p>	
<p>183.6 Boiler Service – The service had been completed and some remedial work was required at a cost of just under £165. On the proposal of Cllr Leech, seconded by Cllr Goffey (1 abstention) it was resolved to accept the quotation.</p>	Clerk
<p>183.7 Town Hall chimney leadwork and slates – Leadwork had been replaced along with some slates.</p>	
<p>184 <u>Bookings</u> –</p>	
<p>184.1 The Committee noted the schedule of bookings for the Town Hall and Charter Hall for September and October 2017.</p>	
<p>184.2 An invoice had been sent to a hirer of the Charter Hall for unexpected cleaning and waste removal following an event held in August. The Clerk advised that the Booking Form and associated documents were in the process of being revised. It was suggested that a refundable deposit should be requested for future events.</p>	Clerk
<p>185 <u>Display of Art Works in the Charter Hall</u> – Cllr Vachon reported on a proposal by Ocmundtune to display art work in the Charter Hall. There would be no cost to the Council who would receive commission for any paintings purchased whilst on display in the hall.</p>	
<p>On the proposal of Cllr Leech, seconded by Cllr Goffey it was resolved to agree the proposal on a 6 month trial basis, with the provision that the artists insure their own work for loss or damage.</p>	Cllr Vachon
<p>186 <u>Food and Drink Music Festival</u> – The request for the loan of tables on 2nd or 16th December for the festival was discussed. Due to events already booked in the Charter Hall on those dates, it would not be possible to loan any tables.</p>	Clerk
<p>187 <u>Market Proposal</u> – A proposal for the holding of regular markets on Saturdays in the Charter Hall was discussed. This item was further discussed under Part Two, below.</p>	
<p><u>PART TWO ITEMS</u></p>	
<p>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 Goffey, seconded by Cllr Vachon.</p>	
<p>187.1 <u>Market Proposal</u> – On the proposition of Cllr Goffey, seconded by Cllr Carpenter (two abstentions) it was agreed that the Town Council would</p>	

consider a flexible arrangement following consultation with regular users of the Charter Hall to ascertain their views on the proposal.

- 188** **Charter Hall Signage** (deferred from min ref 183.1) – Further two quotes on the agreed specification to be obtained.

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

Clerk

The meeting was closed at 9.26pm

Councillor D Weekes
Chairman