

**Minutes of Okehampton Town Council Property Committee Meeting held on
Monday 1st October 2018 at 7pm in the Council Chamber,
Town Hall, Okehampton**

Committee Members Present: Councillor D Weekes (Chairman)
Councillor A Leech (Chairman, Planning)
Councillor Mrs C Marsh (Chairman, Parks)
Councillor Mrs J Yelland (Chairman, P&R)
Councillor Miss C Holt
Councillor P Vachon
Councillor Mrs J Goffey

Other Members Present: Councillor Mrs V Cushing
Councillor B Tolley
Councillor Dr M Ireland

In Attendance: Mrs E James (Town Clerk)

	Action
359 <u>Declarations of Interest</u> – None	
360 <u>Apologies for Absence</u> – Cllrs Carpenter and Parkins	
361 <u>Deferment of Business</u> – No public presence.	
362 <u>Members' Questions</u> – Cllr Cushing requested an item be added to the next full Council meeting agenda regarding Prayers at meetings	Clerk
363 <u>Minutes</u> - The minutes of the Property Committee meeting held on 6 th August 2018 were approved and signed by the Chairman on the proposition of Cllr Goffey, seconded by Cllr Yelland.	
364 <u>Matters Arising</u>	
364.1 <u>Charter Hall Kitchen Status</u> – Investigation into the change of use of the kitchen to 'full preparation' is in progress.	Clerk
365 <u>Property and Equipment Repairs/Updates</u> – The Committee noted the following reports:	
365.1 <u>New Carlton Cinema</u> – It was noted that alteration work to the toilets in the foyer was in progress.	
365.2 <u>Chamber Ceiling</u> – Following the dry summer the leak had reappeared. The Clerk reported that a verbal quotation for £600 had been received for the provision of scaffolding and labour to ascertain what the issue was. On the proposition of Cllr Leech, seconded by Cllr Vachon, it was RESOLVED to accept the quotation.	Clerk
365.3 <u>Chamber Hall Stage Surface</u> – A quotation had been accepted and a date for the work was awaited.	Clerk
365.4 <u>Charter Hall Ceiling tiles/roof</u> – A quote and opinion of the work required had been received, however it was agreed that Cllrs Rush and Leech would work together to provide a Scope of Work for consideration and agreement of the way forward.	Cllrs Rush & Leech

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| 365.5 | <u>Charter Hall, chair store and toilet water leaks</u> – The leaks all appeared to be from the same flat roof area. It was agreed that this would be further considered when the boiler had been replaced as the roof was in the same location. | Clerk |
| 365.6 | <u>Charter Hall Sign</u> – Agreed that the sign be hardwired into a timer to prevent it being knocked | Clerk |
| 365.7 | <u>Water Testing</u> – Noted that the work had been postponed until after the foyer alteration work was complete | Clerk |
| 366 | <u>Bookings</u> – The Committee noted the schedule of bookings for the Town Hall and Charter Hall for October and November 2018 and that the 2 booked Sunday Markets in October had been cancelled, 1 of which was still required to be invoiced. | |
| 367 | <u>Teenage Markets</u> – The Teenage Market initiative was noted, but would not be progressed at this time due to lack of previous interest. | |
| 368 | <u>Market Charter</u> – Correspondence received regarding the charter was considered. It was agreed that it would be further discussed at the next meeting. Cllr Yelland suggested that a policy may be required. | Clerk |
| 369 | <u>Electricity Meter Upgrade</u> – The suppliers request to upgrade the meter in the Market Street Offices to a ‘smart meter’ was considered. On the proposition of Cllr Vachon, seconded by Cllr Goffey, it was RESOLVED to decline the request. | Clerk |
| 370 | <u>Members Reports and Requests for Agenda Items</u> - | |
| 370.1 | <u>Okehampton Carnival Committee</u> – In the absence of Cllr Carpenter, Cllr Marsh reported that the Carnival was on 20 th October, a Quiz night was arranged for 16 th November and a fundraising event had taken place the previous weekend. | |
| 370.2 | <u>Museum of Dartmoor Life</u> – Cllr Goffey reported that a reorganisation programme was under way and over the winter they would be working to digitise photographs and transcribe audio tapes. | |
| 371 | <u>Payment of Invoices</u> – On the proposition of Cllr Goffey, seconded Cllr Holt (2 abstentions), the schedule of payments was APPROVED . A direct debit form for payment of electricity was also signed. | |

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 Leech.

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| 372 | <u>Review of Leases Agreement</u> – Lower Market Hall – A lease due to expire at the end of 2018 was considered. On the proposition of Cllr Goffey, seconded by Cllr Marsh, it was RESOLVED that the annual rent remain the same for 2019 and that the lease be renewed for 1 or 3 years, with an annual rent review, at the discretion of the Clerk in consultation with the leaseholder. | Clerk |
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| 373 | <u>Gutter Cleaning Quotation</u> – On the proposition of Cllr Goffey, seconded by Cllr Leech, it was RESOLVED to accept a quotation of £260 for the cleaning of the Town Hall and associated buildings guttering, to be undertaken late November/early December. | Clerk |
| 374 | <u>Charter Hall Stage Lighting</u> – The Working Group had met and invited the preferred contractor, the others being unwilling to quote for this level of specification, to talk through options and bring samples of lights. A revised quotation had been received in the sum of £1,386.66 +VAT. On the proposition of Cllr Leech, seconded by Cllr Marsh, it was RESOLVED to accept the quotation. | Clerk |
| 375 | <u>Charter Hall and Council Chamber Projector Screens</u> – It was agreed that comparative quotes be sought for the Charter Hall and Option 1 for the Council Chamber | Clerk |
| 376 | <u>Emergency Lighting</u> – On the proposition of Cllr Leech, seconded by Cllr Vachon, it was RESOLVED to accept a quotation of £400 for the required repairs to existing lighting. | Clerk |
| 377 | <u>Heating Boiler</u> – | |
| 377.1 | 2 of 4 requested quotations for the replacement of the boiler had been received to date. Due to the urgent nature of the work and the closeness of the quotations, on the proposition of Cllr Marsh, seconded by Cllr Yelland, it was RESOLVED to recommend the suspension of Financial Regulations and the acceptance of the higher quotation, being the most detailed and appropriate, to full Council. It was also resolved that an extraordinary meeting of the full Council be called on 8 th October to progress the installation as soon as possible. | Clerk |
| 377.2 | On the proposition of Cllr Leech, seconded by Cllr Goffey, it was RESOLVED to purchase 3 x 3kw electric fan heaters (£99 each +VAT) rather than hiring, being the most cost-effective way of temporarily heating the Charter Hall for events. | Clerk |

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

The meeting was closed at 8.07pm

Councillor D Weekes
Chairman