



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

Emma James
Town Clerk

27th August 2019

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 2nd September 2019 at 7pm in the Council Chamber, Town Hall, Fore Street, Okehampton.

Yours faithfully

Emma James
Town Clerk

AGENDA

Declarations of Interest - Members are reminded that they should declare any relevant interest regarding items on the agenda.

Urgent items - items for information only can be brought to the attention of the Committee at the discretion of the Chairman at the end of the meeting.

No decision can be taken on items not detailed on the published agenda.

1. **Apologies for Absence** - To receive apologies for absence from those Members unable to attend.
2. **Deferment of Business** - For comment by the public.
3. **Members' Questions** - To receive questions from Members regarding the workings of the Committee.
4. **Minutes** - To confirm, approve and sign the minutes of the Property Committee meetings held on 1st and 29th July 2019
5. **Matters Arising**
 - 5.1 **Water Leak** – To note that SWW have checked the supply and advised that there is not a leak, the increase in usage being the urinal flushing system in the Cinema and problems with sticking flushes in the Cinema and Foyer
 - 5.2 **Council Coffee Morning** – To consider having a presence at the Mayors Fundraising Coffee morning, with her agreement, in the Charter Hall on 28th September, or on an alternative date.
6. **Property & Equipment Repairs and Updates** - Chairman/Clerk to update for information and/or consideration
 - 6.1 **New Carlton Cinema** – Update on snagging items relating to the refurbishment and reconfiguration of the Foyer and Cinema toilets; including consideration by the Committee regarding use of the Foyer toilets by members of the public not attending a function in the Charter Hall and associated signage

- 6.2 **Charter Hall Foyer Display Screen** – To resolve to consider replacing the display screen which is not working correctly with a noticeboard currently in the Council Archive. The board measures approx. 6' x 4' and will need to be renamed (currently Okehampton Borough Council)
 - 6.3 **PAT Testing** – To note that PAT testing, including in the Park, has been carried out by the Caretaker, Paul Tucker, who is certified to undertake these tests and has the appropriate equipment
 - 6.4 **Fire Extinguisher Service** – To note that the annual servicing has recently been carried out and items replaced as recommended
 - 6.5 **Fire Alarm System Replacement** – To receive an update from the Clerk regarding the installation of the new system which is commencing on 9th September.
 - 6.6 **Charter Hall, Cinema and Chair Store Roof Replacement** – To note that tender documentation for professional services for the project is being prepared
 - 6.7 **Lift Repairs** – To note that repairs have been undertaken following failure of the lift, and to consider recommendation and quotation
- 7. **Bookings** – Summary of Charter Hall hiring's for September and October 2019 for noting
 - 8. **Charter Hall Licensing Status** – To resolve to approve the recommendations and documentation, including a revised Committee Terms of Reference, as set out in the circulated report in relation to the submission of an application to WDBC for exemption from the requirement to have a Dedicated Premises Supervisor, thereby allowing more events during which alcohol is sold to take place in a calendar year
 - 9. **Okehampton Archive Group** – To note that the group are investigating future storage locations, including the Town Hall, and to resolve to make a resolution regarding this in line with the recommendation in the circulated report
 - 10. **Fairplace Toilets** – To note that a water risk assessment of the facility has been undertaken and regular monitoring arranged to fall in line with arrangements for the rest of the Council's facilities
 - 11. **Members Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council:
 - 11.1 Museum of Dartmoor Life (Cllr Goffey)
 - 11.2 Okehampton Carnival Committee (Cllr Holt)
 - 11.3 DALC County Committee (Cllr Goffey)
 - 12. **Payment of Invoices** – To approve payment of invoices as per the schedule

PART TWO

Items which may be taken in the absence of the press and public.

The Committee is recommended to pass the following resolution:-

'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 items as they involve the likely disclosure of sensitive and confidential information.'

- 13. **Renewal of Cinema Lease** – To consider an initial draft lease and make resolutions in relation to aspects of the lease, taking into consideration comments by the Solicitor and Town Clerk
- 14. **Market Street Toilets** – To consider the draft lease and condition survey photographs of the public toilets and bus shelter in Market Street as provided by WDBC, noting the amendment requested to item 3 (ii) by the Town Clerk in relation to the payment of rates and to resolve to make recommendations as set out in the report.