

**Minutes of Okehampton Town Council Property Committee Meeting held on
Monday 16th October 2023 at 7pm in the Council Chamber, Town Hall, Okehampton**

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

Absent: Councillor T Cummings

In Attendance: Mrs E James (Town Clerk)

	Action
In the absence of a Committee Chairman Cllr Leech, as Vice Chairman, took the Chair.	
345 <u>Election of Committee Chairman</u> – On the proposition of Cllr Leech, seconded Cllr Fisher, it was RESOLVED to appoint Cllr Colman as Committee Chairman. Cllr Colman took the Chair.	
346 <u>Election of Vice-Chairman</u> – Item not required as Cllr Leech’s position as Vice-Chairman did not change.	
347 <u>Apologies for Absence</u> – Apologies tendered by Cllr Harding (work) were approved on the proposition of Cllr Leech, seconded Cllr Holt. Apologies tendered by Cllrs Marsh, Tolley and Weekes who were not members of the Committee were noted.	
348 <u>Declarations of Interest</u> – Cllr Colman declared a pecuniary interest in Min Ref 362.	
349 <u>Public Participation</u> – None	
350 <u>Members’ Questions</u> – None	
351 <u>Minutes</u> - The minutes of the Property Committee meeting held on 10 th July 2023 were approved and signed by the Chairman on the proposition of Cllr Yelland, seconded by Cllr Fisher.	
352 <u>Progress Reports and Updates</u>	
352.1 <u>Jim the Walker Statue</u> – The Clerk reported she anticipated the Licence would be signed at the end of the month.	
352.2 <u>Town Hall Window Repair/Replacement</u> – The Clerk advised quotations for a condition survey and specification of work were awaited.	
353 <u>Bookings</u>	
353.1 The summary of bookings for October, November and December 2023 were noted.	
353.2 Fees and Charges for 2024/25 were considered. On the proposition of Cllr Fisher, seconded Cllr Yelland, it was RESOLVED to leave them as existing and review following completion of the Charter Hall roofing work.	Clerk
353.3 On the proposition of Cllr Yelland, seconded Cllr Fisher, it was RESOLVED to consider discounted rates for regular hirers of the Charter Hall when the	

	completion date of the roofing work was known. The Charter Hall Internal Improvements working group, if approved, to consider and make recommendations to the committee.	Clerk
354	<u>Charter Hall Alcohol Sales</u>	
354.1	An application from the Lions to sell alcohol under the Premises Licence at a fundraising event on 30 th September 2023 had been approved by the Clerk in consultation with the Chairman. An application received earlier in the day from Wren Music to sell alcohol under the Premises Licence at a Folk Concert on the 9 th December 2023 had been approved by the Clerk in consultation with the Vice-Chairman.	
354.2	On the proposition of Cllr Yelland, seconded Cllr Leech, it was RESOLVED to approve a request to sell alcohol at the Mayors Charity Fundraising Quiz on 24 th November 2023.	
355	<u>Charter Hall Roofing Project</u> – The Clerk reported resolutions from Full Council meeting on 11 th October 2023 had been accepted by the Project Manager and Contractor.	
356	<u>Charter Hall Internal Improvements</u> - On the proposition of Cllr Leech, seconded Cllr Holt, it was RESOLVED to create a Task & Finish group to consider internal improvements to the hall, with recommendations to be made to the Committee. Members of the group being Cllrs Colman, Leech and Fisher, an Officer of the Council and attendance of the Caretakers as required.	Clerk
357	<u>Foyer Canopy</u> – A proposed design from Merlin Cinema for new canopy signage was considered. On the proposition of Cllr Leech, seconded Cllr Yelland, it was RESOLVED to approve the design except for the external doors. Inclusion of the logos on the doors was agreed, the glass to remain as existing or with colour on the bottom only.	Clerk
358	<u>Boiler</u> – Cllr Colman reported he believed there was a blockage in the condensate drainage pipe, the water being pumped out because of its location. Following testing the flue had been identified as not being faulty and the condensate water pump was functioning correctly. On the proposition of Cllr Leech, seconded Cllr Fisher, it was RESOLVED Cllr Colman undertake required work with the Council purchasing any necessary parts.	Cllr Colman/ Clerk
359	<u>Reinforced Autoclaved Aerated Concrete (RAAC)</u> – Cllr Leech reported previous surveys had identified the makeup of Council buildings including recent surveys of the Charter Hall roof. On the proposition of Cllr Yelland, seconded Cllr Fisher, it was RESOLVED a survey was not required due to the known structure of buildings or their age.	
360	<u>Fire Risk Assessment</u> –	
360.1	Report – On the proposition of Cllr Fisher, seconded Cllr Yelland, it was RESOLVED : <ul style="list-style-type: none"> • Consideration of upgrading the status of the kitchen to full preparation and the work required be investigated by the Charter Hall Internal Improvement Working Group. 	

