

**Minutes of Okehampton Town Council Property Committee Meeting held  
remotely on Monday 18<sup>th</sup> January 2021 at 7.02pm**

**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 T Abbots  
Councillor P Jessop  
Councillor D Travers

**In Attendance:** Mrs E James (Town Clerk)

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| <b>578</b> <u><b>Apologies for Absence</b></u> – None. Cllr Wood advised she would be leaving at 7.30pm in order to undertake volunteer work for Okehampton District Community Transport Group.  |               |
| <b>579</b> <u><b>Deferment of Business</b></u> – None  |               |
| <b>580</b> <u><b>Members' Questions</b></u> – None   |               |
| <b>581</b> <u><b>Minutes</b></u> - The minutes of the Property Committee meetings held on 2 <sup>nd</sup> and 23 <sup>rd</sup> November 2020 were approved for signing at a later date by the Chairman on the proposition of Cllr Marsh, seconded by Cllr Yelland. |               |
| <b>582</b> <u><b>Matters Arising</b></u>   |               |
| <b>582.1</b> <u><b>'Oakehampton' Clock</b></u> – The Clerk reported that the clock would be delivered when the pandemic situation allowed.   |               |
| <b>583</b> <u><b>Property and Equipment Repairs/Updates</b></u> – The Committee noted the following reports:   |               |
| <b>583.1</b> <u><b>Foyer Screen/Decoration</b></u> – It was noted that the noticeboard had been installed. Further decoration work was required but would be delayed until work to the roof had been completed.  |               |
| <b>583.2</b> <u><b>Charter Hall and Chamber Chairs</b></u> – Delivery of parts had been delayed due to COVID19.  |               |
| <b>583.3</b> <u><b>Charter Hall, Cinema and Chair Store Roof Replacement</b></u> – A bat survey had been undertaken and the presence of bats identified, an emergence survey would be undertaken in May.   |               |
| <b>583.4</b> <u><b>Charter Hall Kitchen Status</b></u> – The Clerk reported that the change of status to full preparation was on hold until the roofing work had been completed.   |               |
| <b>584</b> <u><b>Bookings</b></u> – No bookings had taken place with the exception of NHS Blood Donors sessions. The Charter Hall would be made available for use by the NHS for vaccinations if requested.  |               |
| <b>585</b> <u><b>Charter Hall Alcohol Sales Booking Requests</b></u> – No requests   |               |

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| <p><b>586</b>      <b><u>Charter Hall Kitchen Water Boiler</u></b> – On the proposition of Cllr Leech, seconded Cllr Holt, it was <b>RESOLVED</b> to approve the purchase of a replacement boiler at a cost of approx. £500 as deemed suitable and agreed by Cllr Goffey and the Clerk.</p>   | <p>Cllr Goffey<br/>Clerk</p> |
| <p><b>587</b>      <b><u>Public Toilets</u></b><br/> <b>587.1</b>      <b><u>Market Street</u></b> – The Clerk reported on going damage to the doors of the facility which was beginning to cause general deterioration to them, in particular to the hinges and locks and which would incur future costs for replacement parts.</p>  |                              |
| <p><b>587.2</b>      <b><u>Market Street Lease</u></b> – Cllr's Leech and Yelland declared personal interests being Members of WDBC.</p> <p>It was noted that the lease for the facility expired on 16<sup>th</sup> December 2021.</p> <p>On the proposition of Cllr Goffey, seconded Cllr Tolley (2 abstentions), it was <b>RESOLVED</b> that the Clerk liaise with WDBC in relation to the possibility of an extension of the lease on a longer-term basis.</p> | <p>Clerk</p>                 |
| <p><b>588</b>      <b><u>Picture Purchase</u></b> – A request from a member of the public to purchase a picture was considered, it was noted that the picture had been given to the Council some years ago along with others.</p> <p>(Cllr Wood left the meeting)</p> <p>On the proposition of Cllr Marsh, seconded Cllr Leech, it was <b>RESOLVED</b> not to sell the picture.</p>   | <p>Clerk</p>                 |
| <p><b>589</b>      <b><u>Intruder Alarm Contract Renewal</u></b> – On the proposition of Cllr Travers, seconded Cllr Yelland, it was <b>RESOLVED</b> to renew the contract for a further year without obtaining further quotations due to the pandemic.</p> <p>It was noted that it may be difficult to change contractor due to protocols that could be written into the system.</p>   |                              |
| <p><b>590</b>      <b><u>Payment of Invoices</u></b> – On the proposition of Cllr Goffey, seconded by Cllr Travers, the schedule of payments was <b>APPROVED</b>.</p>   |                              |
| <p><b>591</b>      <b><u>Members Reports and Requests for Agenda Items -</u></b><br/> <b>591.1</b>      <b><u>Museum of Dartmoor Life</u></b> – Cllr Goffey reported that a new manager had been appointed.</p>   |                              |
| <p><b>591.2</b>      <b><u>Okehampton Carnival Committee</u></b> – Cllr Holt advised there had not been a meeting of the committee.</p>   |                              |
| <p><b>591.3</b>      <b><u>DALC County Committee</u></b> – Cllr Goffey advised that there had not been a recent meeting</p>   |                              |
| <p><b>591.4</b>      <b><u>Police Council Advocate Scheme</u></b> – Cllr Goffey reported that no meeting had been held but the PCC was holding a question-and-answer session online the following afternoon.</p>  |                              |

**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 Holt.

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| 592 | <p><b><u>Council Chamber Leak</u></b> – Cllr Yelland declared a pecuniary interest and left the meeting for this item of business.</p> <p>It was agreed not to accept any of the quotations received but to prepare a brief for contractors on which to quote for consideration at a future date.</p> <p>(Cllr Yelland returned to the meeting)</p> | Clerk |
| 593 | <p><b><u>Public Toilet Cleaning Contract</u></b> – On the proposition of Cllr Goffey, seconded Cllr Travers, it was <b>RESOLVED</b> to extend the current contract for Fairplace toilets for a further year due to the pandemic.</p>  | Clerk |
| 594 | <p><b><u>Lease Renewal</u></b> – On the proposition of Cllr Goffey, seconded Cllr Leech, it was <b>RESOLVED</b> to renew the lease for a further year without any increase in rent or changes to the conditions apart from the name on the lease which would be amended as requested by the tenant.</p>   | Clerk |
| 595 | <p><b><u>Cinema Lease</u></b> – On the proposition of Cllr Leech, seconded Cllr Marsh, it was <b>RESOLVED</b> to extend the lease and continue as existing for 12 months due to the pandemic.</p>   | Clerk |

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

The meeting was closed at 8.05pm

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**Councillor J Goffey**  
**Chairman**