

**Minutes of Okehampton Town Council Property Committee Meeting held on  
Monday 4<sup>th</sup> February 2019 at 7pm in the Council Chamber,  
Town Hall, Okehampton**

**Committee Members Present:** Councillor D Weekes (Chairman)  
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  
Councillor B Rush

**In Attendance:** Mrs E James (Town Clerk)

		<b>Action</b>
690	<b><u>Declarations of Interest</u></b> – None	
691	<b><u>Apologies for Absence</u></b> – Cllrs Cummings and Leech	
692	<b><u>Deferment of Business</u></b> – None	
693	<b><u>Members' Questions</u></b> – None	
694	<b><u>Minutes</u></b> - The minutes of the Property Committee meetings held on 3 <sup>rd</sup> and 10 <sup>th</sup> December 2018 were approved and signed by the Chairman on the proposition of Cllr Goffey, seconded by Cllr Carpenter.	
695	<b><u>Matters Arising</u></b>	
695.1	<b><u>Charter Hall Kitchen Status</u></b> – Change of the status to ‘full preparation’ was in progress, H&S signage had been purchased.	Clerk
696	<b><u>Property and Equipment Repairs/Updates</u></b> – The Committee noted the following reports:	
696.1	<b><u>New Carlton Cinema</u></b> – Alteration work to the toilets in the foyer was complete with the exception of a couple of minor small issues to be resolved, work to the third screen was progressing.	
696.2	<b><u>Chamber Ceiling</u></b> – The contractor believed that he had solved the leak, but would check again in due course.	
696.3	<b><u>Charter Hall Stage Surface</u></b> – Options to improve the surface of the stage now that it had been levelled were to be sought, improvements to the steps was also required.	Clerk
696.4	<b><u>Charter Hall Ceiling tiles/roof</u></b> – Cllrs Rush and Leech to provide a scope of work for the replacement of the roof.	Cllrs Rush & Leech
696.5	<b><u>Charter Hall, chair store and toilet water leaks</u></b> – A quotation had been sought to establish the likely costs involved and amount of work required. It has been established that the air cooling/ventilation system would need to	

	be removed for the roof to be replaced/repaired. Further quotes for the work to be sought.	Clerk
696.6	<u>Gutter Cleaning</u> – Complete	
696.7	<u>Water Testing</u> – The risk assessment and recommendations were noted and considered by the Committee. On the proposition of Cllr Goffey, seconded by Cllr Marsh, the following was <b>RESOLVED</b> : <ul style="list-style-type: none"> <li>• due to the urgency of the work to suspend financial regulations to not seek further quotes, and accept the quotation for 12 months monitoring and remedial work in the sum of £3,725, including work in Simmons Park</li> <li>• training for the required staff members would be arranged</li> <li>• the Council would look to undertake monthly monitoring in-house following this yearly contract</li> </ul>	Clerk
696.8	<u>Charter Hall Kitchen</u> – It was noted that the annual cooker canopy duct and fan cleaning was due to be undertaken during February	
696.9	<u>Charter Hall External Sign</u> – It was noted that the sign had been removed for work to rectify the peeling paintwork under warrantee	
696.10	<u>Charter Hall and Chamber</u> – The projector and screen had been fitted in the Charter Hall but some amendments were required. <p>Options for the Chamber were discussed and it was agreed that the Clerk investigate smart screen systems in the place of a more traditional projector and screen</p>	Clerk
697	<b><u>Bookings</u></b> –	
697.1	The Committee noted the schedule of bookings for the Town Hall and Charter Hall for February and March 2019.	
697.2	On the proposition of Cllr Marsh, seconded by Cllr Vachon, it was <b>RESOLVED</b> that the booking fees would remain the same for 2019/20 and that the Clerk could use her discretion to offer reduced rates or discounts as she saw fit.	
698	<b><u>Annual Servicing of the Charter Hall Ventilation System</u></b> – On the proposition of Cllr Vachon, seconded by Cllr Goffey, it was <b>RESOLVED</b> to accept a quotation in the sum of £749.66 for the replacement of the faulty motor and filters identified during the recent servicing of the system.	Clerk
699	<b><u>Fire Risk Assessment Visit</u></b> – The Committee noted that the inspection had been carried out and as expected little work was required to be undertaken, this would be actioned by the Clerk. The next formal review being required in 2021.	Clerk
700	<b><u>Town Hall External Door</u></b> – A quote in the sum of £215 had been obtained for repairs to the external entrance door. On the proposition of Cllr Marsh, seconded by Cllr Goffey, it was <b>RESOLVED</b> to accept the quotation subject to establishing if planning consent was required.	Clerk
701	<b><u>Members Reports and Requests for Agenda Items</u></b> -	
701.1	<u>Okehampton Carnival Committee</u> – No meeting to report upon	

- 701.2 Museum of Dartmoor Life – Cllr Goffey reported that the museum was closed for cleaning and maintenance, a meeting focusing on risk assessment was being held on Wednesday to which she was unable to attend, Cllr Weekes would attend instead. The fence had been repaired.
- 702 Payment of Invoices – On the proposition of Cllr Vachon, 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 Goffey, seconded by Cllr Yelland.

- 703 Fairplace Toilets – On the proposition of Cllr Marsh, seconded by Cllr Goffey it was **RESOLVED** to approve the draft documents prepared by the Clerk, including a clause to extend opening hours on occasion and to include a 3 month trial period within the contract. Clerk
- On the proposition of Cllr Goffey, seconded by Cllr Holt, it was **RESOLVED** to take responsibility for the cleaning of the Fairplace toilets in any possible, short term, interim period between the 31<sup>st</sup> March 2019 and the official transfer of the property to the Council should WDBC not undertake to do so and agree to close them instead. Clerk
- Emailed comments from Cllr Leech were discussed.
- 704 Review of Lease Agreement – Lower Market Hall Offices – On the proposition of Cllr Vachon, seconded by Cllr Carpenter, it was **RESOLVED** to agree the renewal of the least for a further 12 months from 1<sup>st</sup> April 2019. Clerk
- 705 Security – The Clerk provided a verbal report which was considered and on the proposition of Cllr Vachon, seconded by Cllr Yelland, it was **RESOLVED** that the possibility of new door on the G/F of the premises be investigated and that emergency push to exit pads be fitted to the new door and one on the 1/F. Clerk

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

The meeting was closed at 8.30pm

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