



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

26th October 2020

You are summoned to attend a remote meeting of the Property Committee to be held on Monday 2nd November 2020 at 7.00pm.

Committee Membership consists of the following, other Members may attend but are unable to vote:

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

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

Joining Instructions

<https://us02web.zoom.us/j/83372018176>

Meeting ID: 833 7201 8176
Passcode: 186187

Dial by your location
0203 901 7895 United Kingdom
0203 051 2874 United Kingdom
0203 481 5237 United Kingdom
Meeting ID: 833 7201 8176
Passcode: 186187

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 20th July 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** – Decoration complete, board to be installed in the next few weeks
 - 6.2 **Charter Hall, Cinema and Chair Store Roof Replacement** – To receive an update
 - 6.3 **Charter Hall Chairs** – To note that delivery of replacement Charter Hall chairs and parts is awaited, having been delayed due to the COVID19 pandemic
 - 6.4 **Charter Hall Kitchen Status** – To note that the change of status to full preparation is outstanding and will be taken forward in due course
 - 6.5 **Hard Wiring Electrical Inspections** – To receive an update from the Clerk
 - 6.6 **Council Chamber Leak** – To note that quotes are being sought for investigation and repair of a leak into the Chamber that appears to be coming through the chimney
 - 6.7 **Charter Hall Kitchen Water Boiler** – To note that the hot water boiler for the making of refreshments has failed and needs to be replaced
7. **Bookings** – None
8. **Charter Hall Alcohol Sales** – None
9. **Public Toilets** –
 - 9.1 **Fairplace** – To note the toilets were reopened following alterations to the Wallgate Units and new signage for the doors has been purchased
 - 9.2 **Budget** - To note that Okehampton Hamlets Parish Council have been requested to release the agreed donation towards the running of the facilities for the 2020/21 financial year and to consider a donation in the 2021/22 financial year
10. **Annual Asbestos Inspection** - To note the annual inspection is due to be undertaken in November
11. **Budget 2021/22** - To consider the initial draft of the Property Committee budget (V1) for the 2021/22 financial year

12. **Market Street Office Signage** – To consider a request by the tenant for new signage above the entrance door to the offices in Market Street
13. **Members Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council:
 - 13.1 Museum of Dartmoor Life (Cllr Goffey)
 - 13.2 Okehampton Carnival Committee (Cllr Holt)
 - 13.3 DALC County Committee (Cllr Goffey 2019-2023)
 - 13.4 Police Council Advocate Scheme (Cllr Goffey)
14. **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.’

15. **Lease Renewal, Lower Market Hall** – To resolve to renew the lease, which expires on 31st December 2020 and associated rent
16. **DCC Lease Rent Review** – To review the rent in accordance with the conditions of the lease
17. **Cinema Lease** – To receive an update from the Clerk regarding the renewal of the lease, and the signage above the Charter Hall entrance which is damaged