

**Minutes of a Meeting of the Okehampton Town Council Property Committee
held on Monday 9 September 2013 in the Council Chamber, Town Hall,
Okehampton at 7.00 pm**

Committee Members Present: Councillor Mrs J Goffey (Chair)
Councillor A Leech (Chair, Planning)
Councillor T Cummings
Councillor D Weekes
Councillor M Davies (Town Mayor)
Councillor Mrs C Marsh (Chair, Parks)

Other Members Present:

In Attendance: Mrs J Gillard (Deputising for Town Clerk)

188. **Apologies for Absence** - Apologies for absence were presented on behalf of Councillor Mrs M McDonald.
189. **Deferment of Business** - (for comment by the public) - There were no members of the public present.
190. **Members' Questions** - There were no questions from Members regarding the workings of the Committee.
191. **Minutes** - The minutes of the Property Committee meeting held on Monday 12 August 2013 were approved and signed by the Chair on the proposition of Councillor T Cummings, seconded by Councillor A Leech.
192. **Matters Arising** -
- 192.1 **Charter Hall Promotion and Marketing including Wedding Fair** - The Chair advised approximately twenty businesses had agreed to take part, invoices to each of these for £15 were about to be issued. The Chair is still attempting to get a wedding dress supplier to attend. Editorials have been written for various local magazines, posters are to be displayed and it was suggested to promote the event via Facebook and also Okehampton People.
- 192.2 **Council Chamber** - Councillor T Cummings advised he had not found any suitable furniture on any option sites as yet. It was agreed to change the layout of the existing tables, remove one row of chairs, to see how this works before making any decision on purchase of new furniture.
- 192.3 **External Woodwork** - The Chair advised the Relief Caretaker is due to undertake repairs to the ground floor window this week, it was agreed to obtain quotes from Jeffery & Pengelly and Mr A Griffiths for the additional work on the first floor windows that was required.
- 192.4 **General Repairs and Monitoring Issues** - The Chair advised the Clerk is working with the Caretaker on a list of regular tasks and also procedures for monitoring issues.

- 192.5 Council Chairs** - The Chair advised that she, together with Councillor Mrs Marsh, had viewed the chairs currently not in use and that these were in a better condition than the existing chairs in the Committee Room. It was agreed to replace the chairs in the Committee Room with the chairs currently not being used and it was proposed by Councillor Davies, seconded by Councillor Leech, to donate the chairs that were no longer required ie the ones currently in the Committee Room, to the football club.
- 193. Hall Bookings** - Clarification was required on the parameters for bookings on Saturday mornings. In accordance with the published fees and charges for Council property, it was agreed that the £35 cost for a coffee morning between 8.30 am and 12.30 pm could apply to a craft fair where the benefit of the event was in aid of a community charity. However, if the event exceeded the previously stated hours, then the additional charge of £12 for any hour or part hour should be added to the fee. It was agreed that hire of the Charter Hall on a Saturday morning for events to community organisations be limited to a maximum of four events per year, proposed by Councillor M Davies, seconded by Councillor Mrs C Marsh.
- 194. Boiler Maintenance** - The annual contract for service and maintenance of the gas boiler has been received for the coming year at a total cost of £390.87 + VAT. It was agreed to obtain a second quotation before accepting renewal.
- 195. Council Pictures** -
- (i) The Chair advised that Mr J Wheeler had been viewing the pictures and advised that the still life in the Council Chamber was degrading and needed stabilising within the next couple of years. He estimated the cost of this would be approximately £4,000, the value of the painting is approximately £4,000 also. It was agreed that it may be possible to use some of the funds invested in M&G in the name of Simmons Charity for restoration work, however the results of the ongoing investigations into the history of these charities needed to be progressed before any decision could be made. Carry forward item to next agenda.
 - (ii) Future Open Days - It was agreed that investigations into portable hanging systems be investigated.
- 196. Members' Reports** -
- (i) Chamber of Trade - Councillor Mrs Marsh advised no meeting had taken place since the emergency meeting following the rejection of the BID proposal.
 - (ii) Town Twinning Association - The Chair and Councillor M Davies advised a successful visit to Craon had recently taken place.
 - (iii) Simmons Homes Charity - Councillor Mrs Marsh advised there was currently one vacancy, the property was being refurbished. Investigations were being made to incorporate the use of the cellar area into the property at Chalet Treloar.
 - (iv) Charities of Holditch - no meeting.
 - (v) Museum of Dartmoor Life - The Chair advised a free day had taken place, sixty visitors attending donating approximately £30. TIC talks ongoing.
 - (vi) Battle of the Bands - no report.

PART TWO

ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF THE PRESS AND PUBLIC ON THE GROUND THAT EXEMPT INFORMATION MAY BE DISCLOSED 9 (if any).

The Committee is recommended to pass the following resolution:-

“On the proposition of Councillor D Weekes, seconded by Councillor T Cummings, it was resolved that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the Meeting for the under mentioned item of business on the grounds that exempt information may be disclosed as defined in the paragraph given below from Part 1 of Schedule 12(A) to the Act”.

Paragraph 9 – Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.

197. Charter Hall Capital Works

198. Roof above Cinema and Other Work

It was resolved to come out of part 2, move back into part 1 and ratify all decisions taken in part 2, proposed by Councillor D Weekes, seconded by Councillor A Leech.

Meeting closed 8.10 pm.

Councillor Mrs J Goffey
Chairman