

**Minutes of Okehampton Town Council Property Committee Meeting held on
Monday 3rd June 2024 at 7.02pm in the Council Chamber, Town Hall, Okehampton**

Committee Members Present: Councillor R Colman (Chairman)
Councillor T Leech (Vice-Chairman)
Councillor A Fisher (Mayor)
Councillor J Yelland (Chairman, Policy & Resources)
Councillor L Bird
Councillor T Cummings
Councillor C Holt
Councillor M Richards

In Attendance: Mrs E James (Town Clerk)

| | Action |
|---|------------------------|
| 69 <u>Apologies for Absence</u> – Apologies tendered by Cllr Tolley (personal) were approved on the proposition of Cllr Fisher, seconded Cllr Bird. | |
| 70 <u>Declarations of Interest</u> – None | |
| 71 <u>Public Participation</u> – None | |
| 72 <u>Members’ Questions</u> – None | |
| 73 <u>Minutes</u> - The minutes of the Property Committee meeting held on 18 th March 2024 were approved and signed by the Chairman on the proposition of Cllr Fisher, seconded by Cllr Cummings (1 abstention). | |
| 74 <u>Progress Reports and Updates</u> – The following were noted: | |
| 74.1 Boiler – Investigation/repair work was awaited. | Cllr Colman |
| 74.2 Chimney - Investigation/repair work to chimney to ground floor office was awaited. | Cllrs Leech/ Colman |
| 74.3 Reception Automatic Doors – Addition of sensors to comply with new regulations had been completed. | |
| 74.4 Window Condition Survey – The survey had been completed and the report awaited. | |
| 75 <u>Bookings</u> – Bookings summary for June, July and August 2024 was noted. | |
| 76 <u>Charter Hall</u> | |
| 76.1 Alcohol Sales – No applications to sell alcohol under the Premises Licence had been received. | |
| 76.2 Roofing Project – A meeting was being held on 5 th June. | |
| 76.3 Fire Risk Assessment – It was commented that persons installing and completing work to fire doors now had to be certified to do so. | |
| <p>On the proposition of Cllr Cummings, seconded Cllr Yelland, it was RESOLVED to approve items a), b), d) and e) of the circulated report, noting that the fire door between the Charter Hall kitchen and entrance foyer would still need attention as identified in the Risk Assessment:</p> <p>a) Work highlighted within the audit be prioritised and completed as soon as possible with the exception of work to the Charter Hall Kitchen, (door between kitchen and Charter Hall, and roller shutter).</p> | |

- b) Nonessential work to the kitchen be delayed until such time as finance allowed, to be reviewed following completion of the rest of the work including the roof.
- d) Further review of fire doors to be undertaken once this work is complete and a plan of action to be drawn up and implemented.
- e) Annual Fire Risk Assessment, due in July, to be undertaken by competent contractor following completion of the roofing work.

Clerk

Consideration was given to the impact the above resolution would have on the type of bookings able to be accepted, item c) of the report. The impact being that no food could be cooked in the kitchen until such time as the required fire audit work to the kitchen had been completed. This included Big Breakfasts and formal dinners, the main cooking facilities would be disconnected preventing their use.

On the proposition of Cllr Leech, seconded Cllr Richards, it was **RESOLVED** that the Clerk contact relevant hirers to see if bookings could be amended or needed to be cancelled to comply with the above.

Clerk

76.4 Charter Hall Internal Improvements Task & Finish Group – A revised report with recommendations and costings was considered.

Phase 1 - On the proposition of Cllr Richards, seconded Cllr Yelland, it was **RESOLVED** to purchase the tables, tablecloths, stage curtains and agree the internal decoration with radiators to be painted. An offer, from a person who wished to remain anonymous, to make the stage curtains free of charge if the council provided the required material and associated items was accepted and thanked with gratitude.

Clerk

On the proposition of Cllr Richards, seconded Cllr Yelland (1 abstention), it was **RESOLVED** to approve the lighter coloured sample of fireproof blue fabric for the curtain material (Colour 37 Royal).

Clerk

On the proposition of Cllr Richards, seconded Cllr Cummings, it was **RESOLVED** to paint the walls in a complimentary colour to the curtain material, 'sand' was suggested. Colour possibilities to be sourced by the Clerk, Councillors given the opportunity to comment, and the Clerk and Cllr Colman were delegated the final decision. Skirting to be dark coloured, boarding along the bottom of the stage and radiators to be painted to match the walls.

