

**Minutes of Okehampton Town Council Property Committee Meeting held on
Monday 2nd December 2019 at 7pm in the Council Chamber,
Town Hall, Okehampton**

Committee Members Present: Councillor P Vachon (Chairman)
Councillor C Marsh (Chairman, Parks)
Councillor T Leech (Chairman, Planning)
Councillor B Tolley (Chairman, Policy & Resources)
Councillor J Yelland (Mayor)
Councillor J Goffey
Councillor C Holt
Councillor D Sanger
Councillor D Travers

Other Members Present: Councillor M Ireland
Councillor P Jessop
Councillor D Penna

In Attendance: Mrs E James (Town Clerk)

		Action
511	<u>Apologies for Absence</u> – Apologies had been received from Cllr Tucker who had work commitments.	
512	<u>Urgent Items</u> – Cllr Vachon requested Members advise the office as soon as possible if they were attending Edwardian Evening.	Cllrs
513	<u>Deferment of Business</u> – None	
514	<u>Members' Questions</u> – None	
515	<u>Minutes</u> - The minutes of the Property Committee meeting held on 21 st October 2019 were approved and signed by the Chairman on the proposition of Cllr Goffey, seconded by Cllr Holt.	
516	<u>Matters Arising</u>	
516.1	<u>'Oakehampton' Clock</u> - Cllr Vachon advised that he had taken the clock home and thought he had a case that would fit it. He anticipated it would take 2 to 3 months to complete the work and return the clock.	Cllr Vachon
516.2	<u>Charter Hall Licensing Status</u> – Cllrs Vachon, Yelland and Leech declared an interest being Members of WDBC. It was noted that the requested amendments had been approved.	
517	<u>Property and Equipment Repairs/Updates</u> – The Committee noted the following reports:	
517.1	<u>Foyer Screen</u> – It was anticipated that work to remove the screen, redecorate and replace it with a noticeboard would commence before the end of the year.	Clerk
517.2	<u>Fire Alarm System</u> – The Clerk reported that an evacuation drill, encompassing all the connected offices/businesses had taken place in November.	
517.3	<u>Charter Hall, Cinema and Chair Store Roof Replaced</u> – No progress to report	

- 517.4** Fairplace Toilets – It was noted that a new baby changing unit had been purchased with the agreement of the Committee Chairman and Vice-Chairman and a contractor was being sought to fit it.
- 517.5** Annual Asbestos Inspection – Noted that the annual inspection had taken place and no issues had arisen.
- 518** Fairplace Toilets Cleaning Contract – Review of the contract for the forthcoming year to be added to the next agenda
- 519** Bookings – Bookings of the Charter Hall, Council Chamber and Committee Room for January and February 2020 were noted.
- 520** Charter Hall Alcohol Sales – The Committee noted that an application to sell alcohol under the Premises Licence by the Courtenay Players in December had been approved by the Chairman and Clerk.
- 521** Budget 2020/21 – The Clerk reported that water costs had been higher than normal, as previously reported to the Committee it had been ascertained that there was not a leak and it was thought due to the replacement of the boiler last autumn which had resulted in the draining down of the system and issues relating to the new toilets and urinals which were not cutting off properly and/or frequently flushing through.
- On the proposition of Cllr Marsh, seconded by Cllr Sanger, it was **RESOLVED** to recommend V2 of the draft budget to full Council.
- 522** Members Reports and Requests for Agenda Items -
- 522.1** Museum of Dartmoor Life – The museum was due to close following Edwardian Evening for the winter during which time annual cleaning and maintenance would be carried out. Final figures were awaited but footfall had built upon last years. A grant was being applied for which would allow new digitally active displays to be purchased.
- 522.2** Okehampton Carnival Committee – Cllr Holt reported a meeting had been held on 3rd November. A recent coffee morning had been successful, and another was taking place in December. Consideration was being given to applying for a grant for better storage of a new generator following the theft of the old one.
- 522.3** DALC County Committee – Cllr Goffey was due to attend a meeting the following week.
- 523** Payment of Invoices – None

Clerk

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 Yelland.

- 524** Market Stall – On the proposition of Cllr Leech, seconded by Cllr Goffey it was **RESOLVED** to approve a request, the conditions being the same as previously agreed.
- 525** Lease Agreement, Lower Market Hall -
- 525.1** On the proposition of Cllr Leech, seconded by Cllr Marsh, it was **RESOLVED** to renew the lease for a 12 month period, commencing on

Clerk

1st January 2020.

Clerk

525.2 On the proposition of Cllr Goffey seconded by Cllr Tolley (1 abstention), it was **RESOLVED**, following consideration, that the rent would remain at the existing rate.

526 **Market Street Toilets and Bus Stop** – Cllrs Leech, Vachon and Yelland declared interests being Members of WDBC.

526.1 On the proposition of Cllr Leech, seconded by Cllr Goffey, it was **RESOLVED** to approve the lease subject to clarification of item (3ii) ensuring that Lessor and Lessee are correct, and the Council will not be responsible for paying the rates.

526.2 On the proposition of Cllr Leech, seconded by Cllr Goffey, it was **RESOLVED** that the lease be signed by the Mayor and Clerk, and the Common Seal affixed.

526.3 On the proposition of Cllr Yelland, seconded by Cllr Sanger, it was **RESOLVED** that the cleaning and other contracts relating to the facility for the remainder of this financial year to be undertaken through WDBC in accordance with existing contracts.

527 **Renewal of Cinema Lease** – On the proposition of Cllr Goffey, seconded by Cllr Leech, it was **RESOLVED** that clarification in relation to some issues was required prior to approval and signing of the lease. In anticipation of the issues being resolved satisfactorily the following resolutions were made in relation to the briefing paper:

Clause 8.1 – On the proposition of Cllr Leech, seconded Cllr Yelland, **RESOLVED** responsibility as per the plan attached to the paper

Clause 8.2/3, 12.1 and 24 – On the proposition of Cllr Leech, seconded Cllr Goffey, **RESOLVED** responsibility as per the plan attached to the paper

Clause 27 - On the proposition of Cllr Leech, seconded Cllr Tolley, **RESOLVED** that an option to remove should be included for all alterations

On the proposition of Cllr Yelland, seconded Cllr Goffey, **RESOLVED** to investigate a licence, fees to be paid by the Council.

On the proposition of Cllr Leech, seconded Cllr Sanger, **RESOLVED** that a break option be included.

Clerk

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

The meeting was closed at 7.55pm

Councillor P Vachon
Chairman