

**Minutes of a Meeting of the Okehampton Town Council Property Committee
held on Monday 10 June 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 Mrs M McDonald (Chair, P & R)
Councillor M Davies (Town Mayor)

Other Members Present: Councillor C Letchford
Councillor P Vachon

In Attendance: Mrs J Gillard (Acting Town Clerk)

44. **Apologies for Absence** - Apologies for absence were presented on behalf of Councillor Mrs M Marsh (Chair, Parks)
45. **Deferment of Business** - (for comment by the public) - There was 1 member of the public present.
Mrs S Enderson on behalf of the Quilters distributed a diagram showing where the Millennium Quilt would fit onto the wall of the Charter Hall. She also stated the Quilters were happy to take responsibility of taking down and putting up the Quilt again should a hirer of the Hall want it removed.
46. **Members' Questions** - There were no questions from Members regarding the working of the Committee.
47. **Urgent items** - Lisa Wadling, Town Events Manager, has requested permission for a French Market, 6 stall holders to set up in Okehampton on 21/21 June possibly outside St James Church or in Red Lion Yard. Councillors were happy to agree to the request in principle subject to her obtaining permission from the relevant parties.
48. **Minutes** - The minutes of the Property Committee meeting held on 8 April 2013 were approved and signed by the Chair on the proposition of Councillor A Leech, seconded by Councillor Mrs M McDonald.
49. **Matters Arising** -
- 49.1 **Charter Hall Promotion/Marketing** – the Chair advised the current leaflet needed updating, a revised brochure had been started but was waiting for updated photographs on completion of the refurbishment of the Charter Hall.
Councillor Vachon presented his ideas for marketing and promotion (Appendix A attached), and Councillors agreed there were good ideas in his work that now needed progressing. It was proposed by Councillor M Davies and seconded by Councillor Mrs M McDonald that a working party be set up to do this headed up by Councillor Vachon. All were in agreement and that Councillors Davies, Leech and Mrs Goffey form the remainder of the Group.

- 49.2 Millennium Quilt** – The Chair reported the Working Party felt there was no suitable site in the Charter Hall for the Quilt on a permanent basis. It was proposed by Councillor A Leech that the costs incurred by the Quilters for cleaning and fireproofing it should be reimbursed to them as the Quilt belonged to the Town Council, this was seconded by Councillor Davies. After discussion it was proposed by Councillor A Leech and seconded by Councillor Mrs M McDonald that the Quilt should not be rehung in the Charter Hall but that it should be displayed on special occasions eg Open Days with other items (paintings etc). Three Councillors were in favour with Councillor M Davies against.
- 49.3 Council Chamber** – Councillor Vachon distributed a suggested revised layout for seating together with example table and chairs (Appendix B attached). It was agreed a change was needed and that the suggested layout was good. It was proposed by Councillor Mrs M McDonald and seconded by Councillor M Davies to accept the layout in principle but to investigate other options of furniture in keeping with The Chamber including adapting the existing furniture. This was agreed by all Councillors. Also agreed sockets required in centre of room and that Caretaker duties should include checking and maintenance of microphones after all meetings.
- 50. Utility Advice Bureau** – correspondence received offering review of utility providers. Agreed not to accept this offer as 2 contracts recently renewed, but to continue using Mr M Wreford's services, letter of thanks to be sent to him. Agreed list of contracts, suppliers and expiry be set up for review on expiry of the contracts.
- 51. Charter Hall Doors** – urgent item to be discussed as fault with doors, repairs to cost £250 agreed this work to be completed and cost of maintenance contract be investigated. Also agreed that laminated notice be placed by door switches giving instructions on opening/closing procedures.
- 52. Members' Reports -**
- (i) Chamber of Trade – no report.
 - (ii) Town Twinning Association – no meeting held, newsletter issued.
 - (iii) Simmons Homes Charity – Councillor Davies highlighted points from minutes of last meeting.
 - (iv) Charities of Holditch – Councillor C Letchford reported fewer residents were applying for grants at Christmas and that awards were now being made to young adults for apprenticeships etc. Trustees were now nominating Community Groups who they felt would benefit from support.
 - (v) Museum of Dartmoor Life – the Chair is now volunteering at the Museum.
 - (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 A Leech, seconded by Councillor Mrs M McDonald, 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.

53. Charter Hall Capital Works

53.1 *Snagging list and working party meeting update*

53.2 *Stage Lighting*

53.3 *Sale of Chandeliers*

53.4 *Charter Hall Foyer Toilets*

54. Other Property Issues

54.1 *Damp External Wall*

54.2 *External woodwork*

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 Mrs M McDonald, seconded by Councillor A Leech.

Meeting closed 9.05 pm.

Councillor Mrs J Goffey
Chairman