



# Ottery St Mary Town Council

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Minutes of the **OTTERY HUB COMMITTEE MEETING** of **OTTERY ST MARY TOWN COUNCIL** on **THURSDAY 23<sup>RD</sup> SEPTEMBER 2021 AT 5.30 PM**

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**PRESENT:** Councillor Martin (Chair) and Councillors Green & Lucas

**OTHER PERSONS PRESENT:** Caroline Holmes

OH21/09/01

**TO RECEIVE APOLOGIES:** Jacqui Hayes

OH21/09/02

**TO RECEIVE DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA AND RECEIPT OF REQUESTS FOR NEW DISCLOSABLE PECUNIARY INTERESTS (DPIS) DISPENSATIONS FOR ITEMS ON THE AGENDA**

No interests were declared.

OH21/09/03

**IN CONSIDERATION OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 (PUBLICITY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED): TO AGREE ANY ITEMS TO BE DEALT WITH AFTER THE PUBLIC AND PRESS HAVE BEEN EXCLUDED**

It was **RESOLVED** that the following items be discussed in Confidential Session: - To Consider tenders received regarding the door entry system (and if applicable) appoint a supplier

OH21/09/04

**TO RECEIVE THE MINUTES OF THE OTTERY HUB MANAGEMENT COMMITTEE OF 29<sup>TH</sup> JULY 2021 (MINUTE REFS OH21/07/01 – OH21/07/12) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE CHAIR AS A CORRECT RECORD**

The Minutes of the Ottery Hub Management Committee Meeting of 29<sup>th</sup> July 2021 were approved and signed as a true record of the meeting.

OH21/09/05

**UPDATE REGARDING EXISTING USERS OF THE BUILDING**

- a. The Brownies and Guides will arrange to come in during the day and sort out their items in the cupboard. Cllr Green will check whether any of the items in the cupboard belong to The O6.
- b. Cllr Green presented a report on Utilities Recharge which highlighted the anomalies between the rental agreements. Charging for utilities was

discussed. It was **RESOLVED** that at the current time a solution of recharge will be considered rather than individual meters which is cost prohibitive although this may be revisited at a later date. Cllr Green will contact the hirers to discuss this.

OH21/09/06

**UPDATE FROM BUILDING AND LAND USE REGARDING STATEMENT OF WORKS**

- a) See Confidential Session
- b) See Confidential Session
- c) Cllr Lucas will discuss replacement lighting with Rob Johns.
- d) It was **RESOLVED** that Deputy CEO will arrange for a Fire Risk Assessment to be carried out by Argos Fire.

OH21/09/07

**BRANDING – AGREE BRIEF FOR TENDER**

Cllr Martin has written a Branding Brief. It was **RESOLVED** that a creative meeting to discuss requirements and to check that the objectives have been fully understood will be held with each company. It was **RESOLVED** that an online competition will be held asking for the young people of Ottery St Mary Parish to put forward suggestions for a new name of the Community/Youth hub. This will also be promoted on social media and through local press. It was **RESOLVED** that the Deputy CEO will write to the Headteacher at The King's School to offer for the Committee to come into school to share their aims and objectives for the project and to ask for pupils to take part in the competition to name the new community and youth hub.

OH21/09/08

**UPDATE REGARDING ENGAGEMENT WITH PROFESSIONALS/GROUPS TO HELP SHAPE OUR FUTURE STRATEGY OF YOUNG PEOPLE AND COMMUNITY SERVICES**

Cllr Green gave an update about various meetings that have taken place. At the current time there is a shortage of good youth workers and the suggestion is for a multi-pronged approach to build a layer of resilience so that everything does not rest on one member of staff who could leave. There will continue to be collaborative working with other youth organisations in the area. A grant application has been made through the PCC's Community Grant Scheme.

OH21/09/09

**ANY FURTHER RECOMMENDATIONS FROM MEMBERS**

No recommendations were made.

OH21/09/10

**TO RECEIVE COUNCILLORS' QUESTIONS IN RELATION TO OTTERY HUB MATTERS**

No questions were raised.

**CONFIDENTIAL SESSION**

OH21/09/11

**UPDATE FROM BUILDING AND LAND USE REGARDING STATEMENT OF WORKS**

- a) **To consider tenders received regarding the door entry system and (if applicable) to appoint a supplier**

Three quotations were requested. Only two of the companies were able to provide what was requested. Both quotes include electronic door access, intruder alarm and fire alarm. The quotations were reviewed and it was **RESOLVED** that Tamar Security are the preferred supplier. This decision was reached based on the product that they are offering which includes video and also their sold after sales service. Work cannot proceed until the entrance door is replaced which is currently on a 20-24 week lead time. It was **RESOLVED** that Cllr Green will meet with the tenants to explain the proposed solution and to agree a draft protocol for use of the building to ensure that the users of the building have a consistent process to follow.

The meeting concluded at: **6.55pm**

DATE OF NEXT MEETING: **To be confirmed**

<b>SIGNATURE OF CHAIR</b>	
<b>DATE OF SIGNATURE</b>	