

**Minutes of Okehampton Town Council Property Committee Meeting held on  
Monday 5<sup>th</sup> September 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 C Marsh (Chairman, Parks)  
Councillor J Yelland (Chairman, Policy & Resources)  
Councillor C Holt  
Councillor T Leech

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

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

	<b>Action</b>
<p><b>239</b>     <b><u>Apologies for Absence</u></b> – Apologies tendered by Cllrs Sanger and Jessop were <b>approved</b> on the proposition of Cllr Tolley, seconded Cllr Leech.</p> <p>Apologies tendered by Cllrs Ireland and Travers who were not Members of the Committee were noted.</p>	
<p><b>240</b>     <b><u>Declarations of Interest</u></b> – None</p>	
<p><b>241</b>     <b><u>Deferment of Business</u></b> – None</p>	
<p><b>242</b>     <b><u>Members' Questions</u></b> – None</p>	
<p><b>243</b>     <b><u>Minutes</u></b> - The minutes of the Property Committee meeting held on 6<sup>th</sup> June 2022 were <b>approved</b> and signed by the Chairman on the proposition of Cllr Goffey, seconded by Cllr Holt.</p>	
<p><b>244</b>     <b><u>Bookings</u></b> – The list of hirings previously circulated for September and October 2022 were noted.</p>	
<p><b>245</b>     <b><u>Charter Hall Roof Replacement Project</u></b> – The Clerk reported that the closing date for receipt of tenders was 6<sup>th</sup> September and that members of the working group would be present at the tender opening. The Council's Insurer had indicated that the cost of insuring the work would be in the region of £800.</p>	
<p><b>246</b>     <b><u>Anchor Bolt Request</u></b> – The response from WDBC's Planning Officer to the pre application (2092/22/PR2) submission was that full planning consent would be required. Cllr Marsh reported that Everything Okehampton would not be replacing the bolt but would be testing the existing system.</p>	
<p><b>247</b>     <b><u>Electrical Hardwiring</u></b> – The Clerk reported that quotations were being sought for work highlighted on the recent inspections.</p>	
<p><b>248</b>     <b><u>PAT Testing</u></b> – The Clerk reported that PAT testing of Council owned equipment had been undertaken by the Caretaker who holds the relevant qualification.</p>	

- 249 **Water Ingress** – It was noted that a solution to prevent water ingress under the courtyard door during periods of torrential rain was being sought. Clerk
- 250 **Waste** – The Clerk reported that a skip was being arranged for the disposal of items including old Charter Hall and Chair parts and items from the parks team. Clerk
- 251 **Payment of Invoices** – On the proposition of Cllr Wood seconded by Cllr Holt, the schedule of payments was **APPROVED**.
- 252 **Members Reports and Requests for Agenda Items -**
- 252.1 **DALC County Committee** – Cllr Goffey reported that the Committee had 37 seats, some of which had remained unfilled for some time. A proposal to replace the Committee with a Members Panel with no maximum number of representatives would be considered at the next meeting of the Committee on 19<sup>th</sup> September 2022.
- 252.2 **Devon Climate Emergency Group** – Cllr Goffey reported on the interim Devon County Council Climate plan.
- 252.3 **Museum of Dartmoor Life** – Cllr Goffey advised that the museum had been visited by people from out of the area over the summer and had recruited more volunteers.
- 252.4 **Police Council Advocate Scheme** – Cllr Goffey advised that she had not had any communication from the local Police Inspector and that a new Chief Constable was about to be appointed.
- 252.5 **Okehampton Carnival Committee** – Cllr Matravers had no information to report.
- 253 **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.'**
- 254 **Reception Security** – The Clerk provided an update and advised on an interim measure that was being undertaken following consultation with the Committee Chairman and Vice-Chairman.
- 255 **Fire Risk Assessment** – The Clerk went through the report, action taken to date and quotations being sought.
- On the proposition of Cllr Goffey, seconded Cllr Leech, it was **RESOLVED** that the Clerk continue to work through the recommendations and report to the Committee on progress, and that:
- The Fire extinguisher at 4.1 of the report be risk assessed and remain in situ until the end of its cycle in 2024
  - Investigation into the feasibility of fabric fire retardant testing be undertaken as well as the obtaining of quotations for reproofing
  - Standard statement be added to agendas in relation to fire procedures
  - Fire marshal jackets to be purchased
- Clerk



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

The meeting was closed at 8.20pm

---

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