

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

**Committee Members Present:** Councillor A Wood (Chairman)  
Councillor B Tolley (Mayor)  
Councillor C Marsh (Chairman, Parks)  
Councillor J Yelland (Chairman, Policy & Resources)  
Councillor A Fisher  
Councillor T Leech

**Other Members Present:**

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

	<b>Action</b>														
<p><b>407</b>     <b><u>Apologies for Absence</u></b> – Apologies tendered by Cllrs Goffey and Holt were <b>approved</b> on the proposition of Cllr Yelland, seconded Cllr Leech.</p> <p>Apologies tendered by Cllrs Matravers and Abbots who were not Members of the Committee were noted.</p>															
<p><b>408</b>     <b><u>Declarations of Interest</u></b> – None</p>															
<p><b>409</b>     <b><u>Public Participation</u></b> – None</p>															
<p><b>410</b>     <b><u>Members’ Questions</u></b> – Cllr Tolley advised of a potential issue with the Market Street toilets smelling. The bus missed connection with trains at times last week and there were issues with parking at the train station.</p>															
<p><b>411</b>     <b><u>Minutes</u></b> - The minutes of the Property Committee meeting held on 5<sup>th</sup> September 2022 were <b>approved</b> and signed by the Chairman on the proposition of Cllr Tolley, seconded by Cllr Yelland (1 abstention).</p>															
<p><b>412</b>     <b><u>Bookings</u></b> –</p> <p><b>412.1</b>    The list of hirings previously circulated for November and December 2022 were noted. The Clerk reported that in addition a regular weekly booking up to summer 2023 had been taken and a hirer, who could become a regular user of the facilities had enquired about food and drink in the Council Chamber. It was suggested this be permitted if the hirer was willing to accept liability and pay for any damage.</p>															
<p><b>412.2</b>    The Committee noted that a survey of hirers would be undertaken to establish opinion of the facilities and obtain suggestions for improvements.</p>															
<p><b>413</b>     <b><u>Charter Hall Alcohol Sales</u></b> – The previously circulated schedule of applications approved by the Clerk following consultation with the Chairman were noted as follows:</p> <table><tbody><tr><td>18<sup>th</sup> October</td><td>Everything Okehampton Trafalgar Dinner</td></tr><tr><td>18<sup>th</sup> November</td><td>Abba Tribute</td></tr><tr><td>27<sup>th</sup> November</td><td>Footsteps Show</td></tr><tr><td>1<sup>st</sup> December</td><td>College PTFA Edwardian Evening</td></tr><tr><td>14<sup>th</sup> December</td><td>Co-op Funeral Christmas Memorial</td></tr><tr><td>16<sup>th</sup> December</td><td>Wren Winter Concert</td></tr><tr><td>18<sup>th</sup> December</td><td>Silver Band Concert</td></tr></tbody></table>	18 <sup>th</sup> October	Everything Okehampton Trafalgar Dinner	18 <sup>th</sup> November	Abba Tribute	27 <sup>th</sup> November	Footsteps Show	1 <sup>st</sup> December	College PTFA Edwardian Evening	14 <sup>th</sup> December	Co-op Funeral Christmas Memorial	16 <sup>th</sup> December	Wren Winter Concert	18 <sup>th</sup> December	Silver Band Concert	
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- 414 **Asbestos Inspection** – The Committee noted that the annual asbestos inspection was due to be undertaken at the 2021 fee of £285.
- 415 **Charter Hall Roof Replacement Project** – It was agreed to defer the item to Part 2 due to contractual matters.
- 416 **Budget 2023/24** – V1 of the property budget for 2023/24 was considered. Cllr Yelland queried a figure relating to electricity use at Market Street toilets. The Clerk explained that the figure had been based on payments to date in the current financial year, then increased by 100% for 2023/24 as recommended by Councillors who attended the Budget Workshop.
- 417 **Invoices** - On the proposition of Cllr Tolley, seconded Cllr Fisher, it was **RESOLVED** to approve the schedule of payments.
- 418 **Members Reports and Requests for Agenda Items -**
- 418.1 **DALC County Committee** – Cllr Goffey had advised by email that both the Clerk and Cllr Yelland had attended the AGM, she was still standing in as Chair of the County Committee and the next meeting was in December.
- 418.2 **Devon Climate Emergency Group** – Cllr Goffey had reported by email that the latest newsletter had been circulated and a meeting would be arranged in due course.
- 418.3 **Museum of Dartmoor Life** – Cllr Goffey advised by email that the museum was closed for the winter but would be opening on Edwardian Evening with Father Christmas in attendance.
- 418.4 **Okehampton Carnival Committee** – Cllr Matravers had advised by email that he would be attending the meeting on 8<sup>th</sup> November.
- 418.5 **Police Council Advocate Scheme** – Cllr Goffey had reported by email that a meeting with Insp Warriner was awaited.
- 419 **PART TWO – CONFIDENTIAL ITEMS**  
**On the proposition of Cllr Leech, seconded Cllr Yelland, 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 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.'**
- 420 **Fire Risk Assessment** – Cllr Wood advised she had compiled a COSHH risk assessment for the Town Hall and would be doing the same for the Parks team.