Clerk

It was **RESOLVED** to suspend Standing Order 3 (bb) to permit extension of the meeting following a proposal by Cllr Yelland, seconded Cllr Leech.

76.5 PPL/PRS Music and Event Licences – The Committee noted that fees had increased considerably in recent years as reflected within the draft Hire Fees and Charges document for consideration.

76.6 Hire Fees and Charges - On the proposition of Cllr Leech, seconded Cllr Bird, it was **RESOLVED** to approve the draft fees and charges as recommended by the Charter Hall Internal Improvements Task & Finish Group. Revised charges to take effect from 1st September 2024 for review for the 2026/27 financial year.

Clerk

77 Lower Market Hall, Office Space – The office had been vacated.

78 **Finances**

78.1 **Invoices and Payments** – A query regarding a payment to WDBC towards the Business Improvement District feasibility work was answered by the Clerk. The amount had previously been approved by the Council and was included within the 2024/25 budget.

On the proposition of Cllr Cummings, seconded Cllr Richards, it was **RESOLVED** to approve the schedule of payments.

78.2 **Budget Workshops** – The Committee noted a budget workshop to review the 2024/25 Property Committee budget and initial requirements for 2025/26 was taking place at 3.30pm on Monday 19th August 2024.

79 **Committee Terms of Reference** – On the proposition of Cllr Yelland, seconded Cllr Fisher, it was **RESOLVED** to recommendation the draft document to Full Council for adoption.

Clerk

80 **Members Reports and Requests for Agenda Items -**

80.1 **North Dartmoor Search & Rescue Team** – Cllr Colman had been in touch with the group who were unable to attend the D-Day event on 6th June.

80.2 **Okehampton Carnival Committee** – Cllr Fisher reported a meeting was being held on 4th June.

81 **Urgent Item** – Councillors were reminded about the D-Day 80th Anniversary Event at the Show Field from 5.30pm Thursday 6th June. Assistance from Councillors before, during and after the event was requested.

Councillors

82 **PART TWO – CONFIDENTIAL ITEMS**

On the proposition of Cllr Cummings, seconded Cllr Fisher, it was RESOLVED that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items which are CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council.'

83 **Hard Wiring Electrical Inspection** – Three yearly testing of the hard wiring in the Cinema and Charter Hall was due to be undertaken in the autumn. On the proposition of Cllr Leech, seconded Cllr Cummings, it was **RESOLVED** to approve the quotation of £2,100 from AJ Electrics.

Clerk

84 **Fire Risk Assessment** – On the proposition of Cllr Fisher, seconded Cllr Bird, it was **RESOLVED** to approve items 2, 4, and 5 as listed within the Fire Audit item within the confidential report and other items as below:

- 2) Quotation from Chubb for installation of item as listed at £3,872.60, noting the costs would likely have increased and that this was the only quotation obtained as it was a Chubb system.
- 4) Quotations be sought for work to fire doors as listed and checks to other doors
- 5) Chubb relocate extinguisher in reception at next service/inspection and lower extinguishers currently at a height no longer recommended.
 - Batteries in fire alarm devices to be replaced where possible in-house by Council staff using Chubb recommended battery type (Procell constant power for low drain devices)
 - Replacement of 3 faulty devices highlighted earlier in the day by Chubb.

Clerk

85 **Charter Hall Internal Improvements** – There were no further items to consider.

86 **Lower Market Hall, First Floor Lease** – The Clerk reported the office had been vacated earlier in the day, the original date having been 31st May 2024. Keys had not been returned.

On the proposition of Cllr Yelland, seconded Cllr Fisher, it was **RESOLVED** to change the lock and soon as possible and invoice the leaving tenant for the cost.

Clerk

Cllr Richards declared a potential personal interest.

87 **Cinema Lease** – Comments had been returned to the Solicitor and a response was awaited. The initial deposit amount was shown as a liability in the year end accounts.

Clerk

On the proposition of Cllr Cummings, seconded Cllr Fisher, it was **RESOLVED** to move out of Part Two and ratify decisions made therein.

The meeting was closed at 9.15pm

Chairman