

**Minutes of Okehampton Town Council Property Committee Meeting held on
Monday 3rd December 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 Mrs J Carpenter (Mayor)
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)
1 Member of the Public

		Action
538	<u>Declarations of Interest</u> – None	
539	<u>Apologies for Absence</u> – Cllrs Cummings and Parkins	
540	<u>Deferment of Business</u> – None	
541	<u>Members' Questions</u> – It was commented that the Christmas tree in the Council Chamber was looking very festive but that it could not be seen externally from the sides of the building. Cllr Tolley thanked the organisers and helpers for putting up the lights and trees around the town. Cllr Vachon advised that paint was flaking from the external Charter Hall sign. Clerk to check the warrantee.	Clerk
542	<u>Minutes</u> - The minutes of the Property Committee meeting held on 1 st October 2018 were approved and signed by the Chairman on the proposition of Cllr Goffey, seconded by Cllr Leech.	
543	<u>Matters Arising</u>	
543.1	<u>Charter Hall Kitchen Status</u> – Following further investigation it appeared that very little additional work was required to change the kitchen status to 'full preparation'. On the proposition of Cllr Leech, seconded by Cllr Goffey, it was RESOLVED proceed with the change.	Clerk
544	<u>Property and Equipment Repairs/Updates</u> – The Committee noted the following reports:	
544.1	<u>New Carlton Cinema</u> – Alteration work to the toilets and screen was progressing.	
544.2	<u>Chamber Ceiling</u> – Some work to repair the leak had been undertaken but had not resolved the issue. The contractor would be returning when the weather permitted to investigate further.	
544.3	<u>Charter Hall Stage Surface</u> – The stage surface had successfully been levelled, but now needed work to improve its surface. Options to be	

	investigated.	Clerk
544.4	<u>Charter Hall Ceiling tiles/roof</u> – Cllrs Rush and Leech to provide a scope of work for the replacement of the roof.	Cllrs Rush & Leech
544.5	<u>Charter Hall, chair store and toilet water leaks</u> – Repair options to be investigated.	Clerk
544.6	<u>Gutter Cleaning</u> – To be undertaken the following week.	
544.7	<u>Water Testing</u> – To be undertaken on 17 th December.	
544.8	<u>Charter Hall Stage Lighting</u> – New lights had been purchased and installed.	
544.9	<u>Emergency Lighting Repairs</u> – Repairs had been undertaken.	
544.10	<u>Heating Boiler</u> – The boiler had been installed and work was complete.	
544.11	<u>Town Hall Kitchen</u> – It was agreed that a new fridge be purchased if the existing one was out of guarantee.	Clerk
545	<u>Bookings</u> –	
545.1	The Committee noted the schedule of bookings for the Town Hall and Charter Hall for December 2018 and January 2019.	
545.2	A request by the Courtenay Players to use the 1 st floor Town Hall rooms in conjunction with a booking for a performance in February was approved on the proposition of Cllr Marsh, seconded by Cllr Vachon (1 abstention)	Clerk
545.3	On the proposition of Cllr Carpenter, seconded by Cllr Yelland, it was RESOLVED that the community rate be charged for a not for profit cabaret event in March.	Clerk
546	<u>Market Charter</u> – Cllr Marsh was in the process of investigating and would report at the next meeting. Cllr March requested this item of business be further discussed as a Part 2 item of business at the next meeting of the Committee.	Cllr Marsh Clerk
547	<u>Annual Asbestos Inspection</u> – The Committee noted that the inspection had been carried out and that some asbestos had been removed in conjunction with the replacement of the boiler.	
548	<u>Fire System Inspection</u> – An inspection of the system had recently been undertaken and some work was required due to a change in regulations. The Clerk reported that following completion of work to the cinema and foyer a new Fire Risk Assessment was required, and the requirements would be taken into consideration at that time. It was anticipated that this would take place in January or February 2019.	Clerk
549	<u>Budget 2019/20</u> – Cllr Yelland suggested it would be advantageous to start putting funds aside for future repairs/replacement of the boiler even though it had only just been replaced.	
550	<u>Members Reports and Requests for Agenda Items</u> -	
550.1	<u>Okehampton Carnival Committee</u> – There had been no meetings to report upon. A coffee morning was due to be held later in the month.	

- 550.2 Museum of Dartmoor Life – Cllr Goffey reported that training courses for trustees were being held and some time had been spent looking at policies recently. The museum would be closing after Edwardian Evening for cleaning.
- 551 Payment of Invoices – On the proposition of Cllr Marsh, seconded Cllr Goffey, the schedule of payments was **APPROVED**.

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.

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| <p>552 <u>Review of Leases Agreement</u> – Lower Market Hall – The Clerk reported that the lease would be renewed for 1 year.</p> <p>Pleasing progress with regards a debtor was noted.</p> | <p>Clerk</p> |
| <p>553 <u>Charter Hall and Council Chamber Projector Screens</u> – Comparative quotations had been sought, but 2 of the 3 companies had declined to provide a quotation on the specification requested.</p> <p>Following consideration, on the proposition of Cllr Yelland, seconded by Cllr Leech, it was RESOLVED to accept the quotation for the purchase and installation of an electric projector screen and projector for the Charter Hall in the sum of £2363 +VAT.</p> <p>On the proposition of Cllr Marsh, seconded by Cllr Yelland, it was RESOLVED to seek further options for a mobile projector screen and replacement projector for the Council Chamber.</p> <p>Cllr Goffey was thanked for obtaining a donation from the Arts Society towards the cost of the provision of a new electronic projector screen in the Charter Hall.</p> | <p>Clerk</p> <p>Cllr Ireland/
Clerk</p> |

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

The meeting was closed at 7.45pm

Councillor D Weekes
Chairman