

**Minutes of Okehampton Town Council Property Committee Meeting held
remotely on Monday 20th July 2020 at 7pm**

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

Other Members Present: Councillor P Jessop

In Attendance: Mrs E James (Town Clerk)

| | | Action |
|-------|---|---------------|
| 146 | <u>Apologies for Absence</u> – Apologies received from Cllrs Ireland and Penna who were not Members of the Committee were noted. | |
| 147 | <u>Deferment of Business</u> – None | |
| 148 | <u>Members' Questions</u> – None | |
| 149 | <u>Minutes</u> - The minutes of the Property Committee meetings held on 17 th February and 16 th March 2020 were approved for signing at a later date by the Chairman on the proposition of Cllr Leech, seconded by Cllr Tolley. | |
| 150 | <u>Matters Arising</u> | |
| 150.1 | <u>'Oakehampton' Clock</u> – The Clerk reported that Mr Vachon was hoping to complete the project by the end of August and photos of work to date were shared. Members commented that they were looking forward to seeing the finished casing and requested thanks be passed to Mr Vachon | Clerk |
| 150 | <u>Property and Equipment Repairs/Updates</u> – The Committee noted the following reports: | |
| 150.1 | <u>Foyer Screen</u> – Noted that the screen had been removed and some decorating work had been completed. It was hoped this could be progressed and the noticeboard installed in the autumn. | |
| 150.2 | <u>Charter Hall, Cinema and Chair Store Roof Replacement</u> – It was noted that the tender documentation for the initial steps would be issued in the next few weeks | Clerk |
| 150.3 | <u>Town Hall Lift</u> – An interest was declared by Cllr Marsh who was related to someone who worked at the contracted company. The Committee noted that a 3 year contract for servicing of the lift had been accepted by the Clerk following consultation with Cllr Goffey, the price having been held from the previous year. | |
| 150.4 | <u>PAT Testing</u> – PAT Testing of all items had been undertaken by Mr Tucker, Caretaker, and it was noted that an extension lead had been disposed of and 2 plugs replaced. | |
| 150.5 | <u>Charter Hall and Chamber Chairs</u> – Delivery of parts had been delayed due to COVID19. | |

- 150.6 Charter Hall Kitchen Status – Change of status would be progressed at a later date.
- 151 **Bookings** – The previously circulated report was considered. On the proposition of Cllr Tolley, seconded Cllr Yelland it was **RESOLVED** that the Charter Hall would remain closed for Coffee Mornings but that they and other booking enquiries be reviewed on a case by case basis by the Clerk and Committee Chairman as guidance evolved.
- It was agreed that Ocmundtune could change their exhibition paintings at a date to be agreed with the Clerk.
- 152 **Charter Hall Alcohol Sales Booking Requests** – No requests
- 153 **Public Toilets**
- 153.1 Fairplace – The Clerk reported that a date for an engineer to investigate the Wallgate unit system in line with government handwashing requirements was awaited.
- 153.2 Market Street – It was noted that that the toilets had been reopened in June
- 154 **Charter Hall Entrance Signage** – It was noted that some letters were missing from the canopy sign and it was agreed that the Clerk liaise with the Cinema regarding the sign and their requirements.
- 155 **Members Reports and Requests for Agenda Items** -
- 155.1 Museum of Dartmoor Life – Cllr Goffey reported that she had been creating a virtual jigsaw on an almost daily basis the focus having been museum exhibitions and scenes. They had been digitising some of the oral records, undertaking risk assessments and hoped to be able to open in September.
- 155.2 Okehampton Carnival Committee – Cllr Holt reported that unfortunately the parade had been cancelled but there would be small events taking place. The Committee were working with Everything Okehampton and hoping to hold the Food and Music festival as part of an event in October, ‘a little light relief’.
- 155.3 DALC County Committee – Cllr Goffey reported that no meeting had been held.
- 155.4 Police Council Advocate Scheme – Cllr Goffey advised that information was awaited.
- 156 **Payment of Invoices** – On the proposition of Cllr Leech, seconded by Cllr Sanger (1 abstention), the schedule of payments was **approved**.

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.

- 157 **Security** – The Clerk reported that changes had been made as previously resolved by the Council.
- 158 **Hard Wiring Electrical Checks** – On the proposition of Cllr Leech seconded Cllr Tolley, it was **RESOLVED** to accept the quotation received

for the testing required to be undertaken in 2020 in accordance with the recommendation within the previously circulated report.

- 159** **Charter Hall Ventilation System** – It was agreed not to repair the system at this time but that it be included within the scope of the in the Charter Hall roofing project when repair or replacement would be considered and any work coordinated with the roofing work.

On the proposition of Cllr Yelland, seconded Cllr Leech, it was **RESOLVED** that the Clerk include the ventilation system in the roofing tender documentation.

Clerk

- 160** **Reception Flooring** – On the proposition of Cllr Leech, seconded Cllr Tolley, it was **RESOLVED** to accept the quotation for replacement of the flooring in the reception area of the Town Hall.

Clerk

- 161** **Cinema Lease** – The Clerk reported that no progress had been made due to the pandemic.

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

The meeting was closed at 8.15pm

Councillor J Goffey
Chairman