

**Minutes of Okehampton Town Council Property Committee Meeting held on  
Monday 18<sup>th</sup> March 2024 at 7pm in the Council Chamber, Town Hall, Okehampton**

**Committee Members Present:** Councillor R Colman (Chairman)  
Councillor A Fisher (Mayor)  
Councillor J Yelland (Chairman, Policy & Resources)  
Councillor T Cummings  
Councillor M Richards

**Other Members Present:** Councillor M Ireland

**In Attendance:** Mrs E James (Town Clerk)  
1 member of the public

	<b>Action</b>
648 <b><u>Apologies for Absence</u></b> – Apologies tendered by Cllrs Leech (health) and Holt (health) were noted.	
649 <b><u>Declarations of Interest</u></b> – None	
650 <b><u>Public Participation</u></b> – Merlin Cinema’s Property & Development Manger thanked the Council for the continued support of the cinema, who leased a building owned by the Council, and provided an overview of the economic situation in relation to the industry.  (member of the public left the meeting)	
651 <b><u>Members’ Questions</u></b> – None	
652 <b><u>Minutes</u></b> - The minutes of the Property Committee meeting held on 4 <sup>th</sup> December 2023 were <b>approved</b> and signed by the Chairman on the proposition of Cllr Cummings, seconded by Cllr Fisher.	
653 <b><u>Progress Reports and Updates</u></b>	
653.1 <b>Boiler</b> – Investigation/repair work was awaited.	Cllr Colman
653.2 <b>Chimney</b> - Investigation/repair work was awaited by Cllrs.	Cllrs Leech/ Colman
653.3 <b>Foyer Canopy</b> – The canopy over the automatic doors from Market Street into the Foyer would be refurbished by the Cinema following completion of the roofing work, as previously agreed by the Committee.	
654 <b><u>Bookings</u></b> – Bookings summary for March, April and May 2024 was noted.	
655 <b><u>Charter Hall</u></b>	
655.1 <b>Alcohol Sales</b> – No applications to sell alcohol under the Premises Licence had been received.	
655.2 <b>Roofing Project</b> – A freedom of information request was being processed.  Asbestos had been discovered in three locations following a Refurbishment Survey and removal as necessary was in progress, the cost being met from the contingency.  Interim Certificate 2 and application for payment had been received, this included omissions for slates and a roof light over the toilets. An extension of time amounting to 1 week had been agreed by the Project Manager due to the asbestos removal.	

- 655.3 Internal Improvements** – The Clerk reported the Council’s Insurer was carrying a survey of the buildings on 20<sup>th</sup> March. The working group had met and drawn up a list of requirements. Quotations for some elements including work identified by the Fire Audit to be considered within Part 2 later in the meeting.
- 655.4 Valuation Inspection** – The Valuation Office Agency had visited the Charter Hall to conduct a valuation for non-domestic rating purposes.
- 655.5 Lower Market Hall, Office Space** – It was agreed a visit be arranged to take place immediately prior a meeting of the committee when the property had been vacated.
- 656 Finances**
- 656.1 Invoices and Payments** – On the proposition of Cllr Fisher, seconded Cllr Yelland, it was **RESOLVED** to approve the schedule of payments.
- 657 Members Reports and Requests for Agenda Items -**
- 657.1 North Dartmoor Search & Rescue Team** – Cllr Colman had not had any contact with the group since December.
- 657.2 Okehampton Carnival Committee** – Cllr Fisher had attended meetings, the road closure for the 2024 event had been applied for.
- 658 PART TWO – CONFIDENTIAL ITEMS**  
**On the proposition of Cllr Cummings, 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.’**
- 659 Reception Automatic Door** – Quotations obtained to fit sensors to the automatic reception door were considered. On the proposition of Cllr Cummings, seconded Cllr Fisher, it was **RESOLVED** to accept the quotation from KS Autodoors at the cost of £1,800 noting the cost may have increased as quotations were obtained in December.
- 660 Fire Risk Assessment** – Quotations obtained for the work highlighted including in relation to the fire alarm system recommended by the Clerk on the report were considered.
- On the proposition of Cllr Colman, seconded Cllr Fisher, it was **RESOLVED** not to progress with the Clerk’s recommendations, but that a review of the RA take place following the insurance survey due to be undertaken by the insurer on 20<sup>th</sup> March. An action plan to complete the required work to be progressed.
- 661 Charter Hall Internal Improvements** – A list of potential costs for provision of items including tables, chairs, cutlery and crockery was considered. It was agreed work be prioritised and a programme of improvements over the next few years be recommended by the working group. Priorities: Fire Audit requirements, painting and provision of tables, marketing plan to also be considered.
- 662 Lower Market Hall, First Floor Lease** – No further update.

Clerk

Clerk

Clerk

Clerk

663 **Cinema Lease** – Work on the lease was progressing and the Clerk was liaising with the Cinema Manager and Solicitor.

Clerk

664 **Cinema Roof** – Cllr Yelland declared a pecuniary interest and left the meeting.

It was **RESOLVED** to suspend Standing Order 3 (bb) to permit extension of the meeting following a proposal by Cllr Cummings, seconded Cllr Richards.

On the proposition of Cllr Fisher, seconded Cllr Cummings, it was **RESOLVED** a to award the contract for the cleaning of a section of roof as outlined in the report to WJ Avery at the cost of £2,458.50, noting only one quotation had been obtained.

Clerk

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

The meeting was closed at 8.35pm

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Chairman