

**Minutes of Okehampton Town Council Property Committee Meeting held on  
Monday 21<sup>st</sup> October 2019 at 7pm in the Council Chamber,  
Town Hall, Okehampton**

**Committee Members Present:** Councillor P Vachon (Chairman)  
Councillor T Leech (Chairman, Planning)  
Councillor J Yelland (Mayor)  
Councillor C Holt  
Councillor D Sanger

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

**In Attendance:** Mrs E James (Town Clerk)

		<b>Action</b>
396	<b><u>Declarations of Interest</u></b> – None	
397	<b><u>Apologies for Absence</u></b> – Apologies had been received from Cllr Goffey who was on holiday, Cllr Tolley who was ill, and Cllr Marsh who had family issues. On the proposition of Cllr Yelland, seconded by Cllr Leech, the apologies were approved.	
398	<b><u>Deferment of Business</u></b> – None	
399	<b><u>Members' Questions</u></b> – Cllr Yelland commented that the Senior Caretaker, J Dean, had worked extremely hard on carnival day preparing the Charter Hall for the different events and asked that her thanks be passed on to him.	
400	<b><u>Minutes</u></b> - The minutes of the Property Committee meeting held on 2 <sup>nd</sup> September 2019 were approved and signed by the Chairman on the proposition of Cllr Holt, seconded by Cllr Leech.	
401	<b><u>Matters Arising</u></b>	
401.1	<b><u>'Oakehampton' Clock</u></b> - Cllr Vachon reported that in order to see if he had a case that would fit, he would need to take the Clock home and would endeavour to do so in the next few weeks.	Cllr Vachon
401.2	<b><u>Charter Hall Licensing Status</u></b> – Cllrs Yelland, Vachon and Leech declared personal interests, being WDBC Members.  The Committee noted that the Clerk had received verbal agreement that the request for exemption from the requirement to have a Dedicated Premises Supervisor had been approved, written confirmation was awaited.  On the proposition of Cllr Leech, seconded by Cllr Sanger, it was <b>RESOLVED</b> to apply to WDBC to remove and amend conditions under Annex 2 of the Premises Licence as recommended by the Clerk on the briefing paper.  On the proposition of Cllr Holt, seconded by Cllr Yelland, it was <b>RESOLVED</b> apply to WDBC to add conditions to the Premises Licence as recommended by the Clerk on the briefing paper.	Clerk
402	<b><u>Property and Equipment Repairs/Updates</u></b> – The Committee noted the following reports:	
402.1	<b><u>Foyer Screen</u></b> – The screen would be replaced with the noticeboard in due	

	course and the area decorated at the same	Clerk
402.2	<u>Fire Alarm System</u> – There had recently been a false alarm which was activated by a faulty sensor which had been replaced. The fire evacuation procedure required reviewing and testing in the near future. An issue with regards the use of the system in the Cinema had been resolved.	Clerk
402.3	<u>Charter Hall, Cinema and Chair Store Roof Replaced</u> – No progress to report	
402.4	<u>Lift Light</u> – The light had been replaced.	
402.5	<u>Gutter Cleaning</u> – It was noted that cleaning and clearing of the Town Hall and associated building gutters would take place in November.	
402.6	<u>Fairplace Toilets</u> – A recent incident whereby a large amount of black hair dye had been found covering the floor and various surfaced within one of the cubicles was noted, as was the excellent effort made by the cleaning contractor to clear it up.	
402.7	<u>Ocmundtune</u> – The pictures had been removed for a booking as requested and were about to be reinstated. Thanks from the hirer was passed on to the group.	
403	<u>Annual Asbestos Inspection</u> – It was noted by the Committee that the annual inspection was due to be undertaken in November.	
404	<u>Bookings</u> – Bookings of the Charter Hall, Council Chamber and Committee Room for November and December 2019 were noted.	
405	<u>Budget 2020/21</u> – The Clerk reported that she had met with a Member of the Committee and they had taken an initial view of the budget for the coming year. Councillors were requested to advise the Clerk of any suggestions they had as soon as possible for consideration at the next meeting of the Committee.	
406	<u>Members Reports and Requests for Agenda Items -</u>	
406.1	<u>Museum of Dartmoor Life</u> – A report provided by Cllr Goffey was read out; the numbers of paying visitors had been much higher this year, statistics to follow at the end of the season. The current exhibition was from the Police Museum of women in the Devon Police force, the next exhibition will be of the Hockey Club who were celebrating their centenary this year. Next Friday evening a 'Museum at Night' event was being held for Halloween.	
406.2	<u>Okehampton Carnival Committee</u> – Cllr Holt reported that it had been a very successful carnival which drew in large crowds and made the sum of £2022.66. The next meeting was on 13 <sup>th</sup> November.	
406.3	<u>DALC County Committee</u> – Cllr Goffey had recently attended a meeting.	
407	<u>Payment of Invoices</u> – On the proposition of Cllr Holt, seconded by Cllr Sanger, the schedule of payments was <b>APPROVED</b> .	

## **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 Holt.

**408**     **Renewal of Cinema Lease** – The Clerk advised that information was awaited from the Cinema before any further progress could be made.     | Clerk

**409**     **Market Street Toilets** – Following an email from WDBC regarding the payment of Rates, a revised draft lease was awaited.     | Clerk

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

**410**     **Urgent Items** – The Clerk reported on an incident that had occurred in the Town Hall and steps being taken to resolve concerns with regards staff safety.     | Clerk

The meeting was closed at 7.35pm

---

**Councillor P Vachon**  
**Chairman**