

**Minutes of a Meeting of the Okehampton Town Council Property Committee
held on Monday 7 April 2014 in the Council Chamber, Town Hall, Okehampton
at 7.00 pm**

Committee Members Present: Councillor Mrs J Goffey (Chair)
Councillor A Leech (Vice Chair)
Councillor D Weekes
Councillor Mrs M McDonald (Chair, P & R)
Councillor Mrs C Marsh (Chair, Parks)

Other Members Present: Councillor Mrs J Yelland

In Attendance: Mr P R Snell, Town Clerk
Mrs J Gillard, Acting Town Clerk

533. Apologies for Absence - Apologies for absence were presented on behalf of Councillors T Cummings, M Davies and B Stephens.

534. Deferment of Business - (for comment by the public) - There were no members of the public present.

535. Members' Questions - Councillor Leech asked for an update on the insurance claim and damage to the roof in Red Lion Yard. Councillor Mrs Goffey reported that the matter was being addressed by the insurers.
Councillor Mrs Marsh commented that the top valance looked better than previously.

536. Minutes - The minutes of the Property Committee meeting held on Monday 10 February 2014 were approved and signed by the Chair on the proposition of Councillor Leech and seconded by Councillor Mrs McDonald.

537. Matters Arising -

537.1 Council Chamber Furniture (Minute 455.1) - The Chair advised that no new information had been received, having registered the Council's interest with West Devon Borough Council. Councillor Mrs Marsh agreed to request a list of available furniture.

537.2 Charter Hall Valance - The Clerk reported that the soiled valance had now been laundered and was in use. The new valance had arrived as replacement. It was discovered after the pantomime that the reserve valance had a small hole in it, which had been sent for repair locally.
It was agreed to introduce a returnable damages deposit with the hiring charges. Proposed by Councillor Mrs Marsh, seconded by Councillor Mrs McDonald. Approved unanimously.

538. Hanging System - The Chair reported on an example of an exhibition hanging scheme which she had brought to the meeting. Further investigation and costings would be required. A similar scheme was in use at the pavilion in the Park. Securing the components to the walls in Charter Hall also needed to be investigated. This would be reported on further at the next meeting.

- 539. Charter Hall Hire Charges** - A request had been received from the Kalahari Pop-Up Shop to consider a discounted hiring fee for Charter Hall. After discussion it was agreed that a recommendation to consider a discount for a two-day hiring be forwarded to the Policy and Resources Committee, with a view to developing mid-week hirings. Proposed by Councillor Mrs Marsh and seconded by Councillor Weekes with all in favour.
- 540. Property Repair Issues/Updates** -
- (i) Roof Leak 28 March - the roof gulley had been cleared and the downpipe jetted to clear obstructions. As there was no rodding access at the base of the downpipe, it was important that a regular maintenance schedule was adhered to, ensuring no build-up of debris at roof level. The Clerk was drafting a maintenance schedule.
 - (ii) Flat Roof (Red Lion Yard side) - the re-felting of this roof required liaison with the Cinema to make arrangements for the re-siting of the satellite dish while work was undertaken.
- 541. Members' Reports** -
- (i) Chamber of Trade - It was noted that 22 businesses were now participating.
 - (ii) Town Twinning Association - Councillor Mrs Goffey reported that the Council was represented by the Mayor and Ladies team, who won the quiz. An outing to Belstone with cream tea was planned for June.
 - (iii) Simmons Homes Charity - There were no vacancies. A leak in the Chalet roof (Simmons Park) had been reported.
 - (iv) Charities of Holditch - No meeting.
 - (v) Museum of Dartmoor Life - Councillor Mrs Goffey reported that the grand opening had taken place the previous week and that the Museum now incorporated the Tourist Information Point (TiP). 78 accommodation providers had been contacted with a view to their advertising with the TiP.
 - (vi) Battle of the Bands - Councillor Leech reported that no information had been received.

Meeting closed at 7.35 pm.

Councillor Mrs J Goffey
Chairman