

## Okehampton Town Council Property Committee Meeting 10<sup>th</sup> July 2023 Meeting Report

<b>Date:</b>	3 <sup>rd</sup> July 2023
<b>Name:</b>	Emma James

### **Bookings** - To note a summary of bookings for July, August and September 2023

Name	Rooms	Date
Parks Committee Meeting	Council Chamber	Mon 03/07/2023 19:00
Friendly Circle	Charter Hall	Tue 04/07/2023 13:30
Wren Music	Charter Hall	Tue 04/07/2023 18:30
Clubersize	Charter Hall	Wed 05/07/2023 18:30
Blood Donation Session	Charter Hall	Thu 06/07/2023 11:30
Council Briefing - Business Improvement District	Council Chamber	Thu 06/07/2023 15:00
Year 1 and foundation multi skills festival	Simmons Park	Fri 07/07/2023 09:15
Registrar Service	Council Chamber	Fri 07/07/2023 14:30
Okehampton Celebrates event	Charter Hall, Council Chamber, Committee Room, Simmons Park	Sun 09/07/2023 08:00
Property Committee Meeting	Council Chamber	Mon 10/07/2023 19:00
Wren Music	Charter Hall	Tue 11/07/2023 18:30
Clubersize	Charter Hall	Wed 12/07/2023 18:30
Clubersize	Charter Hall	Thu 13/07/2023 18:30
Registrar Service	Council Chamber	Fri 14/07/2023 12:00
Summer concert and picnic	Simmons Park	Sat 15/07/2023 10:00
Registrar Service	Council Chamber	Sat 15/07/2023 12:00
Policy & Resources Committee Meeting	Council Chamber	Mon 17/07/2023 19:00
Clubersize	Charter Hall	Wed 19/07/2023 18:30
Councillor Surgery	Committee Room	Thu 20/07/2023 10:00
Clubersize	Charter Hall	Thu 20/07/2023 18:30
Registrar Service	Council Chamber	Fri 21/07/2023 12:00
Registrar Service	Council Chamber	Sat 22/07/2023 12:00
Clubersize	Charter Hall	Wed 26/07/2023 18:30
Clubersize	Charter Hall	Thu 27/07/2023 18:30
Registrar Service	Council Chamber	Fri 28/07/2023 12:00
Registrar Service	Council Chamber	Fri 28/07/2023 16:00
maintenance	Charter Hall	Fri 28/07/2023 18:00
Lego Show	Charter Hall	Sat 29/07/2023 07:30

Registrar Service	Council Chamber	Sat 29/07/2023 11:00
Full Council Meeting	Council Chamber	Mon 31/07/2023 19:00
Friendly Circle	Charter Hall	Tue 01/08/2023 13:30
Junk Music session	Simmons Park	Wed 02/08/2023 14:00
Clubersize	Charter Hall	Wed 02/08/2023 18:30
Blood Donation Session	Charter Hall	Thu 03/08/2023 11:30
Registrar Service	Council Chamber	Fri 04/08/2023 13:00
Registrar Service	Council Chamber	Sat 05/08/2023 10:00
Registrar Service	Council Chamber	Sat 05/08/2023 11:00
Registrar Service	Council Chamber	Sat 05/08/2023 12:00
Trustees Meeting	Council Chamber	Mon 07/08/2023 19:00
Operation Dartmoor_Family friendly event	Simmons Park	Wed 09/08/2023 12:00
Clubersize	Charter Hall	Wed 09/08/2023 18:30
Registrar Service	Council Chamber	Fri 11/08/2023 12:00
Trek 26 South Devon Coffee Morning	Charter Hall	Sat 12/08/2023 08:30
Wren Music	Simmons Park	Sat 12/08/2023 14:00
Clubersize	Charter Hall	Wed 16/08/2023 18:30
Clubersize	Charter Hall	Thu 17/08/2023 18:30
Registrar Event	Council Chamber	Sat 19/08/2023 11:00
Full Council Meeting	Council Chamber	Mon 21/08/2023 19:00
Clubersize	Charter Hall	Wed 23/08/2023 18:30
Clubersize	Charter Hall	Thu 24/08/2023 18:30
Registrar Service	Council Chamber	Fri 25/08/2023 12:00
Registrar Service	Council Chamber	Fri 25/08/2023 13:00
Registrar Service	Council Chamber	Fri 25/08/2023 15:00
Rotary Coffee Morning	Charter Hall	Sat 26/08/2023 08:30
Registrar Service	Council Chamber	Sat 26/08/2023 11:00
Registrar Event	Council Chamber	Sat 26/08/2023 12:00
Wren Music	Simmons Park	Sat 26/08/2023 14:00
Rotary Summer Fair	Simmons Park	Sun 27/08/2023 08:00
Rotary Coffee Morning	Charter Hall	Sun 27/08/2023 08:30
Budget Workshops (Parks & P&R)	Council Chamber	Tue 29/08/2023 10:00
Clubersize	Charter Hall	Wed 30/08/2023 18:30
Clubersize	Charter Hall	Thu 31/08/2023 18:30
Parks Committee Meeting	Council Chamber	Mon 04/09/2023 19:00
Friendly Circle	Charter Hall	Tue 05/09/2023 13:30
Clubersize	Charter Hall	Wed 06/09/2023 18:30
Clubersize	Charter Hall	Thu 07/09/2023 18:30
Registrar Service	Council Chamber	Sat 09/09/2023 11:00
Civic Service	Charter Hall, Council Chamber, Committee Room	Sun 10/09/2023 09:00
Policy & Resources Committee	Council Chamber	Mon 11/09/2023 19:00

