

**Minutes of Okehampton Town Council Property Committee Meeting held on  
Monday 8<sup>th</sup> April 2019 at 7pm in the Council Chamber,  
Town Hall, Okehampton**

**Committee Members Present:** Councillor P Vachon (Chairman)  
Councillor Mrs C Marsh (Chairman, Parks)  
Councillor Mrs J Yelland (Chairman, P&R)  
Councillor T Leech (Chairman, Planning)  
Councillor Mrs J Carpenter (Mayor)  
Councillor Miss C Holt  
Councillor Mrs J Goffey

**Other Members Present:** Councillor B Tolley  
Councillor Dr M Ireland  
Councillor B Rush

**In Attendance:** Mrs E James (Town Clerk)  
3 members of the public

		<b>Action</b>
841	<b><u>Declarations of Interest</u></b> – None	
842	<b><u>Apologies for Absence</u></b> – Cllrs Cummings and Cushing	
843	<b><u>Deferment of Business</u></b> – None (Cllr Marsh arrived)	
844	<b><u>Members' Questions</u></b> – None	
845	<b><u>Minutes</u></b> - The minutes of the Property Committee meeting held on 4 <sup>th</sup> February 2019 were approved and signed by the Chairman on the proposition of Cllr Leech, seconded by Cllr Goffey.	
846	<b><u>Matters Arising</u></b>	
846.1	<b><u>Charter Hall Kitchen Status</u></b> – Change of the status to ‘full preparation’ would be completed in due course	Clerk
846.2	<b><u>Water Risk Assessment</u></b> - The Clerk provided an update, advising that water monitoring and regular water flushing was being carried out in line with HSE requirements. A date for remedial work as previously approved was awaited and a quote for less than £50 had been received for the disconnection of services not in use in one of the buildings which would be accepted. The water heater supplying the ground floor toilets in the Charter Hall required replacement, further quotes to be sought for this work.	Clerk
847	<b><u>Property and Equipment Repairs/Updates</u></b> – The Committee noted the following reports:	
847.1	<b><u>New Carlton Cinema</u></b> – Alteration work to the toilets in the foyer and the provision of a 3 <sup>rd</sup> screen in the cinema was complete.	
847.2	<b><u>Chamber Ceiling</u></b> – It was noted that the leak appeared to have been resolved.	
847.3	<b><u>Charter Hall Stage Surface</u></b> – A quote for improvements to the stage steps and surface totalling £325 had been received, this incorporated the painting of the stage surface matt black and was <b>APPROVED</b> on the proposition of	

	Cllr Goffey, seconded by Cllr Holt.	Clerk
847.4	<p><u>Charter Hall and Chair Store Roof</u> – Cllr Leech reported that he had met with a roofing contractor who had provided an overview of the work required and some indicative costings. The slates were generally in a poor condition and work was required the whole of the roof incorporating the Charter Hall, Chair Store and Cinema.</p> <p>On the proposition of Cllr Marsh, seconded by Cllr Goffey, it was <b>RESOLVED</b> Cllr Leech continue to work on the project and obtain more detailed costings including replacement of the flat roof over the chair store.</p>	Cllr Leech
847.5	<u>Charter Hall External Sign</u> – Noted that the sign had been repaired and reinstated.	
847.6	<p><u>Projector and Screens</u> – The screen and projector in the Charter Hall had been installed. Consideration was given to the size of a screen required in the Chamber and it was thought that a 65” screen would be sufficient.</p> <p>On the proposition of Cllr Marsh, seconded by Cllr Goffey, it was <b>RESOLVED</b> to investigate this further in conjunction with a proposal to review the whole of the Council’s IT Systems and Website.</p>	
847.7	<u>Ventilation System</u> – Repairs to the system in the Charter Hall were complete.	
847.8	<u>Town Hall External Door</u> – Repairs awaited.	
847.9	<u>Security</u> – Issues had been resolved by the installation of a digital lock and establishing that the lift can be disabled if necessary.	
848	<u>Bookings</u> – The Committee noted the schedule of bookings for April and May 2019.	
849	<p><u>Fire Risk Survey</u> – The Clerk reported that a full survey had been undertaken and remedial work recommended incorporating the replacement of the system at a cost in excess of £17K and a new linked system for the cinema building at over £7K. The Clerk was requested to obtain further quotations for the work and to purchase and install some battery-operated detectors as a temporary measure.</p>	Clerk
850	<p><u>Charter Hall Foyer</u> – The Committee noted that a quote for the repair/reconnection of the lights and display screen in the Foyer had been requested, and that the area now required decoration.</p> <p>Consideration was given to the removal of the doors in the centre of the foyer following the alteration work. On the proposition of Cllr Yelland, seconded by Cllr Marsh it was <b>RESOLVED</b> to permanently open the doors for a 6 month trial period.</p>	Clerk
851	<p><u>Carpet Shop and Offices</u> – A quote in the sum of £390 had been obtained for refurbishment and redecoration of the carpet shop windows and double doors to the first floor. On the proposition of Cllr Marsh, seconded by Cllr Goffey, it was <b>RESOLVED</b> to accept the quotation and to include an additional sum of up to £100 for additional work as required to the carpet shop doors.</p> <p>A quote to also be obtained for decoration work to the windows etc of the Band Room.</p>	Clerk

- 852 **Display Screen Risk Assessments** – The annual assessments had been undertaken; a new blind and desk were required. The old desk to be advertised as open to offers.
- 853 **Fairplace Toilets** – It was noted that the transfer had been completed and the request for a financial contribution towards the running cost of the facility would be considered in May.
- 854 **Insurance Re-evaluation and Renewal** – It was noted that the 5 yearly re-build evaluation had been undertaken, that the value for the majority of the assets had increased, it now included the recently transferred assets and cyber insurance. On the proposition of Cllr Goffey, seconded by Cllr Carpenter, it was **RESOLVED** to accept the quotations which totalled just over £15,500 and being the 2<sup>nd</sup> year of a 3 year agreement.
- 855 **Sanitary Waste Disposal Contract** – Quotes for a new 3 year contract commencing in August had been obtained and a contract in the sum of £320 accepted. The Clerk reported that the new contract was less than 50% of the existing for a better service.
- 856 **Members Reports and Requests for Agenda Items -**  
 856.1 **Okehampton Carnival Committee** – Cllr Carpenter reported that the next meeting was later in the week.
- 856.2 **Museum of Dartmoor Life** – Cllr Goffey reported that the museum was open and entry for the week was free. There were 2 new exhibitions, Romans and the recent arachnological dig which uncovered the Roman Road, and finds at White Hill.
- 857 **Payment of Invoices** – On the proposition of Cllr Marsh, seconded Cllr Holt, the schedule of payments was **APPROVED**.

Clerk

## **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 Holt.

- 858 **Cinema Lease** – On the proposition of Cllr Marsh, seconded by Cllr Yelland, it was **RESOLVED** to appoint Ashfords, being the company who prepared the original lease, to draw up a new 10 year lease, rent to remain the same but the lease to contain a 3 yearly rent review option.

Clerk

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

The meeting was closed at 8.05pm

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**Councillor D Weekes**  
**Chairman**