



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

26th July 2021

You are summoned to attend a meeting of the Property Committee to be held on Monday 2nd August 2021 at 7.00pm – location confirmed as being the Charter Hall, Market Street, Okehampton.

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

Cllr Wood (Chairman)
Cllr Goffey (Vice-Chairman)
Cllr Holt
Cllr Yelland

Cllr Tolley (Mayor)
Cllr Ireland (Chairman, Planning)
Cllr Sanger (Chairman, Policy & Resources)
Cllr Travers (Chairman, Parks)

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, approve and sign the minutes of the Property Committee meeting held on 15th March 2021.
5. **Property & Equipment Repairs and Updates** - Chairman/Clerk to provide an update for information
 - 5.1 **'Okehampton' Clock** – To note that the Clock has been delivered and is in the Council Chamber.

- 5.2 Council Chamber Leak** – To note that the leak has been successfully repaired
- 5.3 Charter Hall Chairs** – To note that delivery of replacement Charter Hall chairs and parts is awaited, having been delayed due to the COVID19 pandemic
- 5.4 Boiler Room Roof Leak** – To note that the roof has being repaired temporarily ahead of the main roofing works
- 6. Bookings** –
- 6.1** To note a summary of hiring's for August, September and October 2021
- 6.2** To note the Insurers Risk Advisor's recommendations in relation to room capacity for bookings and that agreed for Ceremonies in the Council Chamber, in line with DCC Registration Service recommendations
- 7. Charter Hall Alcohol Sales** – To note that the following applications to sell alcohol under the Premises Licence have been approved by the Chairman and Clerk:
- Abba – 19th November 2021
 - Jersey Boys – 18th December 2021
- 8. Public Toilets**
- 8.1 Fairplace** – To note that:
- a) There have recently been incidents whereby needles have been found in the cubicles and that this has been reported to the police.
 - b) Quotations are being sought for the replacement of one of the hot water boilers
 - c) To note that the facility will need to be inspected with a view to ascertaining general repairs and painting work needed to be undertaken in the 2022/23 financial year.
- 8.2 Market Street** – To note that:
- a) A drainage blockage, not malicious, has been cleared
 - b) On 3 occasions flush buttons were stolen and the incidents were reported to the police
 - c) One of the toilet pans needs refixing to the wall, thought to be a general maintenance issue and not vandalism
 - d) To note that WDBC were contacted in early 2021 to ascertain if they would be willing to extend the lease which expires in December 2021. To date, no indication has been given.
- 9. Roof Replacement Project** – To receive an update from the working group and the Clerk in relation to progress and to resolve to approve submission of a grant application to the Screwfix Foundation for the maximum amount of £5,000 towards the project.
- 10. PAT Testing** in the Town Hall, Charter Hall and Parks Office and Workshop has been undertaken by a Caretaker who holds the relevant certification and equipment.
- 11. Fire Alarm** – To note that a Fire Alarm drill and the Annual Inspection/Service were carried out in July.
- 12. Ceremonies in the Council Chamber** – To consider a proposal to enhance the Council Chamber making it more appealing for Ceremonies and to review the associated charges
- 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)

14.5 Devon Climate Emergency Group (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. **External Painting** – To consider quotations for the painting of the Red Lion Yard Cinema/Foyer external entrance wall

16. **Market Street Shop** – To consider quotations for lighting replacement with LED