



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

10th February 2020

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 17th February 2020 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 meeting held on 2nd December 2019
5. **Matters Arising**
 - 5.1 **'Oakehampton' Clock** – Cllr Vachon to report on progress sourcing a case for the clock and to resolve any actions in relation to this and its future housing/location
6. **Property & Equipment Repairs and Updates** - Chairman/Clerk to provide an update for information and/or consideration of a resolution
 - 6.1 **Foyer Screen** – To note that the screen has been removed and decorating is being progressed prior to the fitting of the board
 - 6.2 **Charter Hall, Cinema and Chair Store Roof Replacement** – To resolve to authorise the Clerk to obtain tenders for a consultant to draw up the documentation and manage the project
 - 6.3 **Town Hall Lift** – To note that the annual lift inspection has been undertaken

- 6.4** Charter Hall Kitchen Extract Fan – To note that the annual deep clean of the fan has been undertaken
- 6.5** Charter Hall Ventilation System – To note that the annual service is about to be undertaken
- 6.6** Town Hall Blocked Drains – To note that 3 external drains have been unblocked
- 6.7** Hard Wiring Electrical Checks – To note that some hard wiring electrical checks are required to be undertaken within the next few months and that quotations are being sought
- 6.8** Charter Hall and Chamber Chairs –
- To note that new feet to repair some of the chairs in the public seating area of the Chamber have been sourced.
 - To receive a report from the Clerk regarding the Charter Hall chairs and to resolve to purchase some replacement chairs and/or parts to enable repairs to be undertaken.
- 7.** Asset Register – As recommended by the internal auditor, to resolve to nominate a Member to undertake an audit of civic regalia and artefacts as listed in the Asset Register
- 8.** Bookings –
- 8.1** To note a summary of Charter Hall hiring's for March and April 2020
- 8.2** To review and resolve Charter Hall and Town Hall hire fees for the period 1st April 2020 to 31st March 2021
- 9.** Charter Hall Alcohol Sales –
- 9.1** To note that the following applications to sell alcohol under the Premises Licence have been approved by the Chairman and Clerk/Assistant Clerk:
- Okehampton Town Council, Civic Dinner – 6th March 2020
 - Theatre music performance – 20th March 2020
 - WDBC Civic Dinner – 27th March 2020
 - 60th birthday party – 9th May 2020
 - Charity fashion show – 15th May 2020
 - Courtenay Players, Cabaret Show – 17th, 18th and 19th June 2020
 - Everything Okehampton, fundraising charity dinner – 23rd October 2020
 - Theatre music performance – 18th December 2020
- 9.2** To resolve to approve the following application to sell alcohol under the Premises Licence:
- WREN, Folk Music Festival – 30th October 2020 to 1st November 2020
- 10.** Public Toilets
- 10.1** Fairplace – To note that:
- There have been numerous issues with regards leaks and flushing of urinals, and that the urinal flushing system is being investigated by WDBC at their cost
 - Various locks have been repaired
 - The Wallgate unit in the Baby Changing cubicle has been repaired
 - Okehampton Hamlets Parish Council have contributed £1,000 towards the cost of the running of the facility in 2019/20
- 10.2** Market Street – To note that:
- The Radar Key lock failed and has been replaced
 - There have been numerous issues with regards to leaks
 - There has been a blockage which has been cleared
 - The facility has been included in the Council's insurance policy at additional cost
- 10.3** To resolve to request that Okehampton Hamlets Parish Council contributes to the cost of the running of both facilities in the 2020/21 financial year

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 2019-2023)
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 receive a report from the Clerk and consider resolutions as required
14. **Fairplace and Market Street Public Toilet Cleaning and other Contracts** – To note that the contracts expire at the end of March 2020 and to make resolutions as set out in the report
15. **Water Monitoring Contract** – To note that the contract is due for renewal and to resolve to appoint a contractor as set out in the report