

**Minutes of a Meeting of the Okehampton Town Council Property Committee**  
**held on Monday 14 July 2014 in the Council Chamber, Town Hall,**  
**Okehampton at 7.00 pm**

**Committee Members Present:** Councillor Mrs J Goffey (Chairman)  
Councillor Mrs J Yelland (Vice-Chairman)  
Councillor Rev'd M Davies  
Councillor A Leech  
Councillor C Letchford  
Councillor P Vachon (Town Mayor)  
Councillor Mrs M McDonald (Chairman, P & R)

**Other Members Present:** Councillor B Stephens

**In Attendance:** Mr P R Snell, Town Clerk

**123. Apologies for Absence** - Apologies for absence were presented on behalf of Councillors D Weekes and Mrs C Marsh.

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

**125. Members' Questions** - None.

**126. Minutes** - The minutes of the Property Committee meeting held on Monday 9 June 2014 were approved and signed by the Chair on the proposition of Cllr Leech and seconded by Cllr Vachon, with all in favour.

**127. Matters Arising** -

(i) **Charter Hall Valance** - The Chairman reported that the repair of the damaged valance had been completed. However, damage had been incurred to the new replacement as a result of the organisers of the Dementia Awareness/Senior Voice event overfilling the flower trays on the stage. As a result, water had run over the valance in several places causing shrinkage and marking. It was agreed that the Clerk would write to the hirers and ask them to explain how they propose to repair the damage. The Chairman further agreed to explore options for valance replacement.

(ii) **Lease Management** - The Clerk reported that he was arranging a meeting with the management of Merlin Cinemas to review arrangements.

**128. Council Chamber Furniture** - The Chairman reported that the conference tables currently in question were made to order. An order had recently been delivered to South Molton and the customer had agreed to a viewing. The Chairman proposed that she and Cllr Yelland view the tables accordingly and report back. It was further agreed to enquire about the fitting of modesty panels and the making of front covers. (Chairman to action.)

129. **Picture Hanging System** – The Chairman reported that the system used in the Ockment centre was also the one proposed for purchase. It was therefore agreed no progress the purchase of the STAS minirail system as previously discussed. (Clerk to action.)
130. **Property Repair Issues and Updates** -
- (i) **Office kitchen** - A new 'table-top' fridge had been purchased to replace the existing broken model, as the first step of refurbishing this element of the Town Hall accommodation. The Chairman further reported that she and Cllr McDonald had sorted out boxes and cupboards in the kitchen.
  - (ii) **Flat Roof** (Red Lion Yard side) – The re-felting of this roof had been completed satisfactorily during the dry spell in June.
  - (iii) **Chamber windows** – It was noted that the Council Chamber window repair had not yet been finished. It was further noted that most of the windows had been painted closed for a number of years. It was agreed the Clerk would seek quotations to have the windows unstuck.
  - (iv) **Charter Hall** – Cllr Leech noted that the hot water tap in the kitchen was prone to leaking, but that the tap model was very difficult to repair. It was also noted that there had been leaks in the roof, causing discolouration of some of the internal ceiling tiles. The Clerk agreed to research correspondence about an earlier insurance claim concerning consequential damage to the Charter Hall roof.
131. **Charter Hall Bookings Summary** – The Clerk provided a summary of Charter Hall bookings for July and August. The Committee considered the request to hold the Civic Reception for the Twinning Visit in Charter Hall but felt that the Council Chamber was the appropriate venue for a Civic Reception. The Committee noted the associated ceilidh booking for that evening in Charter Hall. It was agreed to locate and review the promotional leaflet for the Charter Hall. It was further agreed to investigate a possible mock-up for wedding function advertising. The Chairman agreed to research this.
132. **Members' Reports** -
- (i) **Battle of the Bands** – Cllr Yelland reported there had been no meeting involvement, although the events appeared to be progressing well.
  - (ii) **Museum of Dartmoor Life** – Cllr Goffey reported that the Tourist Desk was receiving good footfall from visitors to the town, although this was not translating to visitors to the Museum.
  - (iii) **Town Twinning Association** – Cllr Goffey reported that this had been covered previously.

Meeting closed at 7.50 p.m.

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**Councillor Mrs J Goffey**  
**Chairman**