

**Minutes of the Okehampton Town Council Property Committee held on Monday 13 June 2016 in the Council Chamber, Town Hall, Okehampton at 7.00 pm**

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

**Other Members Present:** Councillor Mrs V Cushing  
Councillor T Cummings  
Councillor R Rush

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

	<b>Action</b>
<b>42. <u>Apologies for Absence</u></b> - Apologies for absence were presented on behalf of Councillor Tolley.	
<b>43. <u>Deferment of Business</u></b> - No public presence.	
<b>44. <u>Members' Questions</u></b> - None.	
<b>45. <u>Minutes</u></b> - The minutes of the Property Committee held on 11 April 2016 were approved and signed by the Chairman on the proposition of Councillor Marsh, seconded Councillor Yelland and agreed.	
<b>46. <u>Matters Arising</u> :</b>	
<b>46.1 <u>Charter Hall Signage</u></b> - The Chairman reported he had contacted an Exeter-based contractor who had agreed to survey the site. There had been no further contact from local contractors.	
<b>47. <u>Property and Equipment Repairs and Updates</u></b> -	
• Fire Risk Assessment - the Clerk reported that arrangements were being made for a new Fire Risk Assessment for the Town Hall and Charter Hall. A full electrical survey can be commissioned subsequently.	
• Internal painting - the Clerk reported that the internal painting of the Council Chamber windows would be progressed using in-house resources.	
• Charter Hall doors - it was noted that one of the Charter Hall doors had an inoperative catch. The Clerk reported that this had been	

	Action
<p>notified to the original installers and repair was awaited.</p> <ul style="list-style-type: none"> <li>• A minor repair to a secondary glazing stay in the Council Chamber was noted.</li> </ul>	
<p>48. <b>Hall Bookings</b> - The Committee noted the schedule of Hall bookings and hirings for June and July 2016. The Mayor reported that due to inclement weather, the Picnic in the Park on 12 June had been cancelled and that she had arranged an event in the Charter Hall at short notice, for which a retrospective booking had been made and paid for with the Q90 funds received.</p>	
<p>49. <b>Turret Room Development and Toilet Refurbishment</b> - The Council were awaiting further information from the Cinema Management Board with reference to scheduling for the third screen and associated works. It was agreed to keep this matter on the agenda as it may be necessary to undertake interim refurbishment of the toilets during the year.</p>	
<p>50. <b>Millennium Tapestry</b> - The Chairman reported he had been asked if the Council would agree to the Millennium Tapestry being shown in the Museum of Dartmoor Life. It was currently on long-term loan to the Pavilion where it was displayed. On the proposition of Councillor Leech, seconded Councillor Vachon, it was agreed to write to the Museum confirming that the loan in principle was supported, subject to suitable insurance, storage and display arrangements being in place.</p>	Clerk
<p>51. <b>Room Hire Charges</b> - The Clerk reported on an exercise to identify operating costs for both the Council Chamber and the Charter Hall to assist in reviewing hire rates. The Committee noted the rationale employed and agreed this a worthwhile exercise. It was also noted there are now a number of venues in Okehampton offering hall space in various sizes at competitive rates.</p>	
<p>52. <b>Members' Reports/Reminders for Agenda Items</b> -</p> <p>(i) Museum of Dartmoor Life - Councillor Goffey reported that there would be a recruitment process for a new Manager, as the current Manager was leaving. The Victorian Pantry had now been taken over. The Hilary Eckleswood exhibition that was currently showing would be replaced with a school exhibition based on the 'Two Rivers' for the summer.</p>	

The Chairman closed the meeting at 7.29 pm.

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**Councillor D Weekes**  
Chairman