

**Minutes of Okehampton Town Council Property Committee Meeting held  
on Monday 24<sup>th</sup> January 2022 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 T Leech

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

	<b>Action</b>
624 <b><u>Declarations of Interest</u></b> – None	
625 <b><u>Apologies for Absence</u></b> – Apologies from Cllr Marsh who was not a member of the Committee were noted.	
626 <b><u>Deferment of Business</u></b> – None	
627 <b><u>Members' Questions</u></b> – None	
628 <b><u>Minutes</u></b> - The minutes of the Property Committee meeting held on 6 <sup>th</sup> December 2021 were <b>approved</b> for signing by the Chairman on the proposition of Cllr Goffey, seconded by Cllr Ireland.	
629 <b><u>Property and Equipment Repairs/Updates</u></b> –	
629.1 <b><u>Charter Hall and Chamber Chairs</u></b> – It was noted that parts ordered in March 2019 had been delivered.	
630 <b><u>Bookings</u></b> – The list of bookings previously circulated for February and March 2022 were noted.	
631 <b><u>Hire Fees 2022/23</u></b> – On the proposition of Cllr Travers, seconded Cllr Sanger, it was <b>RESOLVED</b> to approve Option C of the previously circulated report; to charge an hourly Commercial and Community rate with no sessions times, with the exception of Saturday Coffee Morning sessions which would continue at the rate of £30. To commence on 1 <sup>st</sup> April 2022.	Clerk
632 <b><u>Charter Hall Alcohol Sales Booking Requests</u></b>	
632.1   It was noted that the following applications for the sale of alcohol had been approved by the Clerk in consultation with the Chairman under the premises licence: <ul style="list-style-type: none"> <li>• WDBC Civic Dinner – 18<sup>th</sup> March 2022</li> <li>• Footsteps Dance Event – 8<sup>th</sup> May 2022</li> </ul>	
632.2   On the proposition of Cllr Goffey, seconded Cllr Goffey Wood (1 abstention), it was <b>RESOLVED</b> to approve the following applications for the sale of alcohol: <ul style="list-style-type: none"> <li>• Okehampton Town Council's Civic Dinner - 4<sup>th</sup> March 2022</li> </ul>	

- Okehampton Town Council Mayor's Charity Quiz Night – 8<sup>th</sup> April 2022

**633** **Charter Hall Hot Water Boiler** - The Clerk provided an outline of issues with the recently purchased boiler which had been returned and a credit note received from Nesbits.

On the proposition of Cllr Wood, seconded Cllr Tolley, it was **RESOLVED** to approve the recommendation within the previously circulated report to purchase an Instanta hot water boiler from Nesbits, or another company if better value could be obtained and/or from where it could be supplied promptly.

Clerk

**634** **Public Toilets**

**634.1** **Fairplace** – It was noted quotations for the replacement of the rainwater downpipes were being sought.

Clerk

**634.2** **Cleaning Contract** – It was noted that tenders for the public toilet cleaning contract for Fairplace and Market Street were being sought for consideration by full Council in February.

**635** **Market Street Public Toilets Lease Extension** – The Clerk reported that the potential outgoings were in line with the existing lease.

**636** **Roof Replacement Project** – The Clerk reported that an update from the Project Manager had been promised by the end of the week.

**637** **Payment of Invoices** – On the proposition of Cllr Goffey, seconded by Cllr Ireland, the schedule of payments was **APPROVED**.

**638** **Members Reports and Requests for Agenda Items** -

**638.1** **Museum of Dartmoor Life** – Cllr Goffey reported that the Museum was closed for the winter and Trustees were considering another series of short videos.

**638.2** **Okehampton Carnival Committee** – There had been no meeting for Cllr Holt to report upon.

**638.3** **DALC County Committee** – Cllr Goffey reported that working party meetings had been held, including in relation to the housing crisis.

**638.4** **Police Council Advocate Scheme** – Cllr Goffey advised there had been no meeting to report upon

**638.5** **Devon Climate Emergency Group** – Cllr Goffey reported that the Devon Donut group had published a document and were undertaking a survey.

## **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 involved the likely disclosure of sensitive and confidential information. Proposed by Cllr Ireland seconded by Cllr Sanger.

**639** **Market Street Office Lease Renewal** - On the proposition of Cllr Yelland, seconded Cllr Tolley (3 against), it was **RESOLVED** to approve the renewal of the lease for a further year subject to a standing order for payments being set up and confirmed prior to the signing of the lease.

Clerk

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| <p>On the proposition of Cllr Goffey, seconded Cllr Ireland, it was <b>RESOLVED</b> that the rent not be increased for 2022/23 and the tenant advised that an increase would be likely in 2023/24 should the lease be further renewed.</p>  | Clerk |
| <p><b>640</b>    <b><u>Legionella Monitoring Contract</u></b> – On the proposition of Cllr Tolley, seconded Cllr Goffey, it was <b>RESOLVED</b> to award the contract as recommended in the report, subject to ratification by full Council.</p> <p>(Cllr Yelland declared a pecuniary interest and left the meeting)</p> | Clerk |
| <p><b>641</b>    <b><u>Market Street Public Toilets Repairs and Maintenance</u></b> – On the proposition of Cllr Goffey, seconded Cllr Travers, it was <b>RESOLVED</b> to award the contract as recommended in the report, subject to ratification by full Council and the renewal of the lease.</p>                      | Clerk |

On the proposition of Cllr Goffey, seconded by Cllr Ireland it was **RESOLVED** to exit Part 2 and ratify decisions made therein.

The meeting was closed at 7.46pm.

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