

**Minutes of Okehampton Town Council Property Committee Meeting held on
Monday 2nd September 2024 at 7.05pm in the Council Chamber, Town Hall, Okehampton**

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

In Attendance: Mrs E James (Town Clerk)

	Action
233 <u>Apologies for Absence</u> – Apologies tendered by Cllr Fisher (personal) were approved on the proposition of Cllr Cummings, seconded Cllr Leech.	
234 <u>Declarations of Interest</u> – None	
235 <u>Public Participation</u> – None	
236 <u>Members’ Questions</u> – None	
237 <u>Minutes</u> - The minutes of the Property Committee meeting held on 22 nd July 2024 were approved for signing by the Chairman on the proposition of Cllr Holt, seconded by Cllr Tolley.	
238 <u>Progress Reports and Updates</u>	
238.1 <u>Boiler</u> – Investigation/repair work	Cllr Colman
238.2 <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
239 <u>Bookings</u> – Summary of bookings for October, November and December 2024 was noted and an overview of those in September was provided.	
240 <u>Charter Hall</u>	
240.1 <u>Alcohol Sales</u> – An application from the Okehampton Royal British Legion to sell alcohol under the Premises Licence at a supper and dance on 11 th October 2024 had been approved by the Chairman and Clerk.	
240.2 <u>Roofing Project and Internal Improvements</u> – Practical completion had been reached on 16 th August 2024 and the final invoices, except for the retention sum, were awaited. A few minor tasks were to be completed including railing around the internal courtyard. Finish of lead flashing on a corner of the internal courtyard to be feedback to the Project Manager.	
The Red Lion Yard manager had acknowledged that an area of roof had been painted with anti-climb paint and access to their properties that adjoined the hall must be arranged through the Council.	
A quotation for decoration of fascia on the turret and Charter Hall windows was not to be obtained at this time and would be considered alongside other window work.	
Boarding along the front of the stage to be painted in a colour similar to the curtains or covered in curtain material.	

The member of public who had anonymously made new stage and window curtains was thanked for their generosity in volunteering their skills and time.

Clerk

241 **Lower Market Hall 1/F Office**– Members of the Committee had viewed the space vacated earlier in the year. Quotations to be sought for the following maintenance work:

- Electrical inspection and replacement of the lighting to LED
- Flooring – wood composite or carpet tiles.
- Basic internal redecoration

It was noted some fire prevention work may be required and heaters may need replacing.

On the proposition of Cllr Yelland seconded Cllr Leech, it was **RESOLVED** to offer the space to the BID Manager, subject agreement of the lease terms.

Clerk

242 **Fire Protection Work** – The Clerk reported continued difficulties obtaining quotations. Issues believed impacting this were outlined as was the need for a Fire Strategy to be undertaken by a competent company, a new Risk Assessment as these were now legally required to be undertaken annually and a Fire Door survey. Quotations obtained to be considered in Part 2.

243 **Finances -**

243.1 **Payment Schedule** – Clarification was provided in relation to the invoice from Devon Investigations which was for the serving of a notice on travellers who had started to settle in Simmons Park on a second occasion in August

On the proposition of Cllr Cummings seconded Cllr Richards, it was **RESOLVED** to approve the schedule of payments.

243.2 **2025/26 Budget** – A budget workshop had been held on 19th August when the current year's budget to date had been reviewed and initial requirements for 2025/26 had been considered. A first draft of a 2025/26 committee budget had been prepared and the following was considered:

- Salary for a new member of staff, Facilities Officer, to be included within the Property Budget. Salary notes to include roles.
- BID Levy budget lines to be added for Charter Hall and Town Hall, approximate respective costs being £60 and £250.

It was commented that provision of public toilets came with a large cost.

Clerk

244 **Members Reports and Requests for Agenda Items -**

244.1 **North Dartmoor Search & Rescue Team** – Cllr Colman had reached out to the group with limited response.

244.2 **Okehampton Carnival Committee** – No report.

245 **PART TWO – CONFIDENTIAL ITEMS**

On the proposition of Cllr Cummings, 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 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.'

- 246 **Lower Market Hall, First Floor Lease** – The Clerk reported an update including a £350 charge for electricity reconnection which had been recharged, and invoices received for electricity usage which were being challenged. Clerk
- 247 **Building Insurance Reinstatement Cost** – As required by the Council's insurer an updated assessment was required, the last being in 2019. On the proposition of Cllr Cummings seconded Cllr Richards, it was **RESOLVED** to approve the quotation from BCH, which included the structures in Simmons Park, at the cost of £1,800. Clerk
- 248 **Window Condition Survey** – On the proposition of Cllr Cummings seconded Cllr Colman, it was **RESOLVED** to approve the appointment of Hayden Associates at the sum of £3,500 for the following: Clerk
- Provision of a measured building survey
 - Preparation of documentation and submission of a planning application for work to the windows
- 249 **Cinema Lease** – The Clerk reported the cinema were considering Option 3 of the proposals made by the Committee in relation to rent increases.
- 250 **Fire Protection Work** – On the proposition of Cllr Tolley seconded Cllr Bird, it was **RESOLVED** to approve acceptance of the following quotations from FRA Compliance: Clerk
- Fire Risk Assessment at £644
 - Comprehensive Fire Door Survey at £14.50 p/door
 - Quotation for a Fire Strategy to be provided.

It was noted a Working Group may be required to review the reports once received and make recommendations as to how to proceed.

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

The meeting was closed at 8.20pm

Chairman