

**Minutes of the Okehampton Town Council Property Committee held on
Monday 5 September 2016 in the Council Chamber, Town Hall, Okehampton at 7.00 pm**

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

In Attendance: P R Snell (Town Clerk)

	Action
188. <u>Apologies for Absence</u> - Apologies for absence were presented on behalf of Councillors Carpenter and Goffey.	
189. <u>Deferment of Business</u> - No public presence.	
190. <u>Members' Questions</u> - None.	
191. <u>Minutes</u> - The minutes of the Property Committee held on 13 June 2016 were approved and signed by the Chairman on the proposition of Councillor Marsh, seconded Councillor Yelland.	
192. <u>Matters Arising</u> - None.	
193. <u>Property and Equipment Repairs and Updates</u> -	
193.1 <u>Electricity Contract</u> - The Clerk reported that the electricity contracts for the Charter Hall and the toilet/bar areas of the Market Hall (Cinema) had been renewed with the existing supplier for one year achieving a 5% reduction on unit rates.	
193.2 <u>Local Contractor Availability</u> - The Clerk reported that there was a significant lack of local contractors who had the requisite public liability and products insurance and who had the availability to respond to small jobs in particular. Members were asked to forward any known references to the Town Clerk.	
193.3 <u>Kitchen Wall Units</u> - The Chairman reported that the new kitchen cupboards had been purchased for in-house installation thereby completing the kitchen refurbishment.	
193.4 <u>Timer Control Town Hall Heating</u> - The Clerk reported that a timer had been purchased to assist in the heating management of the Town Hall, seeking to add to energy-saving measures employed.	

		Action
194.	<u>Hall Bookings</u> - The Committee considered the summary of Charter Hall and Town Hall hirings for September and October 2016. The Committee noted that where there were cancellations for coffee mornings in the Charter Hall, Town Hall staff employed a pro-active approach in seeking to fill the vacancy.	
195.	<u>Town Hall - External Repainting</u> - The Clerk reported that the Town Hall external woodwork was due for re-painting . The Chairman proposed that quotations be obtained for scaffolding and painting with a view to including provision in the budget for 2017. If possible, ground floor windows would be re-painted in the current year.	Clerk
196.	<u>Charter Hall Signage</u> - The Clerk reported that contractors who had previously expressed an interest had not followed this up. It was agreed to continue to investigate the replacement option with LED-lit signage and obtain specifications and quotations for consideration.	Clerk
197.	<u>Fire Risk Assessment</u> - A formal review of the Fire Risk Assessment dated 9 February 2011 was carried out on 10 August with only minor points raised for attention. The assessor recommended a further formal review in three years. The Committee noted the report.	
198.	<u>Cinema</u> - The Clerk summarised the discussions relevant to a proposed third screen in the leased Market Hall (Cinema) and the redesign and refurbishment of the toilets. The Committee noted that the principle of the third screen had been previously supported and approved in principle by the Council. Plans had now been received and were available for inspection at the meeting showing proposals for the creation of separate toilets serving Cinema and Charter Hall respectively. Together with the Clerk, the Chairman was scheduled to attend a meeting with the MD of Merlin Cinemas the following day and an indication of feedback was requested. On the proposition of Councillor Stephens, seconded Councillor Leech, it was resolved to support the project and proposals in principle, subject to relevant planning consents, applications to be submitted by Merlin Cinemas.	
199.	<u>Members' Reports/Reminders for Agenda Items</u> - (i) Museum of Dartmoor Life - Councillor Goffey had submitted a written report which included: <ul style="list-style-type: none"> • increased footfall in both the Museum and the Tourist Information Point this season • the summer exhibition of The Two Rivers work by Okehampton Primary School had been very successful and funds were raised by the sale of the World War One art and poetry books from the first exhibition • volunteers continued to work on cataloguing via the new 	

- Modes software to be continued through the closed season
- the next exhibition starts on 19 September and it is from the Dartmoor Tinnars Research Group.

Action

The Chairman closed the meeting at 7.29 pm.

Councillor D Weekes
Chairman