



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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townclerk@okehampton.gov.uk

Emma James
Town Clerk

26th August 2022

You are summoned to attend a meeting of the Property Committee to be held on Monday 5th September 2022 at 7.00pm in the Council Chamber, Town Hall, Fore Street, Okehampton.

Committee Membership consists of the following:

Cllr Wood (Chairman)
Cllr Goffey (Vice-Chairman)
Cllr C Holt
Cllr T Leech
Cllr D Sanger

Cllr Tolley (Mayor)
Cllr Marsh (Chairman, Parks)
Cllr Jessop (Chairman, Planning)
Cllr Yelland (Chairman, Policy & Resources)

Yours faithfully

E James

Emma James
Town Clerk

AGENDA

**Urgent items - items for information only can be brought to the attention of the Committee at the discretion of the Chairman at the end of the meeting.
No decision can be taken on items not detailed on the published agenda.**

Business to be Transacted

1. **Apologies for Absence** - To receive apologies for absence from Members unable to attend.
2. **Declarations of Interest** – To receive disclosures of interests from Councillors on matters to be considered at the Meeting. The disclosure shall include the nature of the interest. If a Member becomes aware, during the course of the Meeting, of an interest that has not been disclosed they must do so immediately.
3. **Deferment of Business** - For comment by the public.
3. **Members' Questions** - To receive questions from Members regarding the workings of the Committee.
4. **Minutes** - To confirm, approve and sign the minutes of the Property Committee meeting held on 6th June 2022.
5. **Bookings** – To note a summary of hiring's for September and October 2022

6. **Charter Hall Roof Replacement Project** – To receive an update and consider any actions arising
7. **Anchor Bolt Request** – To note advice received in response to a planning pre application enquiry (2092/22/PR2) and receive an update from Everything Okehampton.
8. **Electrical Hardwiring** – To note that required inspections have been undertaken and quotations for work arising are being sought
9. **PAT and Electrical Testing** – To note that PAT testing Council owned equipment in the Town Hall, Charter Hall and that in the Parks Office and Compound has been completed by the Caretaker, Mr Tucker, who holds the relevant qualification.
10. **Water Ingress** – To note that a solution is being sought to prevent the ingress of water under the courtyard door during periods of torrential rain
11. **Waste** – To note that a skip is due to be arranged for the disposal of items including old office chairs, Charter Hall chair parts and other items, including from the parks team
12. **Payment of Invoices** – To approve payment of invoices as per the schedule
13. **Members Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council (for information only):
 - 13.1 DALC County Committee (Cllr Goffey 2019-2023)
 - 13.2 Devon Climate Emergency Group (Cllr Goffey)
 - 13.3 Museum of Dartmoor Life (Cllr Goffey)
 - 13.4 Okehampton Carnival Committee (Cllr Matravers)
 - 13.5 Police Council Advocate Scheme (Cllr Goffey)

PART TWO – CONFIDENTIAL ITEMS

14. **The Committee is recommended to pass the following resolution:**
‘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 items which are CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council.’
15. **Reception Security** – To receive and consider an update including an interim measure that has been taken to improve security following consultation with the Committee Chairman and Vice-Chairman
16. **Fire Risk Assessment - (Confidential by virtue of relating to security of the Town Hall and to staffing matters)** To consider the independent fire risk assessment report, consider quotations received and resolve actions to be undertaken
17. **Contracts**– To consider quotations for the following contracts:
 - 17.1 **Fairplace Toilets** – Electricity contract which expires on 30th September 2022
 - 17.2 **Intruder Alarm** – Annual service contract expires on 30th September 2022
 - 17.3 **Fire Alarm** - Annual service contract expires on 30th September 2022
 - 17.4 **Emergency Lighting** – To consider quotations for annual testing of the emergency lighting
18. **Ventilation Duct Removal and Temporary Flat Roof Repair** – To consider quotations received

19. **Roof Repairs** - To consider quotations received for work to replace slipped slates and guttering repairs

20. **Cinema** –

20.1 To receive and consider details of an incident from the Clerk

20.2 To receive and consider a report from the Clerk following a meeting with the Area and Local Managers and consideration of renewal of the lease

To resolve to exit Part 2, ratify decisions made therein and close of the meeting.