

**Minutes of Okehampton Town Council Property Committee Meeting held on
Monday 17th February 2020 at 7pm in the Council Chamber,
Town Hall, Okehampton**

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

Other Members Present: Councillor M Ireland
Councillor P Jessop

In Attendance: Mrs E James (Town Clerk)

		Action
694	<u>Apologies for Absence</u> – Apologies had been received from Cllrs Button, Penna (illness) and Tucker (work commitments), none of whom were Members of the Committee.	
695	<u>Urgent Items</u> – The Clerk advised she had 2 items to bring to the attention of the Committee at the end of the meeting	
696	<u>Deferment of Business</u> – None	
697	<u>Members' Questions</u> – None	
698	<u>Minutes</u> - The minutes of the Property Committee meeting held on 2 nd December 2019 were approved and signed by the Chairman on the proposition of Cllr Goffey, seconded by Cllr Yelland.	
699	<u>Matters Arising</u>	
699.1	<u>'Oakehampton' Clock</u> - Cllr Vachon advised that he had the required casing parts and work would take place in the coming weeks to fit the clock	Cllr Vachon
700	<u>Property and Equipment Repairs/Updates</u> – The Committee noted the following reports:	
700.1	<u>Foyer Screen</u> – Noted that the screen had been removed and decorating work was in progress	Clerk
700.2	<u>Charter Hall, Cinema and Chair Store Roof Replacement</u> – On the proposition of Cllr Leech, seconded Cllr Tolley, it was RESOLVED that the Clerk obtain tenders for a consultant to draw up the documentation and manage the project	Clerk
700.3	<u>Town Hal Lift</u> – Noted that the annual inspection had been undertaken	
700.4	<u>Charter Hall Kitchen Extract Fan</u> – Noted that the annual deep clean had been undertaken	
700.5	<u>Charter Hall Ventilation System</u> – Noted that the annual service had been undertaken and work was required for which a quotation had been provided. Clerk to obtain further quotations including from the original installer if possible	Clerk

700.6	<u>Town Hall Blocked Drains</u> – Noted that 3 drains had been unblocked by a local contractor	
700.7	<u>Hard Wiring Electrical Checks</u> – Noted that some hard wiring electrical inspections were due to be undertaken and that quotations were being sought.	Clerk
700.8	<u>Charter Hall and Chamber Chairs</u> – Noted that new feet had been sourced to repair some of the chairs in the public seating area of the Chamber	
	The circulated paper was considered and on the proposition of Cllr Marsh, seconded Cllr Tolley, it was RESOLVED that 2 replacement chairs for the Charter Hall be purchased at approximately £50 each and to delegate to the Chairman and Clerk a review of the rest of the chairs and the purchase of parts as necessary to enable repairs to be undertaken	Cllr Vachon/ Clerk
701	<u>Asset Register</u> – On the proposition of Cllr Vachon, seconded Cllr Yelland, it was RESOLVED to nominate Cllr Marsh to undertake an audit of civic regalia and artefacts as listed in the Asset Register	Cllr Marsh/ Clerk
702	<u>Bookings</u> –	
702.1	Bookings of the Charter Hall, Council Chamber and Committee Room for March and April 2020 were noted.	
702.2	On the proposition of Cllr Leech, seconded Cllr Marsh, it was RESOLVED that the Charter Hall and Town Hall hire fees for the period 1 st April 2020 to 31 st March 2021 remain as existing.	
703	<u>Charter Hall Alcohol Sales</u> – Cllr Marsh declared a personal interest in	
703.1	the Charity Fashion Show application.	
	The Committee noted that the following applications to sell alcohol under the Premises Licence had been approved:	
	<ul style="list-style-type: none"> • Okehampton Town Council, Civic Dinner – 6th March 2020 • Theatre music performance – 20th March 2020 • WDBC Civic Dinner – 27th March 2020 • 60th birthday party – 9th May 2020 • Charity fashion show – 15th May 2020 • Courtenay Players, Cabaret Show – 17th, 18th and 19th June 2020 • Everything Okehampton, fundraising charity dinner – 23rd October 2020 • Theatre music performance – 18th December 2020 	
703.2	On the proposition of Cllr Leech, seconded Cllr Goffey, it was RESOLVED to approve an application from Wren Music to sell alcohol in the Charter Hall under the Premises Licence from 11am to 11pm on 30 th and 31 st October and 1 st November 2020 during the Folk Music Festival	
704	<u>Public Toilets</u>	
704.1	<u>Fairplace</u> – the following was noted:	
	<ul style="list-style-type: none"> • There had been numerous issues with regards leaks and flushing of urinals, and that the urinal flushing system was being investigated by WDBC at their cost • Various locks had been repaired • The Wallgate unit in the Baby Changing cubicle had been repaired • Okehampton Hamlets Parish Council had contributed £1,000 towards the cost of the running of the facility in 2019/20 	

