



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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townclerk@okehampton.gov.uk

Emma James
Town Clerk

13th July 2020

You are summoned to attend a remote meeting of the Property Committee to be held on Monday 20th July 2020 at 7.00pm.

Committee Membership consists of the following, other Members may attend but are unable to vote and are required to leave the meeting for staffing related items of business:

Cllr Goffey (Chairman)
Cllr Travers (Vice-Chairman)
Cllr Holt
Cllr Sanger

Cllr Yelland (Mayor)
Cllr Leech (Chairman, Planning)
Cllr Marsh (Chairman, Parks)
Cllr Tolley (Chairman, Policy & Resources)

Joining Instructions

By Internet

<https://us02web.zoom.us/j/83056824823>

Meeting ID: 830 5682 4823

Password: 419612

By Phone

0203 481 5237 United Kingdom

0203 481 5240 United Kingdom

Meeting ID: 830 5682 4823

Password: 419612

Yours faithfully

E James

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 and approve and sign the minutes of the Property Committee meetings held on 17th February and 16th March 2020 for signing at a later date
5. **Matters Arising**
 - 5.1 **'Oakehampton' Clock** – To receive an update from the Clerk on progress of the provision of a case for the clock by Mr Vachon
6. **Property & Equipment Repairs and Updates** - Chairman/Clerk to provide an update for information and/or consideration of a resolution
 - 6.1 **Foyer Screen/Decoration** – Screen removed, decoration to be progressed
 - 6.2 **Charter Hall, Cinema and Chair Store Roof Replacement** – To note that tender documentation for the appointment of a contractor to manage the project has been approved by full Council and will be progressed
 - 6.3 **Town Hall Lift** – To note that a 3 year maintenance contract was agreed in May 2020 in conjunction with the Committee Chairman for the years 2020/21, 2021/22 and 2022/23, the annual cost having been held at the 2019/20 rate
 - 6.4 **PAT Testing** – To note that PAT testing of items within the buildings, parks office and workshop is being undertaken by the Caretaker, P Tucker.
 - 6.5 **Charter Hall and Chamber Chairs** – Replacement chairs and parts as approved previously by the Committee are expected to be delivered in July or August, having been delayed due to the COVID19 pandemic
 - 6.6 **Charter Hall Kitchen Status** – To note that the change of status to full preparation is outstanding and will be taken forward in due course
7. **Bookings** – To note the previously circulated report and resolve to approve the recommendations
8. **Charter Hall Alcohol Sales** – None
9. **Public Toilets** –
 - 9.1 **Fairplace** – Closed since March 2020 due to the COVID19 lockdown. To receive a report from the Clerk in relation to the Wallgate handwashing units
 - 9.2 **Market Street** – Reopened in June in accordance with Government guidelines
10. **Charter Hall Entrance Signage** – To note that a letter is missing from the sign above the automatic doors in Market Street and some others are damaged. To consider and resolve any action to be taken

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)
 - 11.4 Police Council Advocate Scheme (Cllr Goffey)
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. **Security** – To receive a report from the Clerk noting that action as resolved by full Council has been completed
14. **Hard Wiring Electrical Checks** – To consider quotations received and to resolve to appoint a contractor
15. **Charter Hall Ventilation System** – To consider quotations received for repairs to the system, noting that the system will need to be removed from the roof in conjunction with the roof replacement project, and to resolve to appoint a contractor or other action required
16. **Reception Flooring** – To resolve to approve a quotation for replacement of the carpet in reception
17. **Cinema Lease** – To receive an update from the Clerk