The Arts Society Dartmoor	Charter Hall	Wed 13/09/2023 09:00
Budget Workshop - Property Committee	Council Chamber	Wed 13/09/2023 10:00
Clubersize	Charter Hall	Wed 13/09/2023 18:30
Blood Donation Session	Charter Hall	Thu 14/09/2023 11:30
Lions Big Breakfast	Charter Hall	Sat 16/09/2023 08:30
Registrar Service	Council Chamber	Sat 16/09/2023 12:00
Civic Service	Charter Hall, Council Chamber, Committee Room	Sun 17/09/2023 09:00
Full Council Meeting	Council Chamber	Mon 18/09/2023 19:00
Clubersize	Charter Hall	Wed 20/09/2023 18:30
Councillor Surgery	Committee Room	Thu 21/09/2023 10:00
Councillor Training Day (Okehampton and Crediton)	Charter Hall	Thu 21/09/2023 10:00
Clubersize	Charter Hall	Thu 21/09/2023 18:30
Registrar Service	Council Chamber	Sat 23/09/2023 12:00
Clubersize	Charter Hall	Wed 27/09/2023 18:30
Clubersize	Charter Hall	Thu 28/09/2023 18:30
Coffee Morning and Open Microphone	Charter Hall	Sat 30/09/2023 09:00
Lions 80's night	Charter Hall	Sat 30/09/2023 17:00

### **Progress Reports and Updates**

**Radon Testing** – To note that measurements for areas recently tested are within acceptable levels and no action is required to be taken. Retesting is recommended within 10 years.

Detector Number	Detector Position	Date Issued	Date Returned	As measured Bq m <sup>-3</sup>	Annual Average Bq m <sup>-3</sup>
08468484	Town Clerks Office	31/01/2023	11/05/2023	200	160
08468455	Registrars Office Town Hall	31/01/2023	11/05/2023	260	210
08468450	Town Council Reception	31/01/2023	11/05/2023	230	190
08468497	Merlin Cinema Kiosk	31/01/2023	11/05/2023	160	130
08468408	Merlin Cinema Screen 1	31/01/2023	11/05/2023	130	100
08468444	Carpet Shop Market Street	31/01/2023	11/05/2023	51	42

## **Regulations**

The Ionising Radiations Regulations 2017 (IRR17) apply where there is work in an atmosphere where the radon level is greater than 300 Bq m<sup>-3</sup> (becquerels per cubic metre of air) as an annual average. Where the IRR17 applies, employers are required to take action to control the resulting exposures. Radon levels in buildings typically follow a clear seasonal pattern (higher in winter, lower in summer), so seasonal correction factors are used to estimate the annual average concentration that indicates whether the Regulations apply.

## **Advice**

The enclosed results indicate that the Regulations are unlikely to apply in these areas with respect to radon. Consequently, there is no need for radon controls.

The above advice applies to these results only.

The HSE advise repeating a radon measurement:

- After 10 years if the radon levels were well below 300 Bq m<sup>-3</sup> (as an annual average)
- Within less than 10 years if the radon levels were close to 300 Bq m<sup>-3</sup> (as an annual average)
- Immediately after there have been significant changes to the building (e.g. heating, ventilation, windows or extension) or its use

**Energy Performance Certificates** – To consider any action to be taken in relation to the EPC certificates and reports for the premises inspected, those being areas that are rented to other parties.

