

**Minutes of Okehampton Town Council Property Meeting held on  
Monday 9 November 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 Miss C Holt  
Councillor A Leech  
Councillor Mrs J Yelland  
Councillor P Vachon (Town Mayor)  
Councillor Mrs C Marsh (Chairman, Parks)

**Other Members Present:** Councillor Mrs V Cushing

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

	<b>Action</b>
<b>270. <u>Apologies for Absence</u></b> - Apologies for absence were presented on behalf of Councillor Stephens.	
<b>271. <u>Deferment of Business</u></b> - There were no members of the public present.	
<b>272. <u>Members' Questions</u></b> - Councillor Yelland enquired if, under transparency regulations, there was any requirement for electronic recording of meetings to be undertaken. The Clerk confirmed there was no such requirement and that minutes were taken of Council meetings as a matter of course.	
<b>273. <u>Minutes</u></b> - The minutes of the Property Committee held on 7 September 2015 were approved and signed by the Chairman on the proposition of Councillor Yelland, seconded by Councillor Leech and agreed.	
<b>274. <u>Matters Arising</u></b> -	
<b>274.1 Redundant Furniture</b> - The Clerk reported that the old table and chairs together with redundant bookcases and spare board table had been removed for auction in Exeter.	
<b>274.2 Refurbishment of First Floor WC and Kitchen</b> - The meeting noted the Clerk's report that work was currently in progress, with a new floor covering to be laid once redecoration had been completed.	
<b>275. <u>Property &amp; Equipment Repairs and Updates</u></b> -	
<b>275.1 Council Chamber Windows</b> - The Clerk reported that a further window frame in the Council Chamber had been eased since the last meeting. Internal repainting of the main windows to be progressed during winter months. Now awaiting return of suitable weather to hire platform lift for accessing external faces of windows for redecoration.	

		Action
275.2	<b>Redecoration</b> - Internal repainting had been completed as planned and was now subject to ceiling works on the ground floor connecting corridor. It was agreed that a like for like colour scheme would continue to be employed.	
275.3	<b>Foul Water CCTV Survey</b> - A CCTV survey had been carried out of the ground floor drain between the inner courtyard and the Market Street pavement. Nothing adverse detected.	
275.4	<b>Charter Hall Roof</b> - After discussion, it was agreed to obtain costs for various options, covering both the removal of vents and full replacement of roof. The Committee noted the report from Councillor Leech that various tile types had been employed on the Charter Hall roof.	Clerk
275.5	<b>Charter Hall Signage</b> - The Committee noted that the Charter Hall signage in Market Street was in need of repair. It was noted that Councillor Weekes was investigating this with one company. It was further agreed to procure estimates to both repair and replace the existing signage. The Committee noted that although there was no obvious Town Hall signage to indicate its purpose on Fore Street, this was because of the building's listed status.	Clerk
276.	<b><u>Hall Bookings</u></b> - The Committee noted the summary of hirings for November and December 2015 and that there were a number of gaps available to fill. However, it was also noted that there was an over-supply of similar premises within the town, all of which were looking to hire their facilities at the present time. The Clerk reported further that, after discussion with the Superintendent Registrar's Office, they would continue to provide a service for marriage ceremonies on Fridays and Saturdays, and not restrict them to Thursdays as originally proposed.	
277.	<b><u>Gas Supply Contract</u></b> - The Chairman reported that with effect from 18 December the supplier of the gas contract would change. The new contract would be for two years and represented a significant cost reduction on current prices. The Clerk reported he was currently finalising electricity supply contracts.	
278.	<b><u>Procedure for Appointment of Non-Domestic Energy Assessor</u></b> - The Clerk reported that it had not been possible to arrange for a Display Energy Certificate through the earlier proposed certification of the premises under a possible community energy scheme. The Committee noted that a Display Energy Certificate should be obtained for the premises and on the proposition of Councillor Leech, seconded Councillor Vachon, it was agreed that quotes would be sought from three suitably qualified assessors.	Clerk
279.	<b><u>Budget 2016-17</u></b> - As a preliminary stage of the budget setting process, the Committee considered items that may need to be included in the following year's budget provision. It was noted that there were provisions in the	

<p>current budget to address Council Chamber windows, Charter Hall ceiling and part roof, updating of furniture in offices particularly in the Clerk's office. It was further agreed to note the following for inclusion within the 2006-17 budget:</p> <ul style="list-style-type: none"> <li>• a project to frame pictures and photographs of past Mayors</li> <li>• provision for radon testing and testing of the existing extraction equipment</li> <li>• further provision for roof works to Charter Hall</li> <li>• refurbishment of Charter Hall foyer toilets.</li> </ul>	<b>Action</b>
<p><b>280. <u>Fees and Charges for Room &amp; Hall Hire from 1 April 2016</u></b> - After discussion it was agreed to undertake a review of operating costs for relevant sessions to include Caretaker's costs, heating and lighting etc and this then be referred to the next meeting, this on the proposition of Councillor Marsh, seconded Councillor Leech.</p>	Clerk
<p><b>281. <u>Members' Reports and Requests for Agenda Items</u></b> -</p> <p>(i) <b>Museum of Dartmoor Life</b> - Councillor Goffey reported that the AGM was scheduled for the following Thursday, that the Museum had remained open after its normal closing time between 11 am and 3 pm, and that there was still an element of tourist enquiries.</p>	

## **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.

<p><b>282. <u>Lease Renewals</u></b></p>	<b>Action</b>
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On the proposition of Councillor Vachon, seconded Councillor Leech, it was agreed to exit Part Two proceedings and to ratify decisions made in Part Two.

The meeting was closed at 8.25 pm.

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