

**Minutes of Okehampton Town Council Property Committee Meeting held on
Monday 12th March 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 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)

		Action
586	<u>Declarations of Interest</u> – None	
587	<u>Apologies for Absence</u> – Cllr’s Cummings, Parkins, Yelland and Tolley	
588	<u>Deferment of Business</u> – No public presence.	
589	<u>Members’ Questions</u> – Cllr Vachon queried the date of the next committee meeting, which was to be confirmed, and requested that Ocmundtune be included as an item of business.	
590	<u>Minutes</u> - The minutes of the Property Committee meeting held on 22 nd January 2018 were approved and signed by the Chairman on the proposition of Cllr Carpenter, seconded by Cllr Goffey.	
591	<u>Matters Arising</u>	
591.1	<u>Asbestos Management Plan</u> – The committee noted that the plan was in the process of being produced in conjunction with the contractor.	
592	<u>Property and Equipment Repairs</u> – The Committee noted the following reports:	
592.1	<u>New Carlton Cinema</u> – On the proposition of Cllr Leech, seconded by Cllr Marsh, it was RESOLVED to approve the proposal subject to agreement of discussed conditions.	Clerk
592.2	<u>Charter Hall Kitchen</u> – Noted that the annual clean of the canopy had been undertaken.	
592.3	<u>Council Chamber Ceiling Tiles</u> – Further moisture testing to be undertaken in late spring.	
592.4	<u>Office Floor Repairs</u> – Loose parquet flooring in the offices to be dealt with by the Caretakers	Clerk
592.5	<u>Charter Hall Stage Lighting</u> – A quote had been received, investigation to be undertaken to ensure the proposed lighting is suitable for requirements of regular users, following which further quotes to be	Clerk

	sought.	
592.6	<u>Charter Hall Ceiling Tiles</u> – Further damaged had been caused to the ceiling tiles following the recent snow which had built up on the side of the roof and melted through the vents. 3 slipped slates had been put back into place.	
593	<u>Bookings</u> –	
593.1	The Committee noted the schedule of bookings for the Town Hall and Charter Hall for April and May 2018.	
593.2	Proposed revised versions of the booking form, terms and conditions of hire and hire charges were reviewed by the Committee.	
	On the proposal of Cllr Marsh, seconded by Cllr Vachon, it was RESOLVED to approve the booking form, subject to an amendment to include the payment of a 50% refundable deposit for some events.	
	On the proposal of Cllr Vachon, seconded by Cllr Leech, it was RESOLVED to approve the Terms & Conditions subject to an amendment to item 8.	
	On the proposal of Cllr Vachon, seconded by Cllr Carpenter, it was RESOLVED not to increase hire charges, but emphasise that the venue must be vacated by booked times.	Clerk
594	<u>Charter Hall Staging</u> – Following consideration it was agreed that quotes be sought for the boarding over of the stage surface and repairs to the steps railing.	Clerk
595	<u>Display Boards for Charter Hall</u> – Moveable partitioning to be offered to groups requiring display boards in the Charter Hall if requested.	Clerk
596	<u>Sunday Market Proposal</u> – Cllr Leech declared a personal interest. A discussion ensued regarding the benefits that the proposal would bring to the town and an appropriate hire charge which would need to cover costs incurred by the Council. On the proposal of Cllr Goffey, seconded by Cllr Carpenter (1 abstention), it was RESOLVED to charge a fee of £50 per booking.	Clerk
597	<u>Members Reports and Requests for Agenda Items</u> -	
597.1	Okehampton Carnival Committee – Cllr Carpenter reported that she had attended the AGM in February when it had been noted that sand bags were required for the barriers. The Clerk advised that the Highways Officer had agreed to provide 24 empty sand bags free of charge. A new float for Royalty was being sought and the next meeting was on 10 th April.	
	Coffee mornings had been scheduled for 17 th March, 18 th August and 15 th December. The date of the next carnival was 20 th October. Among events being scheduled were a quiz and horse-race.	

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 Leech, seconded by Cllr Marsh.

598 Review of Rental Agreements and Leases –

Town Hall - On the proposition of Cllr Leech, seconded by Cllr Goffey, it was **RESOLVED** to approve the lease including alterations as requested by DCC.

Clerk

Lower Market Hall – The situation was considered and on the proposition of Cllr Vachon, seconded by Cllr Marsh, action regarding the lease due for renewal on 1st April 2018 was **RESOLVED**.

Clerk

599 Town Hall Courtyard Roof Water Leak – Quotes received for the repairs were reviewed. It was noted that Contractor 1 had not visited site to ascertain the amount of work required and had not provided details of insurance cover. On the proposition of Cllr Leech, seconded by Cllr Vachon, due to the issues regarding Contractor 1, it was **RESOLVED** to appoint WJ Avery & Co Ltd to undertake the work.

Clerk

600 Door Maintenance Contract – On the proposition of Cllr Leech, seconded by Cllr Vachon, it was **RESOLVED** to accept the quote from Contractor 2, All Doors South West, for a 12 month contract commencing on 29th April 2018.

Clerk

601 Insurance –

601.1 Consideration of renewal quotations – The Clerk reported that 2 quotations had been sought but that unfortunately a local firm had been unable to obtain the cover required and had declined to submit a quotation. WPS had undertaken an extensive review of the principal insurers which included value for money, the depth of cover provided, the security of the insurer, quality of claims and administration services. Following this they would be changing to Royal Sun Alliance. Although the exact premium had yet to be calculated it would be in the region of £3,000 less than the current policy.

On the proposition of Cllr Leech, seconded by Cllr Vachon, it was **RESOLVED** to recommend to Full Council that insurance cover continued to be provided through WPS and that a 3 year long term agreement be accepted.

Clerk

601.2 Consideration of storage of items – Cllr's noted the advice of WPS and on the proposition of Cllr Goffey, seconded by Cllr Carpenter, it was **RESOLVED** to recommend a future option to Full Council for ratification.

Clerk

The meeting was taken out of Part Two and ratified decisions taken on the proposition of Cllr Leech, seconded Cllr Goffey.

602 **Urgent Items** – Cllr Marsh reported of a repair thought to be required to the Cinema roof.

Clerk

The meeting was closed at 8.12pm

Councillor D Weekes
Chairman