

**Minutes of Okehampton Town Council Property Committee Meeting held on
Monday 1st July 2019 at 7pm in the Council Chamber,
Town Hall, Okehampton**

Committee Members Present: Councillor P Vachon (Chairman)
Councillor T Leech (Chairman, Planning)
Councillor C Marsh (Chairman, Parks)
Councillor J Goffey
Councillor C Holt
Councillor P Jessop
Councillor D Sanger

Other Members Present: Councillor M Ireland
Councillor D Penna

In Attendance: Mrs E James (Town Clerk)

	Action
138 <u>Declarations of Interest</u> – None	
139 <u>Urgent Items</u> – Cllr Vachon referred to an incident on Saturday morning regarding the use of the foyer toilet – to be included on the next agenda.	Clerk
140 <u>Apologies for Absence</u> – Cllrs Rush, Tolley, Tucker and Yelland	
141 <u>Deferment of Business</u> – None	
142 <u>Members' Questions</u> – None	
143 <u>Minutes</u> - The minutes of the Property Committee meeting held on 8 th April 2019 were approved and signed by the Chairman on the proposition of Cllr Leech, seconded by Cllr Holt.	
144 <u>Matters Arising</u>	
144.1 <u>Water Risk Assessment</u> – The Clerk reported that the recommended items relating to the buildings had been resolved and a new water heater feeding the Charter Hall toilet installed.	
145 <u>Property and Equipment Repairs/Updates</u> – The Committee noted the following reports:	
145.1 <u>New Carlton Cinema</u> – The Clerk reported that there were still some snagging items that required attention in both the foyer and cinema toilets.	Cllr Vachon/ Clerk
145.2 <u>Charter Hall, Cinema and Chair Store Roof</u> – Replacement of the roof to be progressed.	Clerk
145.3 <u>Charter Hall Foyer Lights</u> – The lights were now operational.	
145.4 <u>Charter Hall Foyer Display Screen</u> – It was noted that the screen was not functioning correctly and consideration was given to replacing it with a noticeboard. Cllr Ireland to provide details of a noticeboard to the Clerk for discussion at the next meeting.	Cllr Ireland/ Clerk
145.5 <u>Clerks Desk</u> – Noted that the old Clerks desk had been sold	
145.6 <u>Carpet Shop and Offices</u> – The ground floor windows and side door had been repaired and painted.	

- 145.7 The Charter Hall Amplifier had been replaced like for like.
- 146 **Bookings** – The Committee noted the schedule of bookings for the Town Hall and Charter Hall for July and August 2019.
- 147 **Council Coffee Morning** – The Clerk reported that unusually there were several vacant Saturday mornings available in the Charter Hall for events, including coffee mornings and suggested that the Council hold one to promote its work and fill one of the gaps. On the proposition of Cllr Leech, seconded by Cllr Sanger, it was **RESOLVED** to hold a Council Coffee morning, Cllr Vachon and the Clerk to discuss potential arrangements for further consideration. Cllr Vachon/
Clerk
- 148 **Water Leak** – It was reported that there was a possible water leak between the external meter in the pavement outside of the cinema and internal services. SSW were attending on 4th July to undertake leak tests. Clerk
- 149 **Okehampton Community Archive Group** – Cllr Marsh declared a personal interest. Cllrs Holt and Marsh reported that the group were investigating future alternative storage locations, including the possibility of the Town Hall. To be included on the next agenda for consideration Clerk
- 150 **Ocmundtune** – Cllr Vachon declared a personal interest. On the proposition of Cllr Goffey, seconded by Cllr Jessop, it was **RESOLVED** to agree to the ongoing display of artwork in the Charter Hall.
- 151 **Fairplace Toilets** – Okehampton Hamlets Parish Council had agreed to contribute £1000 towards the running of the facility for the 2019/20 financial year.
- 152 **Terms of Reference** – On the proposition of Cllr Marsh, seconded by Cllr Goffey, it was **RESOLVED** to recommend the document to Full Council for ratification. Clerk
- 153 **Members Reports and Requests for Agenda Items -**
- 153.1 **Museum of Dartmoor Life** – Cllr Goffey thanked the Council on behalf of the Museum and Tourist Information Centre for the grant awarded and advised that the new exhibition opened on 11th July to which all Cllrs were invited to attend at 4pm.
- 153.2 **Okehampton Carnival Committee** – The next meeting was later in the week.
- 154 **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 Goffey.

- 155 **Cinema Lease** – Noted that a draft lease from the Solicitor was awaited.
- 156 **Band Room Window** – A quotation for the decoration of the Band Room was accepted by **RESOLUTION** on the proposition of Cllr Leech, seconded Cllr Jessop. Clerk

157 **Fire Alarm System Replacement** – Quotations had been sought for a replacement fire alarm system on a specification that was sent to all contractors. It was noted that the quotations received were not based on this document and the merits of each quotation were considered.

On the proposition of Cllr Goffey, seconded by Cllr Marsh (1 abstention), due to the requirement for the system to be replaced as soon as possible, that the companies consulted had all been requested to quote on the same specification and for the reasons set out in the circulated briefing document it was **RESOLVED** to recommend to full Council that the quotation from contractor B be accepted and that general reserves be used to pay the cost which, being unforeseen, was unbudgeted.

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 7.50pm

Councillor P Vachon
Chairman