

**Minutes of a Meeting of the Okehampton Town Council Property Committee  
held on Monday 8 September 2014 in the Council Chamber, Town Hall,  
Okehampton at 7.50 pm**

**Committee Members Present:** Councillor Mrs J Yelland (Chairman)  
Councillor Rev'd M Davies  
Councillor A Leech  
Councillor C Letchford  
Councillor P Vachon (Town Mayor)  
Councillor Mrs M McDonald (Chairman, P & R)

**Other Members Present:** Councillor M Ireland

**In Attendance:** Mr P R Snell, Town Clerk

- 217. Apologies for Absence** - Apologies for absence were presented on behalf of Cllrs Goffey, Marsh and Weekes.
- 218. Deferment of Business** - (for comment by the public) - There were no members of the public present.
- 219. Members' Questions** – None.
- 220. Minutes** - The minutes of the Property Committee meeting held on Monday 11 August 2014 were approved and signed by the Chairman on the proposition of Cllr Letchford and seconded by Cllr Davies, with all in favour.
- 221. Matters Arising** – none.
- 222. Council Chamber Furniture** -The outcome of the initial selection revealed that no table-finish colour had more than two first-choice preferences of those recorded. The merits of the three preference voting system were debated and generally agreed in order to form a recommendation. However, it was agreed to defer further discussion until the next meeting.
- 223. Picture Hanging System** – The Clerk reported that the hanging system had been installed on the west wall of Charter Hall. However, fixings on the east wall had been postponed pending determination of the batten locations.
- 224. Planning Consent for Installation of Photovoltaic Panels on Charter Hall Roof** – The Committee noted that the original request for the installation of PV panels had been granted in November 2011 and was conditional on the work being started within 3 years. It was noted that installation costs had reduced significantly in the period and that permission to extend the consent period should be applied for. Proposed by Cllr McDonald, seconded by Cllr Davies and agreed. (Clerk to action)
- 225. Property Repair Issues and Updates** -
- (i) **Charter Hall Valance** - No response with reference to the damaged valance as yet. The Chairman was investigating alternative materials.

- (ii) **Archive Room** – Cllr Leech reported that he had taken approximately annual readings of crack movement in the north west corner of the interior wall over the last four years and that there was negligible movement at present. The Committee thanked Cllr Leech for his accurate recording and advice and wished to continue to monitor the situation.
  - (iii) **Tap leaks** – The Clerk reported that the offending tap in Charter Hall had been replaced and the tap in the ladies’ staff toilet had a washer replaced. Report noted.
  - (iv) **Council Chamber Sash Windows** – The Clerk reported that a further quote was awaited. (Clerk to report at next meeting.)
  - (v) **Contracts** – The Clerk reported on current contracts for fire detection and alarm, intruder alert, lift maintenance and utilities provision. Report noted.
- 226. Power Saving Measures** – Cllr Leech reminded the Committee that a report on energy saving measures had been carried out by DARE previously and that it would be timely to review the recommendations and establish which had been implemented. It was proposed that a working group be convened. Cllrs Leech, Vachon and Yelland agreed to participate, but it was agreed to await Cllr Goffey’s input before progressing this item.
- 227. Council Chamber Open Afternoon** – The initial trial session in August had produced some useful learning points to inform subsequent sessions. Cllr Vachon reported that the Archive Group were considering an Open Weekend event in order to display the results of their research into First World War participants. More comprehensive publicity would also be required. After further discussion, it was agreed that the next Open Afternoon would be Wednesday 29<sup>th</sup> October, with the possibility of 8<sup>th</sup>/9<sup>th</sup> November for an exhibition weekend.
- 228. Charter Hall Bookings Summary** – The Committee noted the Hall Bookings Summary for September/October. There was discussion about how to promote the premises through mounting exhibitions. It was agreed to defer this discussion until the next meeting.
- 229. Members’ Reports -**
- (i) **Battle of the Bands** – Cllr Leech reported that there was disappointment that the current management team were not taking the event beyond the current year and summarised the history of developments over the last 10 years. The Okehampton Times carried an article in which invitations were invited from anyone keen to take over the management of the event. It was noted that both Okehampton United Charities and the Town Council had been long-term financial backers of the event. It was agreed to invite Mr Hodgson to brief the Council on how or by whom the event might be taken forward and to ask for summary financial accounts.
  - (ii) **Museum of Dartmoor Life** – Cllr Goffey’s report had been circulated for note.
  - (iii) **Town Twinning Association** – Cllr Goffey’s report had been circulated for note.

## **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 Davies and seconded by Councillor Leach with all in favour.

### **230. Short Lease Property**

Meeting closed at 8.53 p.m.

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**Councillor Mrs J Goffey**  
**Chairman**