

**Minutes of Okehampton Town Council Property Committee Meeting held on
Monday 9th January 2023 at 7pm pm 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 J Yelland (Chairman, Policy & Resources)
Councillor A Fisher
Councillor C Holt
Councillor T Leech

Other Members Present: None

In Attendance: Mrs E James (Town Clerk)
1 Member of the public

- 557** **Apologies for Absence** – Apologies tendered by Cllr Wood were **approved** on the proposition of Cllr Leech, seconded Cllr Matravers.
- Apologies tendered by Cllrs Abbots and Botton who were not Members of the Committee were noted.
- 558** **Declarations of Interest** – None
- 559** **Public Participation** – None
- 560** **Members’ Questions** – None
- 561** **Minutes** - The minutes of the Property Committee meetings held on 7th November and 5th December 2022 were **approved** and signed by the Chairman on the proposition of Cllr Leech, seconded by Cllr Fisher.
- 562** **Bookings** –
- 562.1** The list of hirings for January and February 2023 were noted.
- 562.2** **Hire Fees and Charges for 2023/24** – On the proposition of Cllr Fisher, seconded Cllr Marsh, it was **RESOLVED** to:
- Increase the hire charges and fees for commercial use only as recommended in the draft document, previously circulated, from 1st April 2023
 - Increase the Election fee charge, amount at the discretion of the Clerk, to take effect after the May 2023 elections
 - To purchase 4 x pump action airpots and a milk jug for the provision of refreshments in the Council Chamber and Committee Room, including use at Council meetings, and a charge to be made for this service at the Clerk’s discretion
- 563** **Charter Hall Alcohol Sales** – No requests had been received
- 564** **Charter Hall Roof Replacement Project** – The Clerk reported that an application to WDBC to the S106 Community Facilities fund had been successful and the Council had been awarded £15,634.34 towards the project.

Action

Clerk

565	<u>Energy Performance Certificates (EPC)</u> – The Clerk advised that the Council was required to obtain EPCs for its buildings that were leased to others and that quotations were being sought, although one company who had been invited to quote had advised they would not be able to do so until at least March. It was suggested that local Estate Agents may be able to assist.	Clerk
566	<u>Charter Hall Crockery</u> - On the proposition of Cllr Leech, seconded Cllr Marsh, it was RESOLVED to: <ul style="list-style-type: none"> • Purchase 4 packs of 36 stacking mugs for coffee mornings and other events and to restock with existing cups for use at more formal events including civic/gala dinners. • To place a notice in the kitchen asking for breakages to be reported to the office and for which a charge per item would be would, amount to be decided at the Clerk’s discretion. 	Clerk
567	<u>Town Hall Window Replacement</u> – The Clerk reported that the windows were deteriorating quickly, and their replacement needed to be prioritised. It was agreed that project planning work commence to include seeking of potential contractors, and liaison with WDBC’s Conservation Officer in relation to the materials that could be used in order for planning consent to be obtained.	Clerk
568	<u>Town Hall Roof</u> – Cllr Leech advised he believed the water ingress into the right-hand chimney was due to wind pressure and rain being blown in. Situation to be monitored.	Clerk
569	<u>Invoices</u> - On the proposition of Cllr Fisher, seconded Cllr Tolley, it was RESOLVED to approve the schedule of payments and note urgent invoices that had been paid during the week commencing 2 nd January 2023.	
570	<u>Members Reports and Requests for Agenda Items -</u>	
570.1	<u>DALC County Committee</u> – Cllr Goffey advised she was awaiting minutes of the previous meeting she had been unable to attend.	
570.2	<u>Devon Climate Emergency Group</u> – Cllr Goffey advised that a Big Green Week event in February was being planned by another person/group.	
570.3	<u>Museum of Dartmoor Life</u> – Cllr Goffey reported that a Trustees meeting was scheduled later in the week and a new Trustee had been appointed.	
570.4	<u>Okehampton Carnival Committee</u> – Cllr Matravers had no update to report.	
570.5	<u>Police Council Advocate Scheme</u> – Cllr Goffey advised that this was being combined locally with Okehampton Matters and a meeting at Okehampton Police Station was due to be held later in the month.	
	(The member of the public left the meeting)	
571	<u>PART TWO – CONFIDENTIAL ITEMS</u> 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.'

572 **Asbestos Inspection** – The Clerk apologised having omitted to update the Committee during Min Ref 564. She reported that the inspection, which had been undertaken in November, had highlighted a potential issue with the flat roof above the Disability Toilet in the Cinema building and that this area of roof had been included in the Charter Hall Roofing Project tender documentation for repair. The Cinema had been informed.

573 **Fire Risk Assessment** – The Clerk reported progress to date and advised that some of the work including fireproofing of the electrical cupboard off the Foyer toilets and provision of a new fire door between the Charter Hall kitchen and foyer was scheduled to take place on 30th January.

Quotations for the production of a new site-specific Fire Plan for the building were to be sought and options for the Charter Hall kitchen roller shutter and door into the Charter Hall to be investigated.

Clerk

574 **Cinema Lease and Foyer Canopy** – The Clerk reported she had met with the Managing Director of Merlin Cinemas when the lease and canopy had been discussed. The Committee agreed that further action in relation to the lease could not be undertaken until information in relation to the foyer staircase had been received from the MD.

Clerk

575 **DCC Registration Service, Lease Renewal** – The Committee noted that the business rates for this area of the building was increasing by £499.02 in 2023/24 and that the rent had not been increased since the initial lease dated September 2012.

On the proposition of Cllr Yelland, seconded Cllr Marsh, it was **RESOLVED** to:

- Renew the lease for a further term of 6 years, to include a rent review
- The rent to be charged from commencement of the new lease to increased by £500, to £4,500 p/annum in order to cover the business rate increase
- To appoint Stephens Scown Solicitors to act on behalf of the Council

Clerk

576 **Market Street Office Lease Renewal** - On the proposition of Cllr Goffey, seconded Cllr Yelland, it was **RESOLVED** to renew the lease which expires on 31st March 2023 for the period 1st April 2023 to 31st March 2024. That the rent remain at the sum of £4,000 p/annum due to the terms of the lease and in consideration of the difficult economic climate.

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 8pm

Chairman