

**Minutes of Okehampton Town Council Property Committee Meeting held on  
Monday 22<sup>nd</sup> January 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 Goffey (Town Mayor)  
Councillor Mrs J Yelland (Chairman, Policy & Resources)  
Councillor Mrs C Marsh (Chairman, Parks)  
Councillor Mrs J Carpenter  
Councillor Miss C Holt  
Councillor P Vachon

**Other Members Present:** Councillor Mrs V Cushing

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

		<b>Action</b>
486	<b><u>Declarations of Interest</u></b> – None	
487	<b><u>Apologies for Absence</u></b> – Cllr’s Cummings, Parkins and Tolley	
488	<b><u>Deferment of Business</u></b> – No public presence.	
489	<b><u>Members’ Questions</u></b> – None	
490	<b><u>Minutes</u></b> - The minutes of the Property Committee meeting held on 4 <sup>th</sup> December 2017 were approved and signed by the Chairman on the proposition of Cllr Vachon, seconded by Cllr Leech.	
491	<b><u>Matters Arising</u></b>	
491.1	<b><u>Office Furniture</u></b> – The Committee noted the purchase of the old unit from the Clerk’s office by Cllr Leech.	
491.2	<b><u>Millennium Quilt</u></b> – Information sourced indicated that LED lights would not cause the quilt to fade.  Cllr Marsh declared an interest having worked on the production of the quilt, an interest was also declared by Cllr Leech.  Contact had been made by OCRA requesting the return of the quilt as they had advised by a Cllr that it would be returned after Edwardian Evening. Following discussion and on the proposition of Cllr Leech, seconded by Cllr Carpenter (2 abstentions – Cllr’s Marsh and Goffey, 1 against – Cllr Yelland), it was <b>RESOLVED</b> that a six monthly turnaround of the location of the quilt be implemented, with the removal of it from the Charter Hall to be funded by the recipient.	Clerk
492	<b><u>Property and Equipment Repairs</u></b> – The Committee noted the following reports:	
492.1	<b><u>New Carlton Cinema</u></b> – A specification and drawings for the proposed 3 <sup>rd</sup> screen and alterations to the toilets was reviewed. Questions and comments regarding the project including; the need for a programme of works, soundproofing, wall finishes and sanitary items in the toilets,	

	to be fed back.	Clerk
492.2	<u>Town Hall small courtyard roof/water leak</u> – A quote had been received since which it had been confirmed that the roofing material was not asbestos. Further quotes to be sought on this basis.	Clerk
492.3	<u>Office Floor Repairs</u> – Loose parquet flooring in the offices, initial action to be taken by the Caretakers	Clerk
492.4	<u>Council Chamber ceiling tiles</u> – Moisture test results, undertaken by Cllr Leech in December, which indicated that the area was drying out were noted. Further testing to be carried out in Spring to confirm the result, following which decoration would be considered.	Cllr Leech/ Clerk
493	<b><u>Bookings</u></b> –	
493.1	The Committee noted the schedule of bookings for the Town Hall and Charter Hall for February and March 2018.	
493.2	An enquiry regarding the potential booking of the Charter Hall for a Cabaret style event which would require the attendance of a caretaker until the early hours of the morning to facilitate the removal of equipment, and the potential number of tickets to be sold was discussed. On the proposal of Cllr Marsh, seconded by Cllr Leech, it was <b>RESOLVED</b> to approve the booking subject to compliance with fire regulations regarding the number of attendees, to be ascertained by the Clerk and Cllr Weekes.	Cllr Weekes/ Clerk
494	<b><u>Valuation of Specific Items</u></b> – The recent valuation of items was noted by the Committee, as was the resulting refund from the insurance company.	
495	<b><u>Asbestos Survey</u></b> – Completion of the survey on 22 <sup>nd</sup> November 2017 was noted. On the proposition of Cllr Goffey, seconded by Cllr Marsh, it was <b>RESOLVED</b> that a professional asbestos management plan be produced by the company who undertook the survey, and not to seek alternative quotations as this company was already familiar with the buildings and report.	Clerk
496	<b><u>Members Reports and Requests for Agenda Items</u></b> -	
496.1	Okehampton Carnival Committee – Cllr Carpenter reported that the AGM was on 28 <sup>th</sup> February.	

## **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 Goffey, seconded by Cllr Yelland.

497 **Review of Rental Agreements and Leases** –

	The Committee noted that no action was required with regards a lease due to expire on 31 <sup>st</sup> December 2018 and which would be discussed in the autumn.	
	On the proposition of Cllr Yelland, seconded by Cllr Goffey, action required regarding a lease due for renewal on 1 <sup>st</sup> April 2018 was <b>RESOLVED</b> .	Clerk
	On the proposition of Cllr Marsh, seconded by Cllr Goffey, as previously resolved in February 2017, a new lease regarding another premises to be drawn up on the basis of the existing lease with no increase to the rent at this time.	Clerk
498	<b><u>Town Hall and Charter Hall Cleaning</u></b> – Consideration to quotes obtained was given and on the proposition of Cllr Marsh, seconded by Cllr Goffey it was <b>RESOLVED</b> appoint option 1 as the cleaning contractor on a monthly basis.	Clerk
	It was noted that the Caretakers would continue to be responsible for the regular cleaning and maintenance of the outside of the premises.	
	On the proposition of Cllr Yelland, seconded by Cllr Goffey, it was <b>RESOLVED</b> that the service be extended to the Registrar, who would be invoiced on a quarterly basis by the Council if they were in agreement.	Clerk
	In addition and on the proposition of Cllr Marsh, seconded by Cllr Vachon, it was <b>RESOLVED</b> to draw up an informal agreement with the Town Band for the use of the Band Room.	Clerk
499	<b><u>Intruder Alarm Contract</u></b> – On the proposition of Cllr Vachon, seconded by Cllr Leech, it was <b>RESOLVED</b> that the renegotiated quote for the provision of the monitoring and maintenance of the alarm system be accepted.	Clerk
500	<b><u>Urgent Item</u></b> – Cllr Leech reported that the nomination of a property as an asset of community value had been submitted. However Land Registry documentation did not make it clear who the current owner was. Cllr's to make enquires.	Councillors

The meeting closed on Part Two and ratified decisions taken on the proposition of Cllr Yelland, seconded Cllr Vachon.

The meeting was closed at 8.23pm

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**Councillor D Weekes**  
Chairman