

**Minutes of Okehampton Town Council Property Committee Meeting held on
Monday 2nd September 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 B Tolley (Chairman, Policy & Resources)
Councillor J Yelland (Mayor)
Councillor J Goffey
Councillor C Holt
Councillor P Jessop
Councillor D Sanger

Other Members Present: Councillor D Penna
Councillor B Rush

In Attendance: Mrs E James (Town Clerk)

		Action
260	<u>Declarations of Interest</u> – None	
261	<u>Urgent Items</u> – The Clerk reported a Clock, believed to have been produced in the 1820's with the wording 'Oakehampton' thereon, had been donated to the Council. Cllr Vachon believed he had a suitable clock case in which it would fit.	
262	<u>Apologies for Absence</u> – The absence of Cllr Ireland who was in hospital was noted and approved until such time as he was fit to return.	
263	<u>Deferment of Business</u> – None	
264	<u>Members' Questions</u> – None	
265	<u>Minutes</u> - The minutes of the Property Committee meetings held on 1 st and 29 th July 2019 were approved and signed by the Chairman on the proposition of Cllr Yelland, seconded by Cllr Jessop.	
266	<u>Matters Arising</u>	
266.1	<u>Water Leak</u> – The Clerk reported that SWW had checked the water supply and advised that there is not a leak.	
266.2	<u>Council Coffee Morning</u> – Cllr Goffey volunteered to be present at the Mayor's Coffee Morning in aid of OkePads on 28 th September in order to hold a Cllr Surgery. Other Cllrs were requested to attend for a short period to take part in the Surgery and support the event.	Cllrs
267	<u>Property and Equipment Repairs/Updates</u> – The Committee noted the following reports:	
267.1	<u>New Carlton Cinema</u> – The Cinema owner had visited, was aware of the issues with the newly refurbished toilets in the Foyer and would be working to rectify them as soon as possible. Screen 1 was in the process of being refurbished.	
	On the proposition of Cllr Jessop, seconded by Cllr Leech, it was RESOLVED that the Charter Hall Foyer toilets be opened when the Charter Hall was in use and that signs directing members of the public to the toilets in Market Street be put up.	Clerk

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| 267.2 | <u>Charter Hall Foyer Display Screen</u> – On the proposition of Cllr Marsh, seconded by Cllr Goffey (1 abstention), it was RESOLVED that the display screen, which was not working correctly, be replaced with a noticeboard stored in the Council Archive, and rather than replacing the old wording ‘Okehampton Borough Council’ it would be left for historical purposes and an Okehampton Town Council Sign and Logo be positioned below it. The wall in question would be repaired and painted by the Caretakers prior to the board being erected. | Clerk |
| 267.3 | <u>PAT Testing</u> – The annual testing had been undertaken by the Caretaker, Paul Tucker, who is certified to undertake the tests and had the necessary equipment. | |
| 267.4 | <u>Fire Extinguisher Service</u> – The Committee noted that annual servicing had been undertaken and items replaced as required. | |
| 267.5 | <u>Fire Alarm System Replacement</u> – Installation was due to commence on 9 th September. The Cinema had requested amendments to the system within the premises leased by them. The additional cost would be invoiced to the Council but recharged to them. | |
| 267.6 | <u>Charter Hall, Cinema and Chair Store Roof Replacement</u> – It was noted that tender documentation for professional services for the project was being prepared. | Clerk |
| 267.7 | <u>Lift Repairs</u> – Cllr Marsh declared a personal interest. Repairs to free the stuck brake on the lift had been undertaken. On the proposition of Cllr Goffey, seconded by Cllr Jessop (1 abstention), it was RESOLVED not to proceed with supplementary testing at substantial cost as it was not statutory, and as the Clerk had been informed by the Lift engineers that most of the work did not relate to this type of lift it was felt there would be little benefit. | |
| 268 | <u>Bookings</u> – The Committee noted the schedule of bookings for the Town Hall and Charter Hall for September and October 2019. | |
| 269 | <u>Charter Hall Licensing Status</u> – Cllr Marsh reported a personal interest. On the proposition of Cllr Leech, seconded by Cllr Goffey, it was RESOLVED to approve the recommendations for ratification by full Council in accordance with the previously circulated paper, in relation to an application for exemption from the requirement to have a Dedicated Premises Supervisor for the sale of alcohol in the Charter Hall. | Clerk |
| 270 | <u>Okehampton Community Archive Group</u> – Cllr’s Marsh and Vachon declared a personal interest. On the proposition of Cllr Jessop, seconded by Cllr Tolley, it was RESOLVED to agree the recommendations in the previously circulated paper not to approve the request for the group to store items in the Town Hall. | |
| 271 | <u>Fairplace Toilets</u> – The Committee noted that a water risk assessment had been undertaken and water monitoring arranged in line with the rest of the Council’s facilities. | |
| 272 | <u>Members Reports and Requests for Agenda Items -</u> | |
| 272.1 | <u>Museum of Dartmoor Life</u> – Cllr Goffey reported an increase in footfall; 1,300 visitors in July and 1,200 in the first 2 weeks of August. The Tourist Information Centre had also been busy. | |

272.2 Okehampton Carnival Committee – Cllr Holt reported that a new flag and banners had been agreed. The most popular theme for the carnival had been musical and the recent coffee morning had raised £160. 11th September was the date of the next meeting.

273 Payment of Invoices – Cllr Vachon declared an interest. On the proposition of Cllr Marsh, seconded Cllr Holt, the schedule of payments was **APPROVED**.

The Clerk reported that the previous week in order to prevent interest on late payment by charged to the Council, she had approved a payment to EDF in the sum of £217.18.

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 Jessop, seconded by Cllr Leech.

274 Renewal of Cinema Lease – A draft lease from the Solicitor was reviewed. On the proposition of Cllr Yelland, seconded by Cllr Tolley, responsibility for areas of the Foyer, the inclusion of a break clause and the length of the lease were **RESOLVED** as set out on the paper. Subject to clarification of the Cinema fire exit amendments to be made by the Solicitor and sent to the Cinema for comment and approval.

Clerk

275 Market Street Toilets – Cllr's Leech, Vachon and Yelland declared an interest, being WDBC Members. A draft lease had been received and was considered by the Committee. Cllr Leech reported that an email regarding rates for public toilets was expected to be received 3rd September. On the proposition of Cllr Goffey, seconded by Cllr Jessop (3 abstentions), it was **RESOLVED** to agree the lease subject to clarification of payment of rates and items regarding waste.

Clerk

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

The meeting was closed at 8.25pm

Councillor P Vachon
Chairman