A report prepared by the Clerk detailing action taken to date was noted. Further action required and quotations were considered. It was noted there did not appear to be many specialist companies in the area and although invitations to quote had been sent to the two located, only one had responded.

The quotation received was considered and it was commented the door between the Charter Hall and Kitchen would need to be connected to the fire alarm system if it was needed to be held open whilst the kitchen was in use.

On the proposition of Cllr Tolley, seconded Cllr Marsh, it was **RESOLVED** to approve the risk assessment incorporating an amendment, accept the quotation received in the sum of £3,855 from West Devon Fire Protection excluding work to the door between the Charter Hall and adjoining kitchen. More enquiries in relation to linking the Charter Hall/ Kitchen door to the fire alarm or an alternative arrangement to be made.

- 421** **Cinema Lease and Foyer Canopy** – The Clerk reported she was waiting for the Company Director to visit to discuss the canopy over the Charter Hall entrance doors. It was **agreed** to defer this element of the item to a later date. Issues with the quality of workmanship procured by the cinema was raised by the Clerk.

On the proposition of Cllr Wood, seconded Cllr Marsh, it was **RESOLVED** to progress renewal of the lease through the Solicitor and that the Clerk liaise with the Company Director about:

- incorporation of an annual rent formula in the lease
- quality of workmanship, suggesting that issues could be rectified by the council and recharged to them
- ensuring compliance with regulations including fixed wiring testing

- 422** **Lower Market Hall, Ground Floor Lease Renewal** - On the proposition of Cllr Marsh, seconded Cllr Leech, it was **RESOLVED** to approve the renewal of the lease for a further twelve-month period, because of the cost-of-living crisis and that initially the premises was used as shop, now a store, not to increase the rent.

- 423** **DCC Registration Service, Lease Renewal** – It was agreed that renewal of the lease for a further six years be progressed, the Clerk liaise with DCC to ascertain their future plans and in relation to the possibility of a rent increase.

**424** **Charter Hall Roof Replacement/Repair Project** -

- 424.1** Cllr Leech reported on a meeting held on 3<sup>rd</sup> November with the preferred contractor, sub-contractor and Project Manager and progress that had been made with regards potential changes to the scope of work. This included a discussion about the type of slates that could potentially be used.

- 424.2** The Clerk reported that donations to the Sponsor a Slate appeal amounting to £360 had been received to date. It was agreed that donations could be recognised publicly for those in agreement, particularly from businesses.

- 424.3** It was reported by the Clerk that the Lottery Community fund application had been unsuccessful, there was the possibility of applying for some S106 funding from WDBC and that she was meeting with Cllr Wood on 9<sup>th</sup> November to work on a grant application to OUC.

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

The meeting was closed at 8.12pm

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