<ul style="list-style-type: none"> • Quotation for the provision of a warning beacon in the hall in the event of a fire alarm activation be obtained. • Additional FireXO extinguisher be obtained and sited in the reception office. • Quotations for other work identified be obtained 	Clerk
<p>360.2 Room Capacity Numbers – On the proposition of Cllr Leech, seconded Cllr Colman, it was RESOLVED not to increase the number of persons permitted in the Charter Hall.</p> <p>The maximum capacity of 60 persons permitted in the Council Chamber at any one time was noted.</p>	
<p>361 PAT Testing – The Committee noted PAT testing, including the Parks equipment, had been undertaken.</p>	
<p>362 Sale of Old Safe – (Cllr Colman left the meeting)</p> <p>On the proposition of Cllr Leech, seconded Cllr Fisher, it was RESOLVED to dispose of the safe located in the Clerk’s office, and that it be advertised for offers over £200. Collection and removal from the Clerk’s Office to be arranged by the buyer.</p> <p>(Cllr Colman returned)</p>	Clerk
<p>363 Market Street Public Toilets – Cllr Leech declared a personal interest being a Member of WBC.</p> <p>Correspondence from WDBC in relation to responsibility for maintenance of the facility was considered. It was commented if Waitrose were to close their toilets, those in Market Street would have to be maintained by WDBC, in line with legal agreements. For this reason, should the Market Street toilets close at any time, they could not be demolished or used for another purpose. The main beneficiaries of the facility were believed to be by taxis, busses and school children.</p> <p>On the proposition of Cllr Yelland, seconded Cllr Fisher, it was RESOLVED to reassess the situation following the outcome of the Business Improvement District feasibility work and consultation process.</p>	Clerk
<p>364 Finances</p> <p>364.1 Invoices and Payments – On the proposition of Cllr Yelland, seconded Cllr Holt, it was RESOLVED to approve the schedule of payments, with the exception of an item for expenses which was deferred whilst further clarification was provided, travel costs within the claim however were authorised.</p>	Clerk/ Ass. Clerk
<p>364.2 2024/25 Budget – Budget Workshop held on 13th September was noted. Inclusion of maintenance and repairs to the public toilets at Fairplace to be considered.</p>	
<p>365 Members Reports and Requests for Agenda Items -</p> <p>365.1 Devon Climate Emergency Group – No update.</p>	
<p>365.2 Museum of Dartmoor Life – A report for future meetings to be requested from Cllr Bird. The Clerk read a report from a Museum Trustee that advised</p>	

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| <p>in 2022/23 they had 4,200 visitors, the economic impact to the local economy being £105,965.</p> | Clerk |
| <p>365.3 North Dartmoor Search & Rescue Team – Cllr Colman had emailed the group but not received any response. Clerk to make contact with the group.</p> | Clerk |
| <p>365.4 Okehampton Carnival Committee – Cllr Fisher had attended meetings and reported that plans had progressed well and were in place for the event on 21st October.</p> | |
| <p>366 <u>PART TWO – CONFIDENTIAL ITEMS</u>
 On the proposition of Cllr Leech, seconded Cllr Holt, 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.'</p> | |
| <p>367 <u>Cinema Lease, Rent and Other Matters</u> – On the proposition of Cllr Yelland, seconded Cllr Fisher, it was RESOLVED the Clerk enter discussion with the Cinema about the inclusion of a rent formula on a five yearly review basis and checks on any legal requirements in relation to relevant rent reviews. Cinema area manager to be invited to the next meeting of the Committee.</p> | Clerk |
| <p>368 <u>Registration Service Lease</u> – On the proposition of Cllr Yelland, seconded Cllr Leech, it was RESOLVED to approve the lease, its execution and for it to be sealed using the Council's seal in accordance with Standing Orders.</p> | Clerk |
| <p>369 <u>Lower Market Hall, Ground Floor Lease Renewal</u> - On the proposition of Cllr Colman, seconded Cllr Fisher, it was RESOLVED to approve the granting of a lease a further year commencing on 1st January 2024. Rent to be increased by 2.5% due to rising costs including those relating to Health & Safety regulations.</p> | Clerk |

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 9pm.

Cllr Colman, Chairman