

**Minutes of a Meeting of the Okehampton Town Council Property Committee  
held on Monday 9 December 2013 in the Council Chamber, Town Hall,  
Okehampton at 7.00 pm**

**Committee Members Present:** Councillor Mrs J Goffey (Chair)  
Councillor A Leech (Vice Chair)  
Councillor D Weekes  
Councillor M Davies (Town Mayor)  
Councillor Mrs M McDonald (Chair, P & R)  
Councillor Mrs C Marsh (Chair, Parks)

**Other Members Present:**

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

339. **Apologies for Absence** - Apologies for absence were presented on behalf of Councillor T Cummings.
340. **Deferment of Business** - (for comment by the public) - There were no comments by members of the public present.
341. **Members' Questions** - There were no questions from Members regarding the workings of the Committee.
342. **Minutes** - The minutes of the Property Committee meeting held on Monday 18 November 2013 were approved and signed by the Chair on the proposition of Councillor Mrs C Marsh, seconded by Councillor M Davies.
343. **Matters Arising** -
- 343.1 **Council Chamber Furniture including Chairs** - The Chair advised she had identified one potential source of furniture, she would undertake further investigation and advise Members of the website details where the furniture could be viewed. It was proposed by Councillor A Leech and seconded by Councillor Mrs M McDonald that a formal risk assessment be completed for moving the existing tables and an appropriate method statement be produced. All Councillors in favour. It was also agreed that the tables should not be moved again until this had been completed.
- 343.2 **Council Pictures** - It was agreed that before any further consideration of re-framing of any pictures, that costs be budgeted for in the coming year's budget.
- The Acting Clerk advised that she had ascertained that there was no legal requirement to display a picture of the monarch in public or council buildings with the exception of where a citizenship service is held. It was therefore agreed not to obtain a new picture.
- 343.3 **Open Day** - Agreed to discuss this further in the new year with the option of potentially borrowing the art boards from the Archive Group for display of the pictures.

**344. Roof above Cinema and Other Work** - The Acting Clerk advised that the satellite dish was due to be removed by the Cinema on 23 December and replaced before 11 January, thus giving a window of opportunity for Stuart Lee to replace the flat roof. Councillor Leech advised that the canopy into the Charter Hall had recently been damaged by the Art Group, Clerk to liaise with Cinema and also to discuss signage to the Cinema from Red Lion Yard.

**345. Members' Reports** -

- (i) Chamber of Trade - Councillor Mrs Marsh advised traders had a good trading Saturday. Due to the failure of the BID, the Town Manager cover will now be on a consultancy basis for larger events.
- (ii) Town Twinning Association - Councillor Mrs Goffey advised the group were holding a Christmas event on 15 December at the church.
- (iii) Simmons Homes Charity - Councillor Mrs Marsh advised that applications were now being received for the vacant property.
- (iv) Charities of Holditch - Councillor Mrs Marsh advised further meeting to be held in January to distribute funds.
- (v) Museum of Dartmoor Life - Councillor Mrs Goffey advised a successful evening was held on Edwardian Evening.
- (vi) Battle of the Bands - no report.

**346. Urgent Items**

**346.1** Electricity Pole Simmons Park Car Park - A request has been received to re-site the electricity pole in the painted walkway towards Simmons Park, Councillors were concerned on the safety aspect of this, Clerk to discuss further with Western Distribution.

**346.2** The Clerk requested purchase of an up-to-date Arnold Baker on Local Council Administration, SLCC Clerk's Manual at total cost of £92.50. It was proposed by Councillor Weekes and seconded by Councillor Leech that these purchases be made. It was also agreed that membership of the SLCC be deferred until a new Clerk appointed.

**346.3** It was proposed by Councillor D Weekes and seconded by Councillor Mrs C Marsh that parking in the Council's car park be free after 3.00 pm for the remainder of December. All Councillors in favour, Enforcement Officer to be advised and laminated notices to be placed on ticket machines.

Meeting closed 7.40 pm.

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