

**Minutes of the Okehampton Town Council Property Committee held on Monday 7 November 2016 in the Council Chamber, Town Hall, Okehampton at 7 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 (Mayor)  
Councillor Mrs C Marsh (Chairman, Parks)  
Councillor B Stephens (Chairman, P&R) from 7.23 pm

**Other Members Present:** Councillor Mrs V Cushing  
Councillor Dr M Ireland

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

	<b>Action</b>
<b>315</b> <b><u>Apologies for Absence</u></b> - All members of the Committee were present.	
<b>316</b> <b><u>Deferment of Business</u></b> - No public presence.	
<b>317</b> <b><u>Members' Questions</u></b> - None.	
<b>318</b> <b><u>Minutes</u></b> - The minutes of the Property Committee meeting held on 5 September 2016 were approved and signed by the Chairman on the proposition of Cllr Marsh, seconded Cllr Yelland.	
<b>319</b> <b><u>Matters Arising</u></b> - None.	
<b>320</b> <b><u>Property and Equipment Repairs</u></b> - The Committee noted the following reports:	
<b>320.1</b> Kitchen update - the refurbishment of the first floor kitchen and adjoining toilet had been completed with the installation of new cupboards	
<b>320.2</b> Charter Hall - a new lock had been ordered to replace the defective unit. Date for fitting awaited.	
<b>320.3</b> External painting - the external painting of the windows on the ground floor had been completed. The work was commented on favourably.	
<b>320.4</b> Merlin Cinema lease - The Clerk was taking forward the preparation of the new Merlin Cinemas lease with the solicitors. The Committee	

	noted that a hold-over lease would be appropriate pending LBC consent for the third screen and changes to the toilet facilities.	
<b>320.5</b>	Electrical inspection - A further quotation for the quinquennial inspection of the electrical installation was awaited.	
<b>320.6</b>	A contractor had been appointed to carry out the repainting of the white wall (Lower Market Hall) after consultation between Chairman and Clerk.	
<b>321</b>	<b><u>Bookings</u></b> - The Committee noted the schedule of bookings for the Town Hall and Charter Hall for November and December 2016.	
<b>322</b>	<b><u>Budget 2017-2018</u></b> - The Committee considered items of project expenditure for the next budget round. It was agreed to provide for scaffolding and painting to address the external windows to south, west and on the return for the Town Hall. The issue of leaks in the Charter Hall roof was discussed and it was noted that an under-expenditure on the property budget could be carried forward and added to the ear-marked reserve for roofing in the following budget year. Cllr Ireland suggested that a portable digital screen be purchased to assist with on-line viewing of relevant information to the council and agreed to research costs/quotations for the next meeting. It was also agreed that painting of the external cinema wall was required, together with completion of the implementation of energy efficiency recommendations.	Clerk  Cllr Ireland  Clerk
<b>323</b>	<b><u>Charter Hall and Town Hall Signage</u></b> - The Chairman reported that a quotation and illustration of a possible replacement Charter Hall sign had now been received. Members considered silver on blue and gold on blue options and, on the proposition of Cllr Marsh, seconded Cllr Leech, agreed a preference for the gold on blue version. The Committee also considered the principle of a painted Town Hall sign to be placed above the main entrance door on Fore Street and agreed to pursue this, subject to the input from the WDBC Conservation Officer of both issues	Clerk
<b>324</b>	<b><u>Application for Building Works to Listed Building - Charter Hall</u></b> - An application had been received for Listed Building Consent for the introduction of a third screen and alterations to the toilet layout to the Market Hall and Charter Hall Foyer. The Committee had seen the project plans in progress and it was agreed to recommend approval to the Planning Committee on the proposition of Cllr Marsh, seconded Cllr Goffey.	
<b>325</b>	<b><u>Mayors' Boards</u></b> - There was an ongoing intention to consolidate the three 'modern' boards into one, leaving space for additional names. As	

this matter continued to be under consideration, Cllr Vachon agreed to research the costs of a calligrapher/scrivener to undertake the work consistent with the earlier board. Cllr Goffey agreed to research alternative costs of a computer printed backsheet, and the additional cost of updating biennially.

Cllr Vachon

Cllr Goffey

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

- (i)     Museum of Dartmoor Life - Councillor Goffey reported that the Museum was open on short hours until the Edwardian Evening and then closed for winter cleaning and maintenance. The Museum would also be open and active on Edwardian Evening. A new manager had been recruited and had taken up appointment.

The meeting was closed at 7.54 pm.

---

**Councillor D Weekes**  
**Chairman**