

**Minutes of a meeting of Okehampton Town Council held on  
Thursday 9<sup>th</sup> November 2023 at 11.30am in the Council Chamber, Town Hall, Okehampton**

**Members Present:** Councillor C Marsh (Deputy Mayor)  
Councillor R Colman (Chairman, Property Committee)  
Councillor C Holt (Chairman, Parks Committee)  
Councillor T Leech (Chairman, Planning Committee)  
Councillor L Bird  
Councillor M Ireland  
Councillor B Tolley

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

**Absent:** Councillor M Harding  
Councillor L Rogers  
Councillor S Weekes

**Action**

**356** **Apologies for Absence** – Apologies tendered by Cllrs Cummings (illness), Fisher (Council business) and Yelland (personal) were noted.

**357** **Declarations of Interest** – None

**358** **PART 2 Confidential Matters** - On the proposition of Cllr Holt, seconded Cllr Leech, 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 were **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.

**359** **Charter Hall Roofing Project** – (Cllrs Ireland and Tolley arrived)  
The Clerk reported the cost of insuring the project would be in the region of £800 and the council's insurer would not provide cover for related water ingress. On the proposition of Cllr Colman, seconded Cllr Leech it was **RESOLVED** to accept and approve the insurance policy and the resulting cost.

A voice message left on the Clerk's mobile from the Project Manager on 8<sup>th</sup> November with information relating to the contract pertaining to potential cost increases of steel, flat roofing materials and decorating work was heard and considered by Cllrs. Cllr Leech advised slate costs were due to increase by 10% from 1 January, the cost of which had been saved due to their prior purchase.

On the proposition of Cllr Colman, seconded Cllr Leech it was **RESOLVED** to approve option 2 of the email from the contractor dated 8 November 2023, which set out M&E options in relation to the Air Handling Unit, resulting in a new unit as opposed to refurbishment of the existing one.

On the proposition of Cllr Leech, seconded Cllr Colman it was **RESOLVED** to approve the contract price as stated in Revision 8 dated 09/11/23 subject to clarification of item 1 wording and cost relating to scaffolding. Once clarification had been received the Clerk was to advise Councillors of the outcome and was delegated authority to accept the contract cost providing it did not exceed that stated.

Clerk

On the proposition of Cllr Leech, seconded Cllr Marsh, it was **RESOLVED** to exit Part 2 and ratify decisions made therein. The meeting was closed at 11.50am.

---

**Councillor Fisher**  
**Mayor**