

**Minutes of Okehampton Town Council Property Committee Meeting held on
Monday 10th July 2023 at 7pm in the Council Chamber, Town Hall, Okehampton**

Committee Members Present: Councillor A Wood (Chairman)
Councillor A Fisher (Mayor)
Councillor C Holt (Chairman, Parks)
Councillor T Leech (Chairman, Planning)
Councillor J Yelland (Chairman, Policy & Resources)
Councillor R Colman

Other Members Present: Councillor T Cummings
Councillor L Rogers

In Attendance: Mrs E James (Town Clerk)

		Action
147	<u>Apologies for Absence</u> – Apologies tendered by Cllrs Bird, Ireland, Marsh, Tolley and Weekes who were not members of the Committee were noted.	
148	<u>Declarations of Interest</u> – None	
149	<u>Public Participation</u> – None	
150	<u>Members' Questions</u> – None	
151	<u>Minutes</u> - The minutes of the Property Committee meeting held on 6 th March 2023 were approved and signed by the Chairman on the proposition of Cllr Leech, seconded by Cllr Fisher.	
152	<u>Bookings</u> – The list of hirings for July, August and September 2023 were noted.	
153	<u>Charter Hall Alcohol Sales</u> – No requests had been received.	
154	<u>Charter Hall Roofing Project</u> – On the proposition of Cllr Wood, seconded Cllr Yelland, it was RESOLVED to move the discussion into a Part 2 Confidential part of the meeting due to contractual matters.	
155	<u>Progress Reports and Updates</u>	
155.1	<u>Radon Testing</u> – The Committee noted readings for areas recently tested were within acceptable levels and no action was required to be taken. Retesting was recommended within 10 years.	
155.2	<u>Building Inspections</u> – The Chairman, Vice-Chairman and Clerk would be carrying out an inspection of council properties on 18 th August.	
155.3	<u>Market Street Toilets</u> – WDBC were reviewing the leases in relation to responsibility for management of the Market Street public toilets.	
156	<u>Energy Performance Certificates</u> - On the proposition of Cllr Yelland, seconded Cllr Fisher, it was RESOLVED to task the Climate Change Working Group with reviewing the EPC certificates and reports for the premises inspected, those being areas that are rented to other parties. Recommendations to be made to the Committee.	Ass. Clerk
157	<u>Fire Risk Assessment</u> – The Clerk advised the assessment had been undertaken and the report was awaited. Capacity numbers for the Charter	

Hall and Council Chamber were being recalculated. Persons in the Chamber were limited to a maximum of 60, numbers for the Charter Hall were awaited.

- 158 **Building Security** – To be reviewed in conjunction with the Fire Risk Assessment once received. Personal alarms were to be purchased for staff who required one for lone working purposes and Councillors, if required, for use whilst on council business.
- 159 **Hireable Spaces Feedback** – Feedback, which was mainly positive, from hirers of the Council’s facilities was reviewed. Internal decorating would be considered when the roofing work was complete and other smaller items would be progressed. It was commented there were already 2 sets of lights in Charter Hall.
- 160 **Jim the Walker Statue** – The statue had been inspected on 6th July and the report was awaited although no concerns were expected to be raised.
- 161 **Finances**
- 161.1 **Invoices** - On the proposition of Cllr Fisher, seconded Cllr Wood, it was **RESOLVED** to approve the schedule of payments.
- 161.2 **Budget Workshop** – The Committee noted a budget workshop was taking place on 13th September.
- 162 **Terms of Reference** – On the proposition of Cllr Yelland, seconded Cllr Fisher it was **RESOLVED** to recommend the Committee Terms of Reference to Full Council.
- 163 **Members Reports and Requests for Agenda Items** -
- 163.1 **Devon Climate Emergency Group** – Cllr Wood advised no meetings had been held.
- 163.2 **Museum of Dartmoor Life** – No report
- 163.3 **North Dartmoor Search & Rescue Team** – Cllr Colman had been in contact with members of the team and would be seeking an update for the next meeting.
- 163.4 **Okehampton Carnival Committee** – Cllr Fisher had attended the last meeting. There would be an Okehampton Royalty float instead of a Princess and fundraising events had been arranged.
- 164 **PART TWO – CONFIDENTIAL ITEMS**
On the proposition of Cllr Yelland, seconded Cllr Fisher, 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.’
- 165 **Charter Hall Roofing Project** – Cllrs Leech and Colman reported on a meeting they had attended the previous week and the Clerk updated Councillors about another related matter.

Clerk

166 **Cinema Lease, Rent, Foyer Canopy and Other Matters** – The Clerk outlined matters of concern and that a meeting with the Area Manager was being held on 12th July. On the proposition of Cllr Fisher, seconded Cllr Wood, it was **RESOLVED** that Cllr Leech also contact the Company Director.

Clerk/
Cllr Leech

167 **Registration Service Lease** – The Clerk advised the lease was awaiting review by DCC.

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

The meeting was closed at 7.55pm.

Cllr Wood, Chairman

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