

**Minutes of Okehampton Town Council Property Committee Meeting held  
on Monday 8<sup>th</sup> November 2021 at 7pm in the Charter Hall, Market Street, Okehampton**

**Committee Members Present:** Councillor A Wood (Chairman)  
Councillor M Ireland (Chairman, Planning)  
Councillor D Sanger (Chairman, Policy & Resources)  
Councillor D Travers (Chairman, Parks)  
Councillor B Tolley (Mayor)  
Councillor J Goffey  
Councillor J Yelland

**Other Members Present:** Councillor T Abbots  
Councillor P Jessop  
Councillor T Leech  
Councillor B Matravers  
Councillor C Marsh

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

	<b>Action</b>
436 <b><u>Apologies for Absence</u></b> – Apologies tendered by Cllr Holt were approved on the proposition of Cllr Ireland, seconded Cllr Tolley.	
437 <b><u>Deferment of Business</u></b> – None	
438 <b><u>Members' Questions</u></b> – None	
439 <b><u>Minutes</u></b> - The minutes of the Property Committee meeting held on 2 <sup>nd</sup> August 2021 were <b>approved</b> for signing by the Chairman on the proposition of Cllr Goffey, seconded by Cllr Sanger.	
440 <b><u>Property and Equipment Repairs/Updates</u></b> – The Committee noted the following reports:	
441 <b><u>Charter Hall and Chamber Chairs</u></b> – Delivery of parts had been delayed due to the pandemic; monthly updates were being received and it was anticipated that they would be received by the end of 2021.	
442 <b><u>Bookings</u></b> –	
442.1 The list of bookings previously circulated for November and December 2021 and January 2022 were noted.	
442.2 On the proposition of Cllr Yelland, seconded Cllr Tolley, it was <b>RESOLVED</b> that the community fee be charged should a booking of the Charter Hall be made for covid vaccinations.	Clerk
442.3 On the proposition of Cllr Travers, seconded Cllr Ireland, it was <b>RESOLVED</b> that it would not be appropriate for the Okehampton Times to use the Town Hall for office space.	Clerk
443 <b><u>Charter Hall Alcohol Sales Booking Requests</u></b> – It was noted that the following application had been approved by the Clerk in consultation with the Chairman under the premises licence, as previously circulated: <ul style="list-style-type: none"> <li>• Okehampton Primary School PFTA – 2<sup>nd</sup> December 2021</li> </ul>	

- 444 Public Toilets**
- 444.1 Market Street** – It was noted the lease expired in December 2021 and correspondence for its extension was still awaited from WDBC.
- 444.2 Fairplace** – The Committee noted that the external canopy lights had been repaired and were now functional.
- 445 Charter Hall Roof Leak** – The Committee noted that a leak had developed and that the Clerk had placed an order with a contractor for urgent repair work following consultation with the Mayor and Cllr Wood without seeking 3 quotations. On the proposition of Cllr Goffey, seconded Cllr Sanger, it was **RESOLVED** to ratify approval of the decision taken and the order placed with AC Worth.
- 446 Roof Replacement Project** – The Clerk reported that a meeting had been held with the Project Manager following the initial investigation work and the findings had been explained along with the possible scope of the project. Further, more intrusive investigation work was being undertaken during the week beginning 15<sup>th</sup> November.
- 447 Asbestos Inspection** – The Committee noted that the annual review and inspection had been undertaken earlier in the day and that Environment Services had been appointed following receipt of three quotations and with the agreement of Cllr Wood.
- 448 Equipment Disposal** – On the proposition of Cllr Goffey, seconded Cllr Wood, it was **RESOLVED** to offer the display screen removed from the Charter Hall Foyer to the Dartmoor Multi Academy Trust initially.
- 449 Budget 2022/23** – It was noted that the Town Hall windows were in a poor state of repair and would need to be replaced.
- 450 Terms of Reference** - On the proposition of Cllr Wood, seconded Cllr Goffey, it was **RESOLVED** to recommend the document to full Council for approval.
- 451 Payment of Invoices** – On the proposition of Cllr Wood, seconded by Cllr Ireland, the schedule of payments was **APPROVED**.
- 452 Members Reports and Requests for Agenda Items -**
- 452.1 Museum of Dartmoor Life** – Cllr Goffey reported that the Halloween events had been successful.
- 452.2 Okehampton Carnival Committee** – The Clerk read a report provided by Cllr Holt. The carnival had been held on 16<sup>th</sup> October after a gap because of the pandemic. The day commenced with a coffee morning, a children’s parade in the afternoon followed by the main parade in the evening, all of which were well attended. Over £1,000 had been raised. The next meeting was on 9<sup>th</sup> November.
- 452.3 DALC County Committee** – Cllr Goffey reported that speeding in the area on single track roads had been brought up and provided an update that had been fed back through HATOC.
- 452.4 Police Council Advocate Scheme** – Cllr Goffey was attending a meeting later in the month.

Clerk

Clerk

**452.5 Devon Climate Emergency Group** – Cllr Goffey reported that a meeting was being held later in the month and reported on another climate related meeting attended with some outcomes that would be circulated.

Clerk

The meeting was closed at 7.34pm

---

**Councillor A Wood**  
**Chairman**

DRAFT