

Minutes of a Meeting of the Okehampton Town Council Property Committee
held on Monday 5 January 2015 at 7.45 pm
in the Council Chamber, Town Hall, Okehampton

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 P Vachon (Town Mayor)
Councillor Mrs M McDonald (Chairman, P & R)
Councillor Mrs C Marsh (Chairman, Parks)

Other Members Present: Councillor T Cummings
Councillor Dr M Ireland
Councillor B Tolley

In Attendance: P R Snell, Town Clerk

- | | Action |
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| 413. <u>Apologies for Absence</u> - There were no apologies presented. | |
| 414. <u>Deferment of Business</u> - (for comment by the public) - There were no members of the public present. | |
| 415. <u>Members' Questions</u> - None. | |
| 416. <u>Minutes</u> - The minutes of the Property Committee meeting held on 8 December 2014 were approved and signed by the Chairman on the proposition of Councillor Davies, seconded by Councillor McDonald with all in favour. | |
| 417. <u>Matters Arising</u> - None. | |
| 418. <u>Council Chamber Furniture</u> - The Clerk summarised the rationale for replacing the Council Chamber furniture and it was agreed that the requirement remained valid. It was suggested that, at a later stage, the cost for allowing the use of either end of the Chamber and the associated costs for modifying the wiring for the sound system and hearing loop should be investigated. After discussion, it was agreed to request specific quotes for the combination of 2 x 140 cm tables, 2 x 160 cm tables and 2 x annular end tables with options for plain oak, pippy oak and crown cut oak cross banding. | Chairman |
| 419. <u>Property Repairs and Updates</u> | |
| 419.1 <u>Downpipe at front of building</u> - The Clerk reported that he had briefed the contractor on the current state of play. Having agreed a like for like replacement of the lead downpipe, the completion of an application for a Certificate of Lawfulness of Proposed Works to a listed building was required for the planning authority. | Clerk |

	Action
<p>419.2 Council Chamber windows - The Clerk reported that two of the Council Chamber windows - one at the east end and one at the west end (right-hand side) had been freed with some rotted wood replaced in the frame. It was agreed that the work had been satisfactorily completed and it was further agreed to proceed with the freeing up of two further windows.</p>	Clerk
<p>419.3 Valance damage - Nothing further to report.</p>	
<p>419.4 Roof - water ingress - Nothing further to report.</p>	
<p>419.5 Repainting of corridors, landing and stairways - The Clerk informed the Committee that the repainting of the stairs and corridors in the Town Hall was now due. The Committee confirmed like for like colours. The Clerk confirmed that the work would be undertaken in house and would report on the colour shades used at the next meeting.</p>	Clerk
<p>419.6 Short-term Leases - The Clerk reported that two short-term (12 month) leases were due for renewal. After discussion, it was agreed to recommend to the Policy and Resources Committee that the lease rates be held at current values for both leases for the next 12 month period, this proposed by Councillor Leech, seconded by Councillor McDonald and agreed.</p>	
<p>420. <u>Hall Bookings</u> - The Committee noted the summary of hall bookings for January and February 2015. Councillor Goffey reported that the Chamber of Trade had requested a booking of Charter Hall for 28 February 2015. As the Council was a member of the Chamber and members took it in turns to host, Councillor Goffey asked for the Committee's endorsement that this hiring should be allowed without charge. On the basis that this created an opportunity to display the Council's hire facilities to local businesses, it was agreed on the proposition of Councillor Davies, seconded by Councillor Vachon. The Committee noted that if a hirer intended to sell any alcoholic beverages, the requirement for appropriate licensing must be emphasised. In view of the availability of Saturday coffee mornings in January it was agreed to offer one for use by the Mayor. The Mayor accepted this with thanks.</p>	
<p>421. <u>Members' Reports/Reminders for Agenda Items</u> -</p> <ul style="list-style-type: none"> (i) Battle of the Bands - No meeting. (ii) Museum of Dartmoor Life - Councillor Goffey reported that volunteers were attending the Museum for maintenance on two days per week and that the Tourist Information Point was now closed. (iii) Town Twinning Association - No meeting. 	

The meeting was closed at 8.42 pm.

Councillor Mrs J Goffey
Chairman