

**Minutes of Okehampton Town Council Property Committee Meeting held on Monday 4<sup>th</sup> December 2023 at 7.25pm in the Council Chamber, Town Hall, Okehampton**

**Committee Members Present:** Councillor C Holt (Chairman, Parks)  
Councillor J Yelland (Chairman, Policy & Resources)  
Councillor T Cummings

**Other Members Present:**

**In Attendance:** Mrs E James (Town Clerk)

	<b>Action</b>
In the absence of the Committee Chairman and Vice-Chairman, on the proposition of Cllr Holt, seconded Cllr Yelland, Cllr Cummings was nominated to Chair the meeting.	
<b>448</b> <b><u>Apologies for Absence</u></b> – Apologies tendered by Cllrs Colman and Leech (health) and Cllr Fisher (personal) were noted.  Absent: Cllr Harding  Apologies tendered by Cllr Tolley who was not a member of the Committee were noted.	
<b>449</b> <b><u>Declarations of Interest</u></b> – None	
<b>450</b> <b><u>Public Participation</u></b> – None	
<b>451</b> <b><u>Members' Questions</u></b> – None	
<b>452</b> <b><u>Minutes</u></b> - The minutes of the Property Committee meetings held on 16 <sup>th</sup> October and 20 <sup>th</sup> November 2023 were <b>approved</b> and signed by the Chairman on the proposition of Cllr Yelland, seconded by Cllr Holt.	
<b>453</b> <b><u>Progress Reports and Updates</u></b>	
<b>453.1</b> <b><u>Jim the Walker Statue</u></b> – The Clerk reported the Licence had been duly signed by all parties and maintenance work would be undertaken in early 2024.	
<b>453.2</b> <b><u>DCC Registration Service Lease</u></b> - The Clerk reported the Lease had been completed, sealed and signed by all parties.	
<b>453.3</b> <b><u>Boiler</u></b> – Investigation/repair work was awaited.	
<b>453.4</b> <b><u>Chimney</u></b> - Investigation/repair work was awaited by Cllrs.	
<b>453.5</b> <b><u>Foyer Canopy</u></b> – A response from the Cinema was awaited.	
<b>453.6</b> <b><u>Fairplace Toilets</u></b> – Anti-climb paint had been purchased would be applied in due course.	
<b>454</b> <b><u>Charter Hall Alcohol Sales</u></b> – No applications to sell alcohol under the Premises Licence had been received.	
<b>455</b> <b><u>Charter Hall Roofing Project</u></b> – The Clerk reported the contract had been signed by all parties and the commencement date confirmed as being 19 <sup>th</sup> February 2024. Hirers of bookings during the period the hall would be closed were being informed.	

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| 456   | <b><u>Charter Hall Internal Improvements</u></b> – The group had held an initial meeting following which an Environmental Health officer from WDBC had attended and advised little work would be required to allow the Charter Hall kitchen to be used as a full preparation and cooking facility.   | Clerk |
| 457   | <b><u>Fire Risk Assessment</u></b> - The Clerk reported work would be progressed in the following weeks, delays having been caused due to other matters including the arrangements for a public meeting.   | Clerk |
| 458   | <b><u>Finances</u></b>   |       |
| 458.1 | <b>Invoices and Payments</b> – On the proposition of Cllr Yelland, seconded Cllr Holt, it was <b>RESOLVED</b> to approve the schedule of payments.   |       |
| 458.2 | <b>2024/25 Budget</b> – No further amendments to V3 of the draft budget were made.   |       |
| 459   | <b><u>Members Reports and Requests for Agenda Items</u></b> -  |       |
| 459.1 | <b>Devon Climate Emergency Group</b> – No report   |       |
| 459.2 | <b>Museum of Dartmoor Life</b> – No report   |       |
| 459.3 | <b>North Dartmoor Search &amp; Rescue Team</b> – No report   |       |
| 459.4 | <b>Okehampton Carnival Committee</b> – Cllr Fisher had informed the Clerk the 2023 carnival had made of loss of approximately £2,300 and were holding a Festive Fair on 19 <sup>th</sup> December.   |       |
| 460   | <b><u>PART TWO – CONFIDENTIAL ITEMS</u></b><br>On the proposition of Cllr Yelland, seconded Cllr Holt, it was <b>RESOLVED</b> 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 <b>CONFIDENTIAL</b> 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.’ |       |
| 461   | <b><u>Lower Market Hall, First Floor Lease Renewal</u></b> – The Clerk provided an update. On the proposition of Cllr Yelland, seconded Cllr Holt, it was <b>RESOLVED</b> the Clerk write to the tenant and to include consideration of renewal on the February Full Council agenda.   | Clerk |
| 462   | <b><u>Cinema Lease</u></b> – The Clerk advised the Area Manager had not responded to correspondence following the meeting of the Property Committee in October. Item to be further considered at the next meeting.   | Clerk |

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

The meeting was closed at 7.55pm.

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Chairman