

**Minutes of Okehampton Town Council Property Committee Meeting held on Monday 6<sup>th</sup> March 2023 at 7pm in the Council Chamber, Town Hall, Okehampton**

**Committee Members Present:** Councillor J Goffey (Chairman)  
 Councillor B Tolley (Mayor)  
 Councillor C Marsh (Chairman, Parks)  
 Councillor B Matravers (Chairman, Planning)  
 Councillor A Fisher  
 Councillor C Holt  
 Councillor T Leech

**Other Members Present:** Cllr C Botton

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

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|-------|--|---------------|
| 706   | <b><u>Apologies for Absence</u></b> – Apologies tendered by Cllrs Wood (ill health) and Yelland (meeting) were <b>approved</b> on the proposition of Cllr Leech, seconded Cllr Tolley.   | <b>Action</b> |
| 707   | <b><u>Declarations of Interest</u></b> – None  |               |
| 708   | <b><u>Public Participation</u></b> – None  |               |
| 709   | <b><u>Members’ Questions</u></b> – None  |               |
| 710   | <b><u>Minutes</u></b> - The minutes of the Property Committee meeting held on 9 <sup>th</sup> January 2023 were <b>approved</b> and signed by the Chairman on the proposition of Cllr Leech, seconded by Cllr Tolley with an amendment removing ‘pm’ from the heading and changing ‘would’ to ‘made’ at Min Ref 566.   |               |
| 711   | <b><u>Bookings</u></b> – The list of hirings for March, April and May 2023 were noted.   |               |
| 712   | <b><u>Charter Hall Alcohol Sales</u></b> – It was noted the following requests had been approved:<br>3 <sup>rd</sup> March 2023                      Civic Dinner, Okehampton Town Council<br>4 <sup>th</sup> March 2023                      Bingo Fundraiser, Okehampton Hockey Club<br>17 <sup>th</sup> March 2023                     Civic Dinner, West Devon Borough Council<br>18 <sup>th</sup> March 2023                     The Countrymen<br>17 <sup>th</sup> November 2023                Gala Dinner, Everything Okehampton |               |
| 713   | <b><u>Charter Hall Roof Project</u></b> – Cllr Leech reported he had spoken with the Planning Conservation Officer at WDBC who had requested details of the proposed slates to help speed the process up. Cllr Leech was thanked.  |               |
| 714   | <b><u>DCC Registration Service, Lease Renewal</u></b> – The Committee noted the renewal of the lease for a six-year term and proposed rent increase had been agreed by DCC.  |               |
| 715   | <b><u>Lower Market Hall</u></b>  |               |
| 715.1 | <b><u>Ground Floor Windows</u></b> – The Clerk reported on the poor condition of the ground floor windows and that a conversation with WDBC’s Conservation Officer was awaited.  |               |
| 715.2 | <b><u>Lower Market Hall 1<sup>st</sup> Floor Office</u></b> – The Committee noted the tenant had requested the property be decorated once they had reconfigured their office   |               |

- layout and consideration be given to replacement of the carpet and provision of additional electrical sockets.
- 716 **Market Hall Roof** – The Clerk reported scaffolding had been erected and replacement of slipped slates was due to be undertaken later in the week, as previously approved by the Committee.
- 717 **Charter Hall Internal Improvements** – Internal improvements including decoration, purchase of table covers, new tables, crockery and cutlery was suggested for investigation. It was commented that the spotlights could be replaced with LED options and the sound system could be upgraded.
- 718 **Invoices** - On the proposition of Cllr Leech, seconded Cllr Fisher, it was **RESOLVED** to approve the schedule of payments.
- 719 **Members Reports and Requests for Agenda Items -**  
 719.1 **DALC County Committee** – Cllr Goffey advised that no meeting had been held.
- 719.2 **Devon Climate Emergency Group** – Cllr Goffey advised a report from DCC had been circulated.
- 719.3 **Museum of Dartmoor Life** – Cllr Goffey reported volunteers had been on a trip to a woollen mill at Uffculme and the Museum would be reopening at the end of March.
- 719.4 **Okehampton Carnival Committee** – Cllr Matravers advised a meeting had been held on 22<sup>nd</sup> February, the next one being on 22<sup>nd</sup> March. Unique Events would be doing the road closure.
- 719.5 **Police Council Advocate Scheme** – Cllr Goffey advised a meeting was due to be held later in the month in Saltash.
- 720 **PART TWO – CONFIDENTIAL ITEMS**  
**On the proposition of Cllr Matravers, seconded Cllr Tolley, 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.'**
- 721 **Electronic Facility Booking System** - On the proposition of Cllr Leech, seconded Cllr Tolley, it was **RESOLVED** to approve the purchase of the Hall Master system at the cost of £145 p/annum, subject to it being able to link to the website.
- 722 **Fire Risk Assessment** – There was no further update following the meeting of Full Council on 27<sup>th</sup> February 2023.
- 723 **Cinema Lease and Foyer Canopy** – Confirmation had been received from Merlin Cinema that the staircase into the Charter Hall Foyer was a fire escape from the Cinema meaning that the Foyer doors would need to be unlocked when the cinema was in use. It was queried if the Cinema CCTV was still operational.

Clerk

Clerk

Clerk

**724**     **Energy Performance Certificates** - On the proposition of Cllr Marsh, seconded Cllr Leech, it was **RESOLVED** to appoint TEC Surveys UK for the provision of surveys being that their quotation of £550 was the least likely to increase.

Clerk

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

The meeting was closed at 7.45pm.

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**Chairman**

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