Minutes of Okehampton Town Council Property Committee Meeting held on Monday 5th 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)

Action

Apologies for Absence – Apologies tendered by Cllrs Sanger and Jessop were **approved** on the proposition of Cllr Tolley, seconded Cllr Leech.

Apologies tendered by Cllrs Ireland and Travers who were not Members of the Committee were noted.

- **240** Declarations of Interest None
- **241 Deferment of Business** None
- 242 Members' Questions None
- 243 Minutes The minutes of the Property Committee meeting held on 6th June 2022 were approved and signed by the Chairman on the proposition of Cllr Goffey, seconded by Cllr Holt.
- 244 <u>Bookings</u> The list of hirings previously circulated for September and October 2022 were noted.
- **Charter Hall Roof Replacement Project** The Clerk reported that the closing date for receipt of tenders was 6th 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.
- Anchor Bolt Request 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.
- **Electrical Hardwiring** The Clerk reported that quotations were being sought for work highlighted on the recent inspections.
- **PAT Testing** The Clerk reported that PAT testing of Council owned equipment had been undertaken by the Caretaker who holds the relevant qualification.

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 <u>Waste</u> – 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

- **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 -
- **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 19th September 2022.
- **252.2 Devon Climate Emergency Group** Cllr Goffey reported on the interim Devon County Council Climate plan.
- **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.
- **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 CIIr Leech, seconded CIIr 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.'

- **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.
- **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

256 Contracts

Fairplace Toilets – Quotations obtained for the electric contract that was due to expire at the end of the month were considered.

On the proposition of Cllr Goffey, seconded Cllr Tolley, it was **RESOLVED** delegate the decision of contract award to the Clerk following consultation with the Committeeman at the end of the month.

Clerk

256.2 Intruder Alarm, Fire Alarm and Emergency Lighting Contracts - On the proposition of Cllr Wood, seconded Cllr Leech, it was **RESOLVED** to accept the quotations obtained from Chubb as follows:

Ass. Clerk

•	Intruder Alarm	Parks Office Town Hall Grounds Store	£383.95 £707.88 £383.95
•	Fire Alarm	Town Hall	£465.39

- **Ventilation Duct Removal and Temporary Flat Roof Repair** The Clerk reported that despite having invited several companies to quote, none had been forthcoming to date.
- **Roof Repairs** Cllr Yelland declared a pecuniary interest and left the room for this item.

The quotation received was considered and on the proposition of Cllr Wood, seconded Cllr Holt, it was **RESOLVED** to defer a decision until the result of the roof tender was known and considered by full Council.

£175.00

Clerk

Cllr Yelland re-joined the meeting.

Emergency Lighting

259 Cinema

- The Clerk reported on recent work undertaken by the Cinema relating to their ventilation system and resulting incident.
- **259.2** The draft lease, associated comments from the Solicitor and Clerk and the previously circulated report were considered.

On the proposition of Cllr Marsh, seconded Cllr Leech it was **RESOLVED** that:

- there be a yearly rent review, with no increase to existing in the first year in sympathy with the economic climate and acknowledgement that the recharged costs, including electricity, will increase
- the central foyer doors between the Cinema and Charter Hall be left unlocked when either area was in use and that each party be jointly response for the area

Clerk

It was noted that the canopy over the Charter Hall entrance in Market Street was paid for by the Cinema. On the proposition of Cllr Yelland, seconded Cllr Marsh it was **RESOLVED** that further consideration be given to any change necessary due to repairs needed to the canopy and that the Clerk liaise with the Cinema in relation to all points within Min Ref 259 prior to consultation with the Solicitor.

Clerk

Two and ratify decisions made therein.	
The meeting was closed at 8.20pm	
Councillor A Wood	
Chairman	

On the proposition of Cllr Leech, seconded Cllr Yelland it was **RESOLVED** to move out of Part