

**Minutes of the Okehampton Town Council Property Committee held on
Monday 27 April 2015 in the Council Chamber, Town Hall, Okehampton at 7.00 pm**

Committee Members Present: Councillor Mrs J Goffey (Chairman)
Councillor Mrs J Yelland
Councillor A Leech
Councillor C Letchford
Councillor D Weekes
Councillor P Vachon (Town Mayor)
Councillor Mrs M McDonald (Chairman, P & R)
Councillor Mrs C Marsh (Chairman, Parks)

Other Members Present: Councillor Dr M Ireland

In Attendance: P R Snell (Town Clerk)

	Action
644 <u>Apologies for Absence</u> - Councillor Rev'd M Davies.	
645 <u>Deferment of Business</u> - There were no comments from the member of public present.	
646 <u>Members' Questions</u> - None.	
647 <u>Minutes</u> - The minutes of the Property Committee meeting held on 23 February 2015 were approved and signed by the Chairman on the proposition of Councillor McDonald, seconded by Councillor Letchford and agreed.	
648 <u>Matters Arising</u> :	
648.1 <u>Council Chamber Furniture</u> - The Clerk reported that a date for delivery of the new tables for the Council Chamber was awaited. It was agreed to consider the consequential furniture disposals at a subsequent meeting.	Clerk
648.2 <u>Town Centre Wi-Fi Proposal</u> - The Chairman reported that the Chamber of Trade were making preliminary enquiries of the Conservation Officer with reference to permissions required for attachments to the Town Hall exterior.	
648.3 <u>Installation of wash-basin</u> - The Chairman summarised the discussion to install a sink for caretaker needs. After discussion, it was agreed to defer the matter until the new session.	Clerk
649 <u>Condition Report and Energy Saving Review</u> - The Chairman reported	

<p>that the Working Group had convened to review the DARE Report (May 2012) and had noted the items which had been addressed. This matter was now work in progress, with the matter of a Display Energy Certificate to be addressed as a priority.</p>	<p>Chairman/Clerk</p>
<p>650 <u>Publication of Council Chamber Artworks on Website</u> - It had been suggested by a member of the public that images of past Mayors and Council-owned artwork be published on the Council's website. In discussion, it was noted that the artwork was already available on-line through a BBC sponsored initiative with the Arts Council and it was further proposed by Councillor Marsh, seconded Councillor Weekes and agreed that the record of past Mayors be investigated further during the new council term.</p>	<p>Clerk</p>
<p>651 <u>Property Repairs:</u></p>	
<p>651.1 <u>Downpipe replacement</u> - Listed building application to be submitted.</p>	<p>Clerk</p>
<p>651.2 <u>Replacement of CD Player</u> - The Clerk reported that he had arranged for purchase of a replacement CD player as the existing one had failed. Noted.</p>	
<p>651.3 <u>Council Chamber Windows</u> - The Clerk reported that the contractor had carried out further repairs to the west window and south side No.2 window. This now provided the potential for some ventilation in the Chamber in hot weather. The other windows would be addressed sequentially according to assessment. Noted.</p>	<p>Clerk</p>
<p>651.4 <u>In-House Repainting Programme</u> - The Clerk reported that the next area for re-painting was scheduled to be the entrance hall and corridor. The work was being carried out by the in-house caretaking staff and was realising a significant saving over external contract. Noted.</p>	
<p>651.5 <u>Update of Mayoral Boards</u> - The Chairman reported that it had not been possible to pursue the project at present due to lack of availability of a suitable calligrapher. It was agreed to renew the search with a view to consolidating the three most recent boards into one.</p>	<p>Chairman/Clerk</p>
<p>651.6 <u>Charter Hall Roof</u> - It was noted that the number of leaks showing discolouration of the ceiling boards had increased over recent months and appeared to coincide with the combination of high winds and heavy rainfall. A meeting had been scheduled with contractors to obtain advice and quotations for repair work.</p>	<p>Clerk</p>
<p>652 <u>Town Hall Bookings :</u></p>	
<p>652.1 The Committee noted the Bookings scheduled for Charter Hall in May & June 2015. The Committee noted that there were no coffee mornings</p>	

booked in June and discussed the trend away from such events together with the availability of hall spaces in Okehampton. It was agreed to advertise the availability of the Hall locally.

Clerk

652.2 The Committee agreed the booking of the Hall, Chamber and Committee Room for the Courtenay Players' production in February 2016 on the proposition of Councillor Leech, seconded Councillor Weekes. There would be no Council meetings scheduled for the week beginning 15 February 2016.

653 Members' Reports and Requests for Agenda Items -

(i) Battle of the Bands - Councillor Yelland reported that arrangements for this year's event were in hand, with band applications received and the Park Finale taking a focus.

(ii) Museum of Dartmoor Life - Councillor Goffey reported that the Museum and Tourist Information Point were open with recruitment of new volunteers progressing. The Trustees were working on an interpretation report.

(iii) Town Twinning Association - Councillor Goffey reported that the Association was to focus on fundraising for the French visit in 2016.

PART TWO ITEMS

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 item as it involves the likely disclosure of sensitive and confidential information. Proposed by Councillor Leech, seconded by Councillor McDonald and agreed.

Action

653 Members' Reports

The meeting was closed at 8.10 pm.

Councillor Mrs J Goffey
Chairman