- 704.2** Market Street – the following was noted:
- The Radar Key lock failed and had been replaced
 - There had been numerous issues with regards to leaks
 - There had been a blockage which has been cleared
 - The facility had been included in the Council's insurance policy at additional cost

- 704.3** The Clerk reported that projected running costs for both facilities in 2020/21 was in the region of £30,000.

On the proposition of Cllr Yelland, seconded Cllr Sanger, it was **RESOLVED** to request, due to the expansion of housing in the Hamlets, that Okehampton Hamlets Parish Council contribute to the running of the facilities on the same basis as the neighbourhood plan expenditure agreement in which costs were split 82% to the Town Council and 18% to the Parish Council. Noted that this would amount to a split of £24,600 / £5,400.

Clerk

705 Members Reports and Requests for Agenda Items -

- 705.1** Museum of Dartmoor Life – Cllr Goffey reported that a new Trustee had been appointed and that they were preparing for the new season.

- 705.2** Okehampton Carnival Committee – Cllr Holt reported that at the AGM, the officers had been re-elected, there was no progress following the theft of the generators, £5,000 had been moved into a higher interest account and the last coffee morning had raised £177. The next coffee morning was due to be held on 11th April and there was a Quiz coming up on Friday evening.

- 705.3** DALC County Committee – Cllr Goffey reported that no meeting had been held.

- 706** Payment of Invoices – On the proposition of Cllr Sanger, seconded by Cllr Leech, the schedule of payments was **approved**.

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 Tolley, seconded by Cllr Goffey.

- 707** Renewal of Cinema Lease – The Clerk reported that she was meeting with the local and area managers later in the week to discuss issues raised at the previous Committee meeting.

Clerk

- 708** Fairplace and Market Street Public Toilet Cleaning and other Contracts – Cllr Yelland declared an interest in the Market Street toilets being a Member of WDBC.

On the proposition of Cllr Leech, seconded Cllr Yelland it was **RESOLVED** to extend the existing contracts as set out in item b) of the paper provided by the Clerk.

Clerk

- 709** Water Monitoring Contract – On the proposition of Cllr Goffey, seconded Cllr Tolley, it was **RESOLVED** to appoint contractor C for a period of 2 years, noting that this was not the cheapest quotation but the most economic. Market Street toilets to be included subject to cost confirmation.

Clerk

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| 710 | <u>Review of Lease Agreement</u> – The Clerk read out an email received earlier that day. On the proposition of Cllr Vachon, seconded Cllr Leech, it was RESOLVED to defer a decision until early March, noting that an extraordinary meeting would be arranged to discuss this item of business. | Clerk |
| 711 | <u>Urgent Items</u>
The Clerk reported that a letter ‘H’ was missing from the sign above the automatic doors in Market Street – to be included on the next agenda

The Clerk reported that it had come to her attention that the status of the Charter Hall kitchen change to full preparation was outstanding and would be taken forward. | Clerk

Clerk |

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

The meeting was closed at 7.50pm

Councillor P Vachon
Chairman