

**Minutes of Okehampton Town Council Property Committee Meeting held  
on Monday 6<sup>th</sup> June 2022 at 7pm in the Council Chamber, Town Hall, Okehampton**

**Committee Members Present:** Councillor A Wood (Chairman)  
Councillor J Goffey (Vice-Chairman)  
Councillor B Tolley (Mayor)  
Councillor P Jessop (Chairman, Planning)  
Councillor J Yelland (Chairman, Policy & Resources)  
Councillor C Holt  
Councillor T Leech  
Councillor D Sanger

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

**In Attendance:** Mrs E James (Town Clerk)  
1 Member of the Public

- |  | <b>Action</b> |
|--|---------------|
| 61 <b><u>Declarations of Interest</u></b> – None   |               |
| 62 <b><u>Apologies for Absence</u></b> – Apologies tendered by Cllr Button were <b>approved</b> on the proposition of Cllr Tolley, seconded Cllr Holt.<br><br>Apologies tendered by Cllr Ireland who was not on the Committee were noted.  |               |
| 63 <b><u>Deferment of Business</u></b> – A member of the public spoke in support of their application for the siting of a Memorial Plaque.   |               |
| 64 <b><u>Members' Questions</u></b> – None   |               |
| 65 <b><u>Minutes</u></b> - The minutes of the Property Committee meeting held on 14 <sup>th</sup> March 2022 were <b>approved</b> and signed by the Chairman on the proposition of Cllr Holt, seconded by Cllr Yelland.  |               |
| 66 <b><u>Bookings</u></b> – The list of hirings previously circulated for June, July and August 2022 were noted.   |               |
| 67 <b><u>Charter Hall Roof Replacement Project</u></b> – The Clerk provided an update from correspondence received towards the end of May from the Project Manager which indicated he would be in a position to seek tenders by the end of June. A working group meeting to consider the content of the correspondence was being arranged. |               |
| 68 <b><u>Charter Hall Floor</u></b> – The Clerk reported that gaps were appearing between the parquet flooring tiles and that it may need attention when the roofing work was complete.  |               |
| 69 <b><u>Memorial Plaque</u></b> – On the proposition of Cllr Yelland, seconded Cllr Wood, it was <b>RESOLVED</b> to approve the siting of the plaque in Red Lion Yard on the side wall so that it would be easily visible, and to move the D-Day plaque to the same location.   |               |

- On the proposition of Cllr Wood, seconded Cllr Leech, it was **RESOLVED** that the Polish group decide on the wording of the plaque.
- On the proposition of Cllr Wood, seconded Cllr Leech, it was **RESOLVED** that the plaque design be the navy and gold option. Clerk
- 70 **Council Artifacts** - On the proposition of Cllr Wood, seconded Cllr Yelland, it was **RESOLVED** to loan items to the Museum of Dartmoor Life as listed on the previously circulated report. The Museum to be responsible for their insurance and to maintain their existing condition, professional photos to be taken before they leave Council premises. Clerk
- 71 **Anchor Bolt Request** - On the proposition of Cllr Jessop, seconded Cllr Wood (1 abstention), it was **RESOLVED** to seek pre-application planning advice for the request to renew the anchor bolts on the Market Street elevation of the Town Hall. Clerk
- 72 **Cinema Lease** – The Clerk reported that the Cinema were keen to progress the renewal of the lease and that a meeting was being held in June.
- 73 **PAT and Electrical Testing** – The Clerk reported that Annual PAT Testing was due to be undertaken and that quotations for required five yearly electrical testing in the Town Hall and Lower Market Hall were being sought.
- 74 **Lower Market Hall Offices** – The Clerk reported on recent concerns reported by the Band and potential options for security improvements. On the proposition of Cllr Jessop, seconded Cllr Tolley, it was **RESOLVED** to provide a new door if needed, suitable emergency exit locking system and doorbell to the Office and Band Room. Clerk
- 75 **Payment of Invoices** – On the proposition of Cllr Holt, seconded by Cllr Yelland, the schedule of payments was **APPROVED**.
- 76 **Members Reports and Requests for Agenda Items** -
- 76.1 **DALC County Committee** – Cllr Goffey reported that a meeting was due to be held later in the month.
- 76.2 **Devon Climate Emergency Group** – Cllr Goffey advised that the group had issued a report which had been circulated.
- 76.3 **Museum of Dartmoor Life** – Cllr Goffey reported that admission to the Museum had been free over Jubilee weekend, the Jubilee exhibition was still available and that a workshop and another exhibition on dyeing on Dartmoor would be available in the Summer.
- 76.4 **Okehampton Carnival Committee** – Cllr Matravers had no update to provide.
- 76.5 **Police Council Advocate Scheme** – Cllr Goffey advised that a new booklet about their plans was available, and the Police and Crime Commissioner was reorganising her office.

(The member of the public left the meeting.)

## **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 Goffey seconded by Cllr Tolley.

- 77      **Reception Security** – The Clerk provided an update. On the proposition of Cllr Jessop, seconded Cllr Goffey, it was **RESOLVED** to seek more quotes. | Clerk

On the proposition of Cllr Tolley, seconded Cllr Goffey it was **RESOLVED** to move out of Part Two and ratify decisions made therein.

The meeting was closed at 8pm

---

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

DRAFT