

**Minutes of a Meeting of the Okehampton Town Council Property Committee
held on Monday 17 November 2014 in the Council Chamber, Town Hall,
Okehampton at 8.15 pm**

Committee Members Present: Councillor Mrs J Goffey (Chairman)
Councillor Mrs J Yelland (Vice Chairman)
Councillor Revd M Davies
Councillor A Leech
Councillor C Letchford
Councillor D Weekes
Councillor P Vachon (Mayor)
Councillor Mrs M McDonald (Chairman, P & R)

In Attendance: Mr P R Snell, Town Clerk

	Action
341. <u>Apologies for Absence</u> - None.	
342. <u>Deferment of Business</u> - (for comment by the public) - There were no members of the public present.	
343. <u>Members' Questions</u> - None.	
344. <u>Minutes</u> - The minutes of the Property meeting held on 13 October 2014 were approved and signed by the Chairman on the proposition of Councillor Yelland, seconded by Councillor Vachon with all in favour.	
345. <u>Matters Arising</u> - Open afternoon, Wednesday 29 October. It was suggested that the second session was an improvement on the first trial session and it was generally agreed that the matter should be put on the agenda for January with the intention of having a third trial session in February.	January agenda
346. <u>Council Chamber Furniture</u> - The Chairman reported her research of a further two model ranges of suitable tables for the Council Chamber. After discussion, it was generally agreed to investigate a range that used real wood veneer on an MDF core. Sufficient table space to seat 16 people was required and a modesty panel option was preferred. It was agreed to research the table specification further and draft a layout plan for the proposed solution on the proposition of Councillor Leech, seconded by Councillor Yelland and agreed by majority.	Cllr Goffey
347. <u>Property Repairs and Updates</u> -	
347.1 Council Chamber Windows - The Clerk reported that he had yet to contact the selected contractor to work on two of the windows.	Clerk
347.2 Water Boiler - The Clerk reported that the hot water boiler tap in the Charter Hall kitchen had been replaced.	

	Action
<p>347.3 Downpipe at Front of Building - The Clerk reported that a temporary pipe had now been put in place. There was now a need to consider if additional fixing brackets should be installed in order to reduce the risk of further damage, however this would require listed building consent. It was agreed to seek the advice of the Borough Conservation Officer in the first instance.</p>	Town Clerk
<p>347.4 Charter Hall Valance - The Clerk reported that he had received no response to date to the two letters sent concerning the damaged valance. It was agreed to continue to try to establish contact by other means.</p>	Clerk
<p>348. <u>Energy Efficiency Measures</u> - The Committee noted the updated summary based on the DARE report of May 2012. It was agreed that a methodical review of the original recommendations would be beneficial. A key element would be a quarter on quarter comparison of energy consumption which, the Clerk advised, was already in hand.</p>	
<p>349. <u>Hall Bookings</u> - The Committee noted the summary of Charter Hall hirings for November and December 2014. The Committee noted and approved the use of the Council Chamber for the Courtenay Players December production, noting that no downstairs offices should be used.</p>	
<p>350. <u>Budget Preparation</u> - The Committee noted the list of projects for attention in the forthcoming budget year. There was a particular focus on refurbishment of the Charter Hall toilets in conjunction with possible development with Merlin Cinemas and roof leaks in the Charter Hall. Councillor Davies recalled that a building condition survey had been carried out in 2004/2005. It was agreed that, once this survey was located, a working group comprising Councillors Leech, McDonald and Weekes should review the recommendations and note what work was still required.</p>	
<p>351. <u>Review of Fees and Charges for Charter Hall and Room Hire</u> - The Committee noted the current fee structure, the general offer of hire premises in the town and the need to address the social need through, for example, coffee mornings. After discussion it was agreed to recommend the maintenance of the existing fee structure with the exception of the community rate for the Committee Room, which would be subject to additional charges if being opened specifically outside a working day, this on the proposition of Councillor Vachon, seconded by Councillor Davies and agreed.</p>	Clerk, Full Council agenda
<p>352. <u>Members' Reports/Reminders for Agenda Items</u> -</p>	
<p>352.1 Battle of the Bands - Councillor Yelland reported that an enthusiastic new committee had been formed which was engaged in seeking sponsorship and producing an affordable event. Councillor Leech reported that West Devon Borough Council had agreed to convene a meeting where the Borough Council, Police and the Battle of the Bands committee could address the various risk assessments required.</p>	

Action

352.2 Museum of Dartmoor Life - Councillor Goffey reported that the Museum exhibition would continue until 4 December. At the recent Annual General Meeting, it was reported that Mrs Debbie Pritchard had now been elected as Chairman of Trustees.

352.3 Town Twinning Association - Councillor Goffey reported that there were no new developments since the last report.

The meeting was closed at 9.41 pm.

Councillor Mrs J Goffey
Chairman