

**Minutes of Okehampton Town Council Property Committee Meeting held
on Monday 2nd August 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 C Holt
Councillor J Yelland

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

In Attendance: Mrs E James (Town Clerk)
6 Members of the Public

	Action
190 <u>Apologies for Absence</u> – Apologies from Cllr Leech, who was not a member of the Committee, were noted.	
191 <u>Deferment of Business</u> – None	
192 <u>Members’ Questions</u> – None	
193 <u>Minutes</u> - The minutes of the Property Committee meeting held on 15 th March 2021 were approved and signed by the Chairman on the proposition of Cllr Yelland, seconded by Cllr Sanger.	
194 <u>Property and Equipment Repairs/Updates</u> – The Committee noted the following reports:	
194.1 ‘Oakehampton’ Clock – The Clerk reported that the clock had been completed and located in the Council Chamber. Thanks was extended to former Town Councillor, Mr Vachon, who had kindly donated his time and the casing. Cllr Goffey provided some history about the clock maker.	
194.2 Chamber Leak – The Committee noted that the leak had been successfully repaired.	
194.3 Charter Hall and Chamber Chairs – Delivery of parts had been delayed due to the pandemic; monthly updates were being requested.	
194.4 Boiler Room Roof Leak – It was noted that a temporary repair had been carried out ahead of the Charter Hall roofing repairs.	
195 <u>Bookings</u> –	
195.1 The list of bookings previously circulated was noted.	
195.2 The Clerk reported that the Insurers Risk Advisor had advised that hirers were recommended to limit capacity to 50% of the pre-pandemic numbers for their event type.	

196	<p><u>Charter Hall Alcohol Sales Booking Requests</u> – It was noted that two applications had been approved by the Chairman and Clerk under the premises licence:</p> <ul style="list-style-type: none"> • Abba – 19th November 2021 • Jersey Boys – 18th December 2021 	
197	<p><u>Public Toilets</u></p>	
197.1	<p><u>Fairplace</u> – It was noted that:</p> <ol style="list-style-type: none"> a) Needles found in the cubicles had been reported to the police. b) Quotations were being sought for the replacement of one of the hot water boilers c) That the facility would need to be inspected with a view to ascertaining general repairs and painting work needed to be undertaken in the 2022/23 financial year <p>It was requested that an item considering an application to Okehampton Hamlets Parish Council for a contribution to the running costs be added to the next full Council agenda.</p>	Clerk
197.2	<p><u>Market Street</u> – The following was noted:</p> <ol style="list-style-type: none"> a) A blockage, not malicious, had been cleared b) Flush buttons had stolen and the incidents reported to the police c) One of the toilet pans needed refixing to the wall d) WDBC had offered a 6 year lease renewal for the facility, on expiration of the existing lease which was due to expire in December 2021. To be added to the next full Council agenda for consideration. 	Clerk
198	<p><u>Roof Replacement Project</u> – The Clerk reported that investigation was being undertaken later in the week and that it was unlikely any work would take place until early 2022.</p>	
199	<p><u>PAT Testing</u> – The Committee noted that annual PAT Testing had been undertaken and no major issues had been identified.</p>	
200	<p><u>Fire Alarm</u> – The Clerk reported that a Fire Alarm drill had been undertaken in July, the Annual Service had been carried out.</p>	
201	<p><u>Ceremonies in the Council Chamber</u> –</p> <p>On the proposition of Cllr Goffey, seconded Cllr Sanger, it was RESOLVED to increase the charges by £20 from 1st April 2022.</p> <p>On the proposition of Cllr Goffey, seconded Cllr Yelland, it was RESOLVED to approve the cleaning of the curtains at a cost of £240.</p> <p>On the proposition of Cllr Goffey, seconded Cllr Yelland, it was RESOLVED to approve the purchase of 100 chair covers and 50 each of two colours of ribbons: blue and burgundy.</p> <p>On the proposition of Cllr Goffey, seconded Cllr Travers (2 against), it was RESOLVED not to purchase a carpet runner but to have carpet for the couple and registrars to stand on.</p> <p>On the proposition of Cllr Goffey, seconded Cllr Yelland (1 against), it was RESOLVED to agree a budget of £100 for plants that were either green foliage or were white flowering.</p>	Clerk Clerk Clerk Clerk Clerk

- 202** **Payment of Invoices** – On the proposition of Cllr Sanger, seconded by Cllr Ireland, the schedule of payments was **APPROVED**.
- 203** **Members Reports and Requests for Agenda Items -**
- 203.1** **Museum of Dartmoor Life** – Cllr Goffey reported that the Museum had participated in Okey Music Day. The Primary School exhibition was open in the Museum until the beginning of September.
- 203.2** **Okehampton Carnival Committee** – Cllr Holt reported that there had been a meeting on 15th June, when it had been agreed that the Carnival would go ahead. There was a Coffee Morning on 16th October and the next meeting was on 10th August.
- 203.3** **DALC County Committee** – Cllr Goffey advised that no meeting had been held and the AGM was on 6th October.
- 203.4** **Police Council Advocate Scheme** – Cllr Goffey reported that no meeting had been held but notification had been received that it was hoped to arrange one in the near future.
- 203.5** **Devon Climate Emergency Group** – A meeting was being held in the next few weeks when an update from DCC was expected.

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 Ireland, seconded by Cllr Sanger.

- 204** **Market Street Shop** - On the proposition of Cllr Goffey, seconded Cllr Travers (1 abstention), it was **RESOLVED** to obtain a further quotation and that the Clerk then approved that which gave best value.
- 205** **External Painting** – Cllr Yelland declared a pecuniary interest and left the meeting.

On the proposition of Cllr Goffey, seconded Cllr Travers, it was **RESOLVED** to appoint T Bishop Painter and Decorator to paint the external wall in Red Lion Yard at a cost of £580.

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

The meeting was closed at 7.43pm

Councillor A Wood
Chairman