

**Minutes of the Okehampton Town Council Property Committee held on Monday 7 September 2015 in the Council Chamber, Town Hall, Okehampton at 7.45 pm**

**Committee Members Present:** Councillor Mrs J Carpenter (Chairman)  
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 Miss C Holt  
Councillor Mrs V Cushing

**In Attendance:** P R Snell (Town Clerk)

		<b>Action</b>
<b>173</b>	<b><u>Apologies for Absence</u></b> - Apologies were presented on behalf of Councillor Mrs J Goffey.	
<b>174</b>	<b><u>Deferment of Business</u></b> - No public presence.	
<b>175</b>	<b><u>Members' Questions</u></b> - None.	
<b>176</b>	<b><u>Minutes</u></b> - The minutes of the Property Committee meeting held on 6 July 2015 were approved and signed by the Chairman on the proposition of Councillor Leech, seconded by Councillor Yelland and agreed.	
<b>177</b>	<b><u>Matters Arising</u></b> - None.	
<b>178</b>	<b><u>Disposal of Redundant Furniture</u></b> - The Clerk reported an estimate of auction realisations that had been received from Bearnese, Hampton & Littlewood of Exeter, together with terms of business. After discussion, it was agreed to keep the oak coffer for local display and to make arrangements for the table and 14 chairs, large boardroom table and bookcases to be released for auction, subject to the lower realisation reserve to be applied at the auctioneer's discretion, this on the proposition of Councillor Marsh, seconded Councillor Weekes.	Clerk
<b>179</b>	<b><u>Refurbishment of First Floor Toilet &amp; Kitchen</u></b> - The Clerk reported that a quotation had been received to replace the toilet fittings, the washbasin and to install a water heater to supply both the kitchen and toilet washbasins. After discussion, it was suggested that the quote be extended to include replacement of the kitchen basin unit. The Clerk reported that provision for the refurbishment was included in the	

	budget and that the refurbishment would include floor covering and painting once the plumbing works had been completed.	Clerk
<b>180</b>	<b><u>Property and Equipment Repairs:</u></b>	
<b>180.1</b>	<b>Downpipe replacement</b> - The damaged downpipe had been replaced and undercoated, maintaining the original fitments. Noted.	
<b>180.2</b>	<b>Chimney Register Plate and Bird Entry Prevention</b> - The Clerk reported that the fireplace register plate had been replaced in the tenanted office, a large volume of debris having been removed. All chimney pots on the Town Hall had been wired to prevent bird entry/nest building. Noted.	
<b>180.3</b>	<b>Council Chamber Windows</b> - The Clerk reported that work had been commissioned for the joiner to refurbish further windows. Noted.	Clerk
<b>180.4</b>	<b>Repainting Programme</b> - The ground floor hall and stairwell had been completed, pending work to address the roof leak to the inner corridor. The Committee noted that the outstanding additional touch-in areas had been addressed.	
<b>180.5</b>	<b>Roof Leak in Ground Floor Corridor</b> - The Clerk reported that the leak in the corridor (outside the Caretaker Store) was intermittent and that he was researching specialist contractors for removal of internal ceiling panels.	Clerk
<b>180.6</b>	<b>Possible Foul Drain Fracture below Offices</b> - The Clerk reported that the video survey had not yet been commissioned as the symptoms had not been evident for some weeks. However, during the last few days, the foul smell had again been evident intermittently and arrangements would be made for the survey and report to be carried out.	Clerk
<b>180.7</b>	<b>Charter Hall Roof</b> - The Clerk reported that he had made a preliminary appointment with an architect to discuss the options to address the roof leaks.	Clerk
<b>181</b>	<b><u>Archive Room</u></b> - Councillor Leech reported that the cracks in the Archive Room, having been measured again in August, revealed that there had been little movement over the five-year monitoring period. It was recommended that annual readings be made in order to confirm stability.	
<b>182</b>	<b><u>Bookings</u></b> - The Committee noted the schedule of bookings for the Town Hall and Charter Hall for September and October.	

**183     Members' Reports and Requests for Agenda Items -**

- (i)     Museum of Dartmoor Life - Councillor Goffey had provided a report for circulation to the Committee in advance of the meeting. The report included an initial assessment of the season, the exhibition by the Primary School (mosses & lichens), governance review and the challenges of recruiting volunteers, particularly for the weekend.

**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 Yelland.

**Action**

**184     Merlin Cinema**

**180.7   Charter Hall Roofing Project**

On the proposition of Councillor Leech, seconded Councillor Weekes, it was agreed to exit Part Two and to ratify decisions made in Part Two.

The meeting was closed at 8.42 pm.

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**Councillor Mrs J Goffey**  
**Chairman**