

**Minutes of Okehampton Town Council Property Committee Meeting held on
Monday 3rd February 2025 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 T Cummings
Councillor C Holt
Councillor D McNeill
Councillor M Richards

In Attendance: Mrs E James (Town Clerk)

	Action
581 <u>Apologies for Absence</u> – None	
582 <u>Declarations of Interest</u> – None	
583 <u>Public Participation</u> – None	
584 <u>Members' Questions</u> – None	
585 <u>Minutes</u> - On the proposition of Cllr Tolley, seconded by Cllr Cummings. the minutes of the Property Committee meetings held on 2 nd September, 4 th November and 2 nd December 2024 were approved for signing by the Chairman.	
586 <u>Facility Hire</u>	
586.1 <u>Bookings</u> – Summary of bookings for January, February and March 2025 was noted.	
586.2 <u>Hire Fees and Charges</u> – Inclusion of the room hire cost of £72 inclusive of VAT for Civic Partnerships and Ceremonies on the schedule, as previously resolved, the charges being applicable up to 31 st March 2026 was noted.	
587 <u>Town Hall</u>	
587.1 <u>Boiler</u> – It was noted there had been no further issues over the winter and during recent spells of heavy rail. No further action was required.	
587.2 <u>Chimney</u> – Potentially the flashing could need attention in the future and it was suggested that this be investigated when scaffolding was next erected for other purposes. It was commented that heating the unused chimney may help the situation, convection/oil filled heating was a possibility to be investigated.	Facilities Officer
588 <u>Charter Hall</u>	
Alcohol Sales – It was noted that the following applications to sell alcohol under the Premises Licence had been approved by the Clerk in consultation with either the Chairman since the last meeting of the Committee:	
<ul style="list-style-type: none"> • Royal British Legion Quiz Night on 2nd November 2024 • Abba Tribute Band on 30th November 2024 • Courtney Players for their performances in January and February 2025 	

- Pete's Dragons music event on 18th January 2025
- Okehampton Young Farmers Cider and Pasty Quiz on 15th February 2025

On the proposition of Cllr Cummings, seconded Cllr Yelland, it was **RESOLVED** to approve the following application to sell alcohol under the Premises Licence:

- Mayor's Charity Quiz on 28th March 2025

- 589** **Lower Market Hall 1/F Office** – The Clerk provided an update:
- Phase 1 fire work to the doors had been completed
 - Decorating work had been completed with the exception of the doors for which a quotation had been obtained for consideration. External doors were still to be decorated within the painting quotation previously approved
 - Quotation for electrical work following inspection and replacement of the kitchen/sink unit were being obtained
 - Quotations for flooring to be obtained
- 590** **Fire Protection Work** – The Clerk reported the majority of phase 1 fire door work had been completed. Some minor additions had been agreed by Cllr Fisher and Cllr Colman had agreed to additional work to replace the fire exit door mechanism to the Charter Hall fire escape doors to comply with legislation.
- 591** **Window Replacement and Repair Work** – Recommendations for applications for planning consent were considered. On the proposition of Cllr Yelland, seconded Cllr Cummings, it was **RESOLVED** to apply for planning consent as recommended in the report from the consultant. Clerk
- 592** **Finance** - On the proposition of Cllr Fisher, seconded Cllr Richards, it was **RESOLVED** to approve the schedule of payments, noting the invoice from ASAP Locksmiths was for Phase 1 of the fire door work.
- 593** **Terms of Reference** - On the proposition of Cllr Cummings seconded Cllr Fisher, it was **RESOLVED** to recommend the Committee Terms of Reference to Full Council for consideration at the appropriate meeting. Clerk
- 594** **Members Reports and Requests for Agenda Items** -
- 594.1** **Devon Communities Together** – Clerk to ensure the group noted Cllr Leech's email address for correspondence. Clerk
- 594.2** **North Dartmoor Search & Rescue Team** – Cllr Colman reported he was experiencing difficulty keeping in contact with the group and had no report.
- 594.3** **Okehampton Carnival Committee** – Cllr Fisher provided and updated and advised a coffee morning was planned.
- 595** **PART TWO – CONFIDENTIAL ITEMS**
On the proposition of Cllr Tolley, 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.'

- 596 **Lower Market Hall, First Floor Lease** – Clerk to obtain additional quotations for the electrical work, replacement of the kitchen unit and painting of the internal doors.
- 597 **Electrical Work** – Additional quotations for work arising from recent inspections were required to be sought. Item to be added to the full Council agenda at the end of February.
- 598 **Cinema Lease** – Solicitors advice in relation to the rent review proposal to be included within the lease was considered. On the proposition of Cllr Leech, seconded Cllr Bird, it was **RESOLVED** that the rent be based on CPI with a cap of 5%.

Clerk

Clerk

Clerk

On the proposition of Cllr Cummings, seconded Cllr Fisher, it was **RESOLVED** to approve the lease unless there were any further changes.

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

The meeting was closed at 7.50pm

Chairman

DRAFT