



Okehampton Town Council

Town Hall  
Fore Street  
Okehampton  
Devon  
EX20 1AA

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**Minutes of an Okehampton Town Council Property Committee meeting held on  
Monday 16th June 2024 at 7pm in the Council Chamber, Town Hall, Okehampton**

**Members Present:**

Cllr L Bird (Chairman)

Cllr T Cummings (Vice-Chairman)

Cllr R Colman

Cllr A Fisher

Cllr C Holt

Cllr T Leech

Cllr D McNeill

Cllr M Richards

Cllr B Tolley (Chairman, Parks)

Cllr J Yelland (Chairman, Policy & Resources)

**In Attendance:**

Mrs E James (Town Clerk)

The meeting was livestreamed through the Council Facebook page.

**73. Apologies for Absence**

None

**74. Declarations of Interest**

None

**75. Public Participation**

None

**76. Members' Questions**

None

**77. Minutes**

On the proposition of Cllr Colman, seconded Cllr Leech, it was **RESOLVED** to approve the minutes of the meeting held on 3<sup>rd</sup> February 2025 for signing by the Chairman.

**78. Facility Hire**

**78.1 Bookings**

A summary of bookings for June, July, August and September 2025 was noted.

**78.2 Martyn's Law**

The Committee noted that The Terrorism (Protection of Premises) Act 2025, also known as Martyn's Law, received Royal Assent on Thursday 3<sup>rd</sup> April 2025. Qualifying premise controllers, which include the Council, had until 2027 to prepare for the requirements, details of which were to be confirmed.

## **79. Town Hall**

It was noted that a review of the configuration of handrails in the accessible toilet facility was needed and likely to result in the requirement for an additional rail.

## **80. Charter Hall**

### **80.1 Alcohol Sales**

The following applications to sell alcohol under the Premises Licence had been approved by the Clerk in consultation with the previous and existing Chairmen since the last meeting of the Committee:

- **Well-Being Café** for an auction fundraising event on 5<sup>th</sup> April 2025
- **Okehampton Hockey Club** for a fundraising event on 19<sup>th</sup> July 2025
- **Wren Music** for events on 4<sup>th</sup> July and 23<sup>rd</sup> August 2025

### **80.2 Fire Audit, Kitchen and other Improvements**

Cllr Leech declared a personal interest being a Member of WDBC.

On the proposition of Cllr Yelland, seconded Cllr Colman (1 abstention), it was **RESOLVED** to apply for a grant from WDBC's Community Halls Capital Grant Fund to assist with the cost of necessary work to the Charter Hall including fire doors and audit improvements, the kitchen, replacement foyer carpet and replacement furniture.

### **80.3 Charter Hall/Cinema Entrance Canopy**

Work to the canopy and signage as previously agreed by the Committee was being progressed by the Cinema.

## **81 Other Locations**

### **81.1 Lower Market Hall, 1/F Office**

The kitchen units delivered to the contractor had been damaged during transit and replacements were awaited. Interest in leasing the premises had been received by the Clerk, deferred to Part 2 for further consideration.

### **81.2 Fairplace Public Toilets**

The baby changing unit had been damaged and subsequently removed for health and safety reasons. No complaints or comments had been received about lack of the facility within the approximate 2 months since it had been removed. On the proposition of Cllr Yelland, seconded Cllr Colman, it was **RESOLVED** to defer any decision relating to replacement of the unit until the autumn.

Maintenance including woodwork and guttering was required along with consideration of replacement of internal lighting.

## **82. Fire Door Work**

The Clerk reported on advice provided by WDBC's Conservation Officer in relation to the historic fire doors in the Town Hall. A Certificate of Lawfulness for the work would be required as a minimum.

## **83. Window Replacement and Repair Work**

The appointed consultant and planning officer had met onsite to discuss the pre-application for planning consent. Drawings of the windows needing replacement was required by the planning officer before a response would be provided. The advice would enable the consultant to apply for a grant from the Heritage Revival Fund to cover some consultant fees. There was potential for a further grant application from the fund for capital funding at a later stage. On the proposition of Cllr Colman, seconded Cllr Yelland, it was **RESOLVED** to continue with this stage of the work the grant application and enabling work required in relation to the window drawings.

#### **84. Finance**

On the proposition of Cllr Fisher, seconded Cllr Colman, it was **RESOLVED** to approve the payment schedule, BACS payments including June salaries totalling £22,969.98, and ratify the payments approved the previous week, BACS payments totalling £122.85.

The Finance Officer had made a complaint to the bank following poor service when attempting to clarify a matter, resulting in a credit of £50 as way of apology. This amount had been paid into the incorrect account and was included in the payment schedule for transfer to the current account.

#### **85. Members Reports and Requests for Agenda Items**

##### **85.1 Dartmoor Railway Association**

Cllr Fisher had recently attended a meeting. There was a model train exhibition at the station, and they had been asked by GWR if they would do the cleaning at the new station.

##### **85.2 Devon Communities Together**

Cllr Leech advised that information received was circulated to Councillors.

##### **85.3 Museum of Dartmoor Life**

Cllr Bird had attended a Trustees meeting on 13<sup>th</sup> May. There was a water wheel behind the museum that Trustees were considering disposal of, because of difficulties managing it and people climbing over it. The Council was asked if they would like it free of charge but would have to facilitate its move. The Council were also asked to consider providing cabinet space for the display of historical items. Clerk to add to the next relevant committee agendas.

##### **85.4 North Dartmoor Search & Rescue Team**

Cllr Colman had not received any communication from the group.

##### **85.5 Okehampton Carnival Committee**

Cllr Fisher reported that the group was considering providing QR codes to enable electronic donations.

##### **85.6 Okehampton Hospital/North Devon Health Initiative**

The meeting had been cancelled. Cllr Colman was awaiting a revised date.

##### **85.7 Transition Town Okehampton**

Cllr Cummings reported on the meeting held on 6<sup>th</sup> May when items were discussed including Hogs Wood/Wonnacott Road site, Community Land Trust, investigation into a shop in Crediton Road, a repair café, the emergency plan, green week and refugee week.

#### **86. PART TWO – CONFIDENTIAL**

On the proposition of Cllr Cummings, seconded Cllr Colman 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.

#### **87. Security**

The Clerk highlighted potential risks arising from concerns raised by a hirer.

#### **88. Lift Servicing Contract**

On the proposition of Cllr Fisher, seconded Cllr Leech, it was **RESOLVED** to enter into a 5 year bronze contract with Ideal Lifts at the cost of £208 p/annum.

**89. Lower Market Hall, 1/F Office**

The Committee **agreed** that once the space was ready for occupation it would be advertised in the interest of fairness.

On the proposition of Cllr Richards, seconded Cllr Leech, it was **RESOLVED** to exit Part 2 and ratify decisions made therein. The meeting was closed at 7.50pm.

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Councillor Bird, Committee Chairman

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