

**Minutes of a Meeting of the Okehampton Town Council Property Committee  
held on Monday 14 October 2013 in the Council Chamber, Town Hall,  
Okehampton at 7.00 pm**

**Committee Members Present:** Councillor A Leech (Vice Chair)  
Councillor T Cummings  
Councillor M Davies (Town Mayor)  
Councillor Mrs M McDonald (Chair, P & R)

**Other Members Present:**

**In Attendance:** Mrs J Gillard (Deputising for Town Clerk)

- 238. Apologies for Absence** - Apologies for absence were presented on behalf of Councillor Mrs J Goffey.
- 239. Deferment of Business** - (for comment by the public) - There were no members of the public present.
- 240. Members' Questions** - There were no questions from Members regarding the workings of the Committee.
- 241. Minutes** - The minutes of the Property Committee meeting held on Monday 9 September 2013 were approved and signed by the Vice Chair on the proposition of Councillor T Cummings and seconded by Councillor M Davies.
- 242. Matters Arising** -
- 242.1 Wedding Fair** - The Clerk advised that invoices have been issued to businesses who were attending the event, but to date only six had paid. It was agreed that these outstanding invoices now needed to be chased as a matter of urgency and that advice be sought from Councillor Mrs Goffey on a cut off time for payment.
- 242.2 Council Chamber Furniture** - Councillor Leech advised that moving the chairs from the end of the table was not a viable option after this had been trialled. No suitable online furniture had yet been found, it was stated that the Council had a duty of care to its employees and that asking them to move the existing heavy furniture was potentially a breach of health and safety regulations. In view of this it was a necessity that the furniture be replaced or adapted. It was proposed by Councillor Mrs M McDonald that new appropriate furniture be purchased for the Council Chamber and that, if necessary, it be covered in appropriate cloths of the Town Council colours and that the existing tables be used to replace the tables currently in the Committee Rooms. The Committee Rooms can then be used for more Committee meetings instead of having to use the Council Chamber. Seconded by Councillor T Cummings.
- 242.3 External Woodwork** - Councillor Leech advised that the repairs to the Clerk's office window have been completed to an adequate standard. He also advised that several ground floor windows would need replacing within the next five years and, therefore, this should be planned for in future budgets. The first floor Council Chamber window

is to be repaired by Mr S Lee and it was agreed that investigations be progressed as to the availability of grants for repairs of civic buildings.

**242.4 General Repairs and Monitoring Issues** - The Clerk advised introduction of the lists of regular checks and monitoring issues was still being developed. It was advised that Drainology had visited the premises on two occasions and the drain from the roof outside the Band Room has now been cleared by high pressure water jet. The floods in the carpet shop have now been dried out as a dehumidifier and wet vacuum cleaner have been hired to do this. A cowl is to be fitted to the top of the downpipe to prevent debris entering the drain and regular checks to be introduced to ensure the moss from the roof causes no further blockages.

The Clerk advised that Mr S Lee was now undertaking repairs to the Charter Hall kitchen ceiling. The satellite dish from the cinema had been replaced on the roof due to transmissions being received during October, Mr Greaves from the cinema was going to advise when a suitable window of opportunity was due to occur in order for the dish to be removed again in order for the flat roof repairs to be undertaken.

**242.5 Council Chairs** - Awaiting Councillor Weekes to remove the old chairs from the Committee Room.

**242.6 Boiler Maintenance** - The Clerk advised a second quote had been received for maintenance saving approximately £200 on the existing contract. Awaiting visit from the quoting firm to confirm the quote in writing.

**242.7 Council Pictures** - No update.

**243. Members' Reports -**

- (i) Chamber of Trade - no report.
- (ii) Town Twinning Association - fund-raising for next year's visit from the French is continuing with a curry evening on 18 November.
- (iii) Simmons Homes Charity - Councillor Davies advised a meeting was due to take place on 22 October.
- (iv) Charities of Holditch - no meeting.
- (v) Museum of Dartmoor Life - full accreditation has been confirmed, Halloween activities due to be held over half-term, due to close for season on 2 November although it will be open for Edwardian Evening and the grotto with Father Christmas. Talks re Tourist Information Office ongoing. Exhibition of green energy to be held between 22 October and 1 November.
- (vi) Battle of the Bands - no report.

**PART TWO**

ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF THE PRESS AND PUBLIC ON THE GROUND THAT EXEMPT INFORMATION MAY BE DISCLOSED 9 (if any).

The Committee is recommended to pass the following resolution:-

“On the proposition of Councillor Mrs M McDonald, seconded by Councillor T Cummings, it was resolved that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the Meeting for the under mentioned item of business on the grounds that exempt information may be disclosed as defined in the paragraph given below from Part 1 of Schedule 12(A) to the Act”.

Paragraph 1 - Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office holder, former office holder or applicant to become an office holder under the authority.

Paragraph 9 – Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.

**244. Charter Hall Capital Works**

**245. Roof above Cinema and Other Work**

**246. Urgent Item - Staff**

It was resolved to come out of part 2, move back into part 1 and ratify all decisions taken in part 2, proposed by Councillor T Cummings, seconded by Councillor Mrs M McDonald.

Meeting closed 8.30 pm.

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**Councillor Mrs J Goffey**  
**Chairman**