

**Minutes of Okehampton Town Council Property Committee Meeting held on
Monday 4th November 2024 at 6.30pm in the Council Chamber, Town Hall, Okehampton**

Committee Members Present: Councillor R Colman (Chairman)
Councillor T Leech (Vice-Chairman)
Councillor B Tolley (Chairman, Parks)
Councillor J Yelland (Chairman, Policy & Resources)
Councillor L Bird
Councillor T Cummings
Councillor M Richards

In Attendance: Mrs E James (Town Clerk)

	Action
<p>373 <u>Apologies for Absence</u> – Apologies tendered by Cllr Fisher (personal) and Cllr Holt (personal) were approved on the proposition of Cllr Bird, seconded Cllr Leech.</p>	
<p>374 <u>Declarations of Interest</u> – None</p>	
<p>375 <u>Public Participation</u> – None</p>	
<p>376 <u>Members’ Questions</u> – None</p>	
<p>377 <u>Fire Protection Work</u> – The Clerk reported that a Fire Risk Assessment and Fire Door Survey had been completed and the reports circulated for consideration of the Committee. Quotation for associated work had been obtained, to be considered within Part 2.</p>	
<p>378 <u>PART TWO – CONFIDENTIAL ITEMS</u> On the proposition of Cllr Cummings, seconded Cllr Leech, 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.’</p>	
<p>379 <u>Fire Strategy</u> – Quotations received were considered. On the proposition of Cllr Yelland, seconded Cllr Tolley, it was RESOLVED to award the contract for the production of a Fire Strategy to FRA Compliance at the lower quotation of £977.</p>	Clerk
<p>380 <u>Lower Market Hall, 1/F Office</u> – It was noted that an electrical inspection had taken place and a faulty light fitting at the cost of approximately £150 was being replaced.</p> <p>On the proposition of Cllr Tolley, seconded Cllr Yelland, it was RESOLVED to accept the quotation of £1,538.40 from the Odd Job Man and Van for decorating work. Additional work for tidying of cabling and other associated tasks was delegated to the Clerk up the value of £2,000 including the decorating.</p> <p>Additional work for which quotations had yet to be obtained or approved included the Fire Doors, replacement of the door lock and flooring.</p>	Clerk
<p>381 <u>Lower Market Hall, G/F Lease</u> – Renewal of the lease with expiry date 31st December 2024 was considered.</p>	

On the proposition of Cllr Colman, seconded Cllr Bird, it was **RESOLVED** to renew the lease for a further 1-year period (1st January 2025 to 31st December 2025) under the same terms, conditions and rent as existing.

Clerk

382 **Band Room** – Current arrangements were reviewed. The fee normally charged by the Okehampton Excelsior Silver Band for attendance at events was taken into consideration and no change to the existing arrangements was to be made.

383 **Cinema Lease** - On the proposition of Cllr Cummings, seconded Cllr Leech, it was **RESOLVED** to approve the rent review clause to be included in the lease as agreed with the tenant and set out in the report. Clerk to progress completion of the lease.

Clerk

384 **Fire Protection Work** – The Fire Door Survey was considered alongside the suggested 3 phased approach to rectification work. Phase 1 being the doors for which a quote had been received, phase 2 replacement doors, and phase 3 those for which planning consent may be required.

On the proposition of Cllr Cummings, seconded Cllr Yelland, it was **RESOLVED**, due to the specialised nature of the work and difficulty obtaining quotations, to recommend to Full Council acceptance of the single quotation received that was based upon the Fire Door Survey for phase 1 of the work as set out in the report.

Clerk

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

The meeting was closed at 6.58pm.

Chairman