

**Minutes of Okehampton Town Council Property Committee Meeting held on  
Monday 22<sup>nd</sup> July 2024 at 7pm in the Council Chamber, Town Hall, Okehampton**

**Committee Members Present:** Councillor R Colman (Chairman)  
Councillor T Leech (Vice-Chairman)  
Councillor A Fisher (Mayor)  
Councillor B Tolley (Chairman, Parks)  
Councillor J Yelland (Chairman, Policy & Resources)  
Councillor L Bird  
Councillor C Holt  
Councillor M Richards

**In Attendance:** Mrs E James (Town Clerk)  
Councillor C Marsh  
3 members of the public

	<b>Action</b>
<b>173</b> <u>Apologies for Absence</u> – Apologies tendered by Cllr Cummings (personal) were approved on the proposition of Cllr Leech, seconded Cllr Tolley.	
<b>174</b> <u>Declarations of Interest</u> – Cllr Richards declared a personal interest in Min Refs 181 and 187.	
<b>175</b> <u>Public Participation</u> – A member of the public addressed the Committee about the Okehampton Food Bank difficulties and future plans.	
<b>176</b> <u>Members' Questions</u> – None	
<b>177</b> <u>Minutes</u> - The minutes of the Property Committee meeting held on 3 <sup>rd</sup> June 2024 were <b>approved</b> and signed by the Chairman on the proposition of Cllr Yelland, seconded by Cllr Tolley.	
<b>178</b> <u>Progress Reports and Updates</u>	
<b>178.1</b> <u>Boiler</u> – Investigation/repair work was anticipated to be completed within the next few weeks.	Cllr Colman
<b>178.2</b> <u>Chimney</u> - Investigation/repair work to chimney to ground floor office would be reviewed following completion of the Charter Hall Roofing work.	Cllrs Leech/ Colman
<b>179</b> <u>Bookings</u> – Summary of bookings for June, July and August 2024 was noted.	
<b>180</b> <u>Charter Hall</u>	
<b>180.1</b> <u>Alcohol Sales</u> – An application to sell alcohol under the Premises Licence had been received since publication of the agenda. The application would be reviewed by the Committee Chairman and Clerk.	Cllr Colman Clerk
<b>180.2</b> <u>Roofing Project and Internal Improvements</u> – Work was progressing and on target for completion before the end of August. Names of individuals and businesses who had donated towards the project would be published at the end of the project. Following consultation with Cllrs Colman and Leech anti-climb paint was being used instead of a physical barrier to the roof adjacent to the cinema doors into Red Lion Yard, this was due to potential fixing issues.	

(Cllr Fisher left the meeting)

- 181 **Lower Market Hall, Office Space** – Members of the Committee had been unable to view the space and the item was deferred to Part 2.
- 182 **Fire Risk Assessment** – The Clerk reported on difficulties obtaining quotations for the work and advised a company was attending site in early August to quote for some work. Clerk
- 183 **Window Condition Survey** – The comprehensive quality of the report was commented upon. Work to be phased commencing with the windows listed as needing urgent and high attention. Planning consent for all the work to be obtained. Clerk
- (A member of the public left the meeting)
- 184 **Finances** - On the proposition of Cllr Bird, seconded Cllr Yelland, it was **RESOLVED** to approve the schedule of payments.
- The Clerk reported the recently approved large payment to Classic Builders for roofing work had been paid in two instalments. This was confirmed by Cllr Tolley.
- 185 **Members Reports and Requests for Agenda Items -**
- 185.1 **North Dartmoor Search & Rescue Team** – Cllr Colman had not had any recent contact with the group.
- 185.2 **Okehampton Carnival Committee** – No report.
- (Members of the public left the meeting)
- 186 **PART TWO – CONFIDENTIAL ITEMS**  
**On the proposition of Cllr Leech, seconded Cllr Bird, 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.'**
- 187 **Lower Market Hall, First Floor Lease** – The Clerk reported on the financial position.
- On the proposition of Cllr Leech, seconded Cllr Yelland it was **RESOLVED** the Clerk take necessary action in relation to a matter that had prevented viewing of the premises prior to the meeting. Clerk
- (Cllr Richards declared a potential personal interest.)
- 188 **Lower Market Hall, Office Space** – On the proposition of Cllr Yelland, seconded Cllr Leech (1 abstention) it was **RESOLVED** to defer this item until a site visit had taken place.
- 189 **Cinema Lease**
- 189.1 Commencement date to be 19<sup>th</sup> October 2024 for a period of 15 years with 3 yearly rent reviews, agreed by the tenant.
- On the proposition of Cllr Yelland, seconded Cllr Richards, it was **RESOLVED** to consult the cinema with the following options in relation to management of the 3 yearly rent reviews being in accordance with:

- Consumer Price Index (CPI)
- Bank of England inflation rate
- Increased in line with ticket price percentage increase over the previous 3 year period

On the proposition of Cllr Tolley, seconded Cllr Leech it was **RESOLVED** the commencement rent be increased by £1,500 raising it to £13,500 p/annum.

A proposal by Cllr Richards to increase the deposit amount by £1,500 was not seconded.

Other items for clarification within the lease were:

- Clause C relating to sale of food and drink on the first floor
- Inclusion of deposit already held
- Inclusion of clause requiring the tenant to return the premises to its original state/layout.
- Clarification of Clause 36

Clerk

**189.2** On the proposition of Cllr Tolley, seconded Cllr Holt it was **RESOLVED** to defer approval of the lease and execution of the sealing of the lease with the Council's common seal in accordance with Standing Order 22.

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

The meeting was closed at 8.30pm

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Chairman