

**Minutes of a Meeting of the Okehampton Town Council Property Committee
held on Monday 11 August 2014 in the Council Chamber, Town Hall,
Okehampton at 7.00 pm**

Committee Members Present: Councillor Mrs J Goffey (Chairman)
Councillor Mrs J Yelland (Vice Chairman)
Councillor Revd M Davies
Councillor C Letchford
Councillor P Vachon (Town Mayor)
Councillor A Leech (Chairman, Planning)
Councillor Mrs M McDonald (Chairman, P & R)

Other Members Present: Councillor T Cummings
Councillor B Stephens

In Attendance: Mr P R Snell, Town Clerk

172. **Apologies for Absence** - Apologies for absence were presented on behalf of Councillor Mrs C Marsh and Councillor D Weekes.

173. **Deferment of Business** - (for comment by the public) - There were no members of the public present.

174. **Members' Questions** -

- (i) Councillor Leech had emailed a series of questions and comments which had been addressed by both the Chairman and the Clerk. The Chairman asked if there were any specific issues for further comment, and Councillor Leech asked that planning permission for photovoltaic panels on the Charter Hall roof and measurements of the cracks in the Archive Room be included on the next agenda.
- (ii) Councillor Mrs McDonald wished to register a question to be raised under part two. Noted.

175. **Minutes** - The minutes of the Property Committee meeting held on Monday 14 July 2014 were approved and signed by the Chairman on the proposition of Councillor Mrs McDonald, seconded by Councillor Davies with all in favour.

176. **Matters Arising** -

176.1 **Hot Water Tap, Charter Hall Kitchen** - The Chairman noted that the hot water tap continued to be an issue as it dripped when not put in the nul position. It was agreed to ask the Caretaker to look at a possible repair, failing that to arrange for a plumber to replace the tap.

176.2 **Charter Hall Valance** - The Clerk reported he had, as yet, received no response from the Dementia Awareness/Senior Voice organisers in relation to the water-damaged valance. In the meantime, the Chairman had investigated an alternative fabric for a replacement valance. Enquiries showed that it would be necessary to purchase a commercial and not a domestic fabric.

- 176.3 Lease Management** - It was agreed that this item be taken under part two.
- 177. Council Chamber Furniture** - The Chairman reported on the proposed tables as recently inspected by herself and Councillor Mrs Yelland. There was much discussion on colours. It was agreed that the Chairman would request further samples of table finishes, so that all Members could express a preference and take the matter forward on a majority. It was agreed that funding did not allow for the purchase of chairs in the present financial year. There was discussion on the options of either covering the existing seats as opposed to replacing them.
- 178. Picture Hanging System** - The Chairman reported that two trial fixings had been made in the last few days on the window side of the Charter Hall. It was agreed that affixing a double length under the windows was preferable to the single length option. The Chairman further reported that quotations were awaited for the fixing of a batten on the opposite side of the Charter Hall, as it had not been possible to clearly identify the distance between wall battens, and a continuous small wooden batten laid horizontally would assist the fixing system with security. It was suggested that a stud batten detector would assist in locating the battens and, if sufficiently close together, would eliminate the need for an additional dado rail type batten, which would counter the minimal intrusion of the hanging system. Councillors Davies and Leech both offered gadgets which could be borrowed.
- 179. Review of Polling District & Polling Places** - The Clerk reported that a recent communication from West Devon Borough Council noted that all local authorities were required to carry out a review of polling districts and polling places on a regular four-year cycle. As the Charter Hall was customarily used as a polling station, the Town Council had the opportunity to comment. It was agreed to respond that the Town Council wished to continue to offer the use of the Charter Hall for election polling and counting purposes. Councillor Davies noted that Charter Hall served as a collection point for some of the smaller stations on polling days.
- 180. Property Repairs and Updates** - The Clerk reported that he was awaiting a further visit to provide a quotation to free up the windows in the Council Chamber.
- 181. Promotion of the Council Chamber through Open Sessions** - The Clerk introduced a briefing note on the opportunities of opening the Council Chamber for a series of open sessions. It was agreed to pursue the suggestion with a date to be arranged before the school holiday finished. The Clerk agreed to confirm the availability of the Mace Bearers and the Chairman agreed to compile an information list on the artworks in the Chamber. Members agreed to attend the session on a rota. The item to be reported on at the next meeting. Councillor Leech suggested it would be helpful to develop a history of the room and building, noting that it had been used as a Magistrates Court and a Weights and Measures Office in the past.
- 182. Charter Hall Bookings Summary** - Members note the summary of Charter Hall bookings for August and September. It was agreed to remind hirers of the opportunity to enter information about their event on the website.

183. Members' Reports -

- (i) Battle of the Bands - Councillor Leech reported that the Battle of the Bands final event in Simmons Park had taken place with good attendance and entertainment for the children. It was noted that there had been insufficient bar staff and queuing had resulted. There was at present a question mark over whether the event would run in 2015.
- (ii) Museum of Dartmoor Life - Councillor Mrs Goffey reported that the Tourist Information Office was very busy at present, but the activity was not translating into the Museum. The number of volunteers had been significantly increased. Two new trustees had been appointed and at present a photo exhibition was taking place at the Museum.
- (iii) Town Twinning Association - Councillor Mrs Goffey reported that, in addition to the Civic Reception in the Council Chamber on 23 August, there would be a ceilidh in the Charter Hall that evening and a picnic in Simmons Park with some sports and games. It was reported that the new Mayor of Craon was not able to come, but that a statement would be read on his behalf.

PART TWO ITEMS

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 as they involve the likely disclosure of sensitive and confidential information. Proposed by Councillor Mrs McDonald and seconded by Councillor Mrs Yelland and agreed.

174. Members' Questions -

(ii)

184. Leases - Meeting with Merlin Cinema's MD

Meeting closed at 8.23 pm.

Councillor Mrs J Goffey
Chairman