

**Minutes of Okehampton Town Council Property Committee Meeting held on
Monday 6th August 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 Carpenter (Town Mayor)
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 T Cummings
Councillor B Tolley
Councillor Dr M Ireland

In Attendance: Mrs E James (Town Clerk)

		Action
242	<u>Declarations of Interest</u> – None	
243	<u>Apologies for Absence</u> – Cllr Parkins	
244	<u>Deferment of Business</u> – No public presence.	
245	<u>Members' Questions</u> – None	
246	<u>Minutes</u> - The minutes of the Property Committee meeting held on 4 th June were approved and signed by the Chairman on the proposition of Cllr Yelland, seconded by Cllr Vachon.	
247	<u>Matters Arising</u>	
247.1	<u>Charter Hall Kitchen Status</u> – Investigation into the change of use of the kitchen to 'full preparation' is in progress.	Clerk
248	<u>Property and Equipment Repairs/Updates</u> – The Committee noted the following reports:	
248.1	<u>New Carlton Cinema</u> – The first-floor area had been stripped out but work had paused for the summer holidays.	
248.2	<u>Chamber Ceiling</u> – Moisture readings had been undertaken by Cllr Leech in June and it was noted that the levels had reduced.	
248.3	<u>Chamber Hall Stage Surface</u> – Further quotes were being sought.	Clerk
248.4	<u>Charter Hall Ceiling tiles/roof</u> – An initial quote/idea of the work required is awaited.	Clerk
249	<u>Bookings</u> – The Committee noted the schedule of bookings for the Town Hall and Charter Hall for August and September 2018.	
250	<u>HM Land Registry Notification</u> – Correspondence received from HM Land Registry advising of the registration of lease documentation for	

the Registration Office at the Town Hall was noted.

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| <p>251 <u>Emergency Lighting</u> – The Clerk reported that lighting tests had been carried out and some repairs or replacements were required</p> <p>252 <u>Members Reports and Requests for Agenda Items -</u></p> <p>252.1 <u>Okehampton Carnival Committee</u> – Cllr Carpenter advised that there was no update to report.</p> <p>252.2 <u>Museum of Dartmoor Life</u> – Cllr Goffey advised that the summer exhibition from the Primary School was open, the Tourist Information Office and Museum had both been busy and there were 2 new Trustees.</p> <p>253 <u>Payment of Invoices</u> – On the proposition of Cllr Yelland, seconded Cllr Vachon, the schedule of payments was APPROVED.</p> | Clerk |
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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 Goffey.

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| <p>254 <u>Review of Rental Agreements and Leases</u> – Lower Market Hall – As resolved at the previous meeting Cllr Weekes and the Clerk had reviewed the situation and agreed the lease renewal. The Clerk reported on the current situation and the setting up of the standing order as required was to be requested.</p> <p>255 <u>Water Testing</u> – Quotations received were scrutinised and on the proposition of Cllr Leech, seconded Cllr Goffey, it was RESOLVED to accept Quote 1 providing it included the work set out in the alternative quotation.</p> <p>256 <u>Charter Hall Stage Lighting</u> – On the proposition of Cllr Vachon, seconded by Cllr Yelland, it was RESOLVED to set up a Working Group to further investigate the lighting requirements and quotations for the consideration of the Committee. The WG to comprise of Cllrs Marsh, Vachon and Goffey.</p> | Clerk

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

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| <p>257 <u>Urgent Items</u> – Cllr Weekes advised that the automatic doors to the Charter Hall had failed and would no longer operate automatically. A quotation with 2 options had been received. The Committee noted that the 2nd option, comprising of the complete system replacement, would be accepted.</p> | |
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The meeting was closed at 7.45pm

Councillor D Weekes
Chairman