



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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townclerk@okehampton.gov.uk

Emma James
Town Clerk

11th January 2021

You are summoned to attend a remote meeting of the Property Committee to be held on Monday 18th January 2021 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/88084572357>
Meeting ID: 880 8457 2357
Passcode: 936451

Dial by your location
0203 481 5240 United Kingdom
0203 901 7895 United Kingdom
0131 460 1196 United Kingdom
0203 051 2874 United Kingdom
Meeting ID: 880 8457 2357
Passcode: 936451

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 2nd and 23rd November 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, if any received
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** – The noticeboard has been installed
 - 6.2 **Charter Hall, Cinema and Chair Store Roof Replacement** – To note that as previously resolved the working group will report to full Council
 - 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 on hold due to the pandemic and roof replacement project
7. **Bookings** – NHS Blood Donor Session on 14th January 2021
8. **Charter Hall Alcohol Sales** – None
9. **Charter Hall Kitchen Water Boiler** – To consider suggested options and resolve the purchase of a replacement item of equipment
10. **Public Toilets** –
 - 10.1 **Market Street** – To receive a report from the Clerk in relation to ongoing damage to the toilet doors
 - 10.2 **Market Street Lease** – To note that the lease for the facility expires on 16th December 2021 and to resolve a recommendation to full Council in relation to the possibility of an extension of the lease
11. **Picture Purchase** – To consider a request from a member of the public to purchase one of the Council's pictures
12. **Intruder Alarm Contract Renewal** – To resolve to approve the renewal of the contract for the period 1st February 2021 to 31st January 2022 with the existing contractor without obtaining additional quotations in order to minimise contact with other persons due to the pandemic lockdown
13. **Payment of Invoices** – To approve payment of invoices as per the schedule

14. **Members Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council:
- 14.1 Museum of Dartmoor Life (Cllr Goffey)
 - 14.2 Okehampton Carnival Committee (Cllr Holt)
 - 14.3 DALC County Committee (Cllr Goffey 2019-2023)
 - 14.4 Police Council Advocate Scheme (Cllr Goffey)

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. **Council Chamber Leak** – To consider quotations received for repair work and resolve to appoint a contractor
- 16. **Public Toilet Cleaning Contract** – To consider the report from the Clerk and resolve to approve recommendations and documentation for tenders for the Fairplace cleaning contract which expires on 31st March 2021. To note that the cleaning contract for public toilets in Market Street expire at the same time as the lease.
- 17. **Lease Renewal** – To consider and resolve the renewal of the office in Market Street which expires on 31st March 2021 and the rent to be charged
- 18. **Cinema Lease** – To receive an update from the Clerk