

**Minutes of the Okehampton Town Council Property Committee held on
Monday 6 July 2015 in the Council Chamber, Town Hall, Okehampton at 7.00 pm**

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

Other Members Present: Councillor T Cummings
Councillor Mrs V Cushing
Councillor Dr M Ireland

In Attendance: P R Snell (Town Clerk)

	Action
83 <u>Apologies for Absence</u> - None.	
84 <u>Deferment of Business</u> - There were no members of public present.	
85 <u>Members' Questions</u> - There was an enquiry as to the booking of the Charter Hall by the Scouts on 4 July. There had apparently been a misunderstanding about the nature of the music workshop that had also taken place in the Hall. It was noted that the Scouts had made the booking and therefore should have exercised the appropriate control of activities they were allowing to take place during their hiring.	
86 <u>Minutes</u> - The minutes of the Property Committee meeting held on 27 April 2015 were approved and signed by the Chairman on the proposition of Councillor Yelland, seconded by Councillor Marsh and agreed.	
87 <u>Matters Arising</u> :	
87.1 Previous Minutes - Councillor Cushing enquired about the background to Minutes 650 and 652.2, which was explained by the Chairman.	
87.2 Council Chamber Furniture - The Chairman noted that the new tables for the Council Chamber had been supplied as ordered and had now been in use for some 6 weeks. Their introduction had been welcomed.	
87.3 Town Centre Wi-Fi Proposal - The Chairman reported that the Chamber of Trade were now unlikely to progress the implementation of a town-	

centre wi-fi system due to 'hidden costs' notified by the intended supplier.

87.4 Condition Report & Energy Saving Review - The Chairman reported that the recommendations from the report were being considered progressively through the building.

88 Disposal of Surplus Furniture - The Clerk reported on the number of tables, chairs and other pieces of furniture that may be regarded as redundant, after the purchase of the new tables for the Chamber. On the proposition of Councillor Yelland, seconded by Councillor Weekes, it was agreed to obtain a professional valuation, and to take advice on how to obtain best value on their disposal.

Clerk

89 Refurbishment of First Floor Toilet & Kitchen - The Clerk reported that the refurbishment of this area was required and a quotation had been requested to replace the toilet fittings, the washbasin and to install a water heater to supply both the kitchen and toilet washbasins. It was agreed to consider the quote when supplied, as it was unlikely to exceed the threshold for multiple estimates.

Clerk

90 Property Repairs:

90.1 Downpipe replacement - Approval for proposed replacement had been received and arrangements were in hand for the lead-worker to complete the work.

Clerk

90.2 Replacement of CD Player - The Clerk reported that a replacement CD player had been purchased at a price of £128 incl VAT to replace the failed unit. Councillor Weekes offered to check the failed unit for possible repair. Noted.

90.3 Council Chamber Windows - The Committee agreed that the remaining windows in the Council Chamber should be repaired and made operable in sequence.

Clerk

90.4 In-House Repainting Programme 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. It was agreed to include two touch-in areas that had not been addressed for some years.

90.5 Roof Leak in Ground Floor Corridor - The Clerk reported that the leak in the corridor (outside the Caretaker Store) had been investigated. In order to access and repair, it would be necessary to remove the ceiling panels, which involved a specialist contractor. It was agreed to obtain quotes for this preliminary phase.

Clerk

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| <p>90.6 Possible Foul Drain Fracture below Offices - There had been a noticeable smell from foul drains below the Town Hall Offices during the dry spell in particular. It was agreed to commission a video survey to extend the report already obtained for the Charter Hall on the proposition of Councillor Marsh, seconded Councillor Weekes.</p> | Clerk |
| <p>90.7 Charter Hall Roof - The Chairman reported that a quotation to remove the vents from the Charter Hall roof had been obtained. (The need was due to a number of leaks showing on the ceiling panels below.) After discussion, it was agreed that a longer-term solution should be investigated, involving roof survey and advice on installing a breathable membrane and relaying the roof tiling, on the proposition of Councillor Leech, seconded Councillor Marsh. Initial discussion required with Conservation Officer.</p> | Clerk |
| <p>91 <u>Bookings</u> - The Committee noted the schedule of bookings for the Town Hall and Charter Hall for July and August and commented positively on the new 'pop-up' restaurant venture.</p> | |
| <p>92 <u>Members' Reports and Requests for Agenda Items</u> -</p> <p>(i) Museum of Dartmoor Life – Councillor Goffey reported that an Open Day had taken place during the previous weekend, involving a public consultation on what people would like to see in the Museum. There was currently an exhibition in collaboration with the Primary School of mosses and lichens of Dartmoor. A booklet had been produced in association with NADFAS on The Great War, arising out of the exhibition mounted in late 2014.</p> | |

The meeting was closed at 8.06 pm.

Councillor Mrs J Goffey
Chairman