<b><u>Location</u></b>	<b><u>Energy Rating</u></b>
Office B, Town Hall (Registration Service)	D
Cinema, Market Street	C
The Band Room, Market Street	D
ISC Office, Market Street	D
Carpet Store, Market Street	C

**Hireable Spaces Feedback** – To consider feedback from hirers of the Council's facilities and options for improvements.

Number of Responses	11	
Room booked	Charter Hall	100%
How many times a year do you book the space	Monthly	16%
	Bimonthly	16%
	Yearly	32%
	Seasonally	25%
	Occasionally	8%
What Type of events do you hire the Charter Hall for	Meeting	6%
	Party	6%
	Concert	6%
	Formal Dinner	6%
	Coffee Morning	53%
	Blood Drive	6%
	Fundraising Event	6%
	Carnival/circus	6%

Opinions on the following areas

Accessibility	1- Inadequate	0
	2	9%
	3	9%
	4	0
	5- Excellent	82%
Stage	1- Inadequate	0
	2	0
	3	18%
	4	36%
	5- Excellent	45%
Kitchen	1- Inadequate	0
	2	0
	3	0
	4	36%
	5- Excellent	63%
Toilets	1- Inadequate	0
	2	0
	3	36%
	4	9%
	5- Excellent	54%
Foyer	1- Inadequate	0
	2	0
	3	18%
	4	9%
	5- Excellent	54%
Additions or changes to the Committee Room	Curtains	
	Facilities for hybrid meetings	
Rate the current care and repair		
Cleanliness of the kitchen	1- Inadequate	0
	2	0
	3	0
	4	27%
	5- Excellent	72%
Cleanliness of the toilets	1- Inadequate	0
	2	0
	3	0
	4	36%
	5- Excellent	63%
Cleanliness in general	1- Inadequate	0
	2	0
	3	0
	4	27%
	5- Excellent	72%
Maintenance (minor repairs)	1- Inadequate	0
	2	0
	3	11%
	4	55%
	5- Excellent	33%

maintenance (decoration)	1- Inadequate	0
	2	0
	3	33%
	4	33%
	5- Excellent	33%
Stage	1- Inadequate	0
	2	0
	3	28%
	4	7%
	5- Excellent	57%
Kitchen equipment	1- Inadequate	0
	2	0
	3	18%
	4	27%
	5- Excellent	54%
Needs better layout for washing up and dishwasher		
Lighting in the hall	1- Inadequate	0
	2	9%
	3	9%
	4	9%
	5- Excellent	72%
Lighting on the stage	1- Inadequate	0
	2	0
	3	16%
	4	50%
	5- Excellent	33%
Sound equipment	1- Inadequate	0
	2	0
	3	33%
	4	16%
	5- Excellent	50%
Projector and screen	1- Inadequate	0
	2	0
	3	25%
	4	50%
	5- Excellent	25%
Temperature	1- Inadequate	0
	2	0
	3	20%
	4	30%
	5- Excellent	50%
Tables and chairs number available	1- Inadequate	0
	2	0
	3	0
	4	18%
	5- Excellent	81%
Tables and chairs type available	1- Inadequate	0
	2	0

3	0
4	10%
5- Excellent	90%

What the Town Council can do to improve the hire experience

- Up game to excellent – add to existing.
- Recycling bins and extra bins for outside the kitchen
- List of what you need to supply yourself.
- Better equipment for clearing up- large catch all mop and large brush.
- Decorate hall and stage.
- Improve lighting in the hall.

**Terms of Reference - To review the Committee Terms of Reference and make recommendation to Full Council**



### **Responsibilities**

To carry out the Council's responsibilities for the following areas:

- i. Town Hall
- ii. Charter Hall
- iii. Market Hall (external fabric only)
- iv. Lower Market Hall
- v. Public Toilets at Fairplace, and Market Street

### **Fees**

To determine and keep under review the fees and charges for the committee's services where statutory authority exists for the levying of such charges.

### **Budget**

To have authority for spending within the allocated budget.

### **Payment of Expenses**

To have authority to authorise cheque and BACS payments for all invoices and expenses

### **Sale of Alcohol, Charter Hall**

To act as the Charter Hall Management Committee in relation to the sale of alcohol in the premises during events. The Chairman of the Property Committee and Town Clerk, having delegated authority to approve requests. In the event of the absence of either, the Vice-Chairman and/or Assistant Town Clerk having authority to approve the requests. All such bookings will be reported to the Property Committee at scheduled meetings.