

**Minutes of Okehampton Town Council Property Committee Meeting held
remotely on Monday 2nd November 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 A Wood

Other Members Present: Councillor P Jessop

In Attendance: Mrs E James (Town Clerk)

		Action
377	<u>Apologies for Absence</u> – Apologies received from Cllr Travers who was unable to attend due to a work commitment were approved on the proposition of Cllr Tolley, seconded Cllr Goffey.	
378	<u>Deferment of Business</u> – None	
379	<u>Members' Questions</u> – None	
380	<u>Minutes</u> - The minutes of the Property Committee meetings held on 20 th July 2020 were approved for signing at a later date by the Chairman on the proposition of Cllr Yelland, seconded by Cllr Tolley.	
381	<u>Matters Arising</u>	
381.1	<u>'Oakehampton' Clock</u> – The Clerk reported that Mr Vachon had advised that the work was complete with the exception of a couple of pieces which had been delayed due to the pandemic. It was hoped the clock could be delivered and installed in December.	
382	<u>Property and Equipment Repairs/Updates</u> – The Committee noted the following reports:	
382.1	<u>Foyer Screen/Decoration</u> – Decoration was complete, and installation of the board had been delayed due to the November pandemic lockdown announcement. (Cllr Wood arrived)	
382.2	<u>Charter Hall and Chamber Chairs</u> – Delivery of parts had been delayed due to COVID19. (Cllr Holt arrived)	
382.3	<u>Charter Hall Kitchen Status</u> – Change of status would be progressed at a later date but was not a priority as the kitchen was currently out of use due to the pandemic.	
382.4	<u>Hard Wiring Electrical Inspections</u> – The contractor had been appointed and work would commence as soon as possible.	Clerk
382.5	<u>Council Chamber Leak</u> – To be progressed as soon as possible.	Clerk

382.6	<u>Charter Hall Kitchen Water Boiler</u> – It was noted that the boiler had failed and needed to be replaced.	Clerk
383	Bookings – Ceremony bookings for November were in the process of being cancelled.	
384	<u>Charter Hall Alcohol Sales Booking Requests</u> – No requests	
385	<u>Public Toilets</u>	
385.1	<u>Fairplace</u> – It was noted that the toilets had previously been reopened following alterations to the Wallgate Units ensuring the water ran for a minimum of 20 seconds. New signage for the toilet door had been purchased.	
385.2	<u>Budget</u> – The Clerk reported that she had requested release of funding promised to assist in the running cost of the toilet facilities from Okehampton Hamlets Parish Council and if they would consider a donation in the 2021/22 financial year.	
386	<u>Annual Asbestos Inspection</u> – The Clerk advised that the annual inspection and review of documentation was due in November and a date from the contractor was awaited. It was unknown if there would be a delay due to the November pandemic lockdown announced in the last few days. (Cllr Jessop arrived)	
387	<u>Budget 2021/22</u> – It was suggested that external redecoration of the Charter Hall and buildings along Market Street be undertaken whilst the scaffolding for the replacement of the roof was in situ and that savings at year end from maintenance and other budgets be considered to be rolled over into the next financial year to assist with the cost of redecoration.	Clerk
388	<u>Market Street Office Signage</u> – On the proposition of Cllr Leech, seconded Cllr Tolley, it was RESOLVED to approve the proposed signage subject to the requirement and approval of any required planning permission.	Clerk
389	<u>Members Reports and Requests for Agenda Items -</u>	
389.1	<u>Museum of Dartmoor Life</u> – Cllr Goffey reported that the museum had closed for the winter and they were advertising for a Manager following the resignation of a member of staff who had left at the end of October.	
389.2	<u>Okehampton Carnival Committee</u> – Cllr Holt reported that the Carnival had been cancelled due to the pandemic and there had been no meetings.	
389.3	<u>DALC County Committee</u> – Cllr Goffey advised that a meeting had been held, the main subjects of discussion being the pandemic and the new Trustees.	
389.4	<u>Police Council Advocate Scheme</u> – Cllr Goffey had received acknowledgement of her appointment as representative to the scheme but no further information.	
390	<u>Payment of Invoices</u> – On the proposition of Cllr Yelland, seconded by Cllr Leech, the schedule of payments was approved .	
391	<u>Urgent Item</u> – Cllr Yelland reported that she had shortly prior to the meeting contacted the out hours of hours team at WDBC in relation to a	

rough sleeper in Okehampton but they were unable to assist unless the reporting person was stood with them and had not been helpful. Cllr Leech would liaise with WDBC.

Cllr Leech

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 Marsh.

392 **Lease Renewal, Lower Market Hall** – On the proposition of Cllr Leech, seconded Cllr Wood, it was **RESOLVED** to renew the lease for a further 12 month period at the same rate.

Clerk

393 **DCC Lease Rent Review** - On the proposition of Cllr Leech, seconded Cllr Goffey, it was **RESOLVED** not to increase the rent.

Clerk

394 **Cinema Lease** – The Clerk read out correspondence received from the Cinema and on the proposition of Cllr Leech, seconded Cllr Marsh, it was **RESOLVED** to defer the item until the next meeting.

Clerk

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

The meeting was closed at 19.46pm

Councillor J Goffey
Chairman