



Ottery St Mary Town Council

Minutes of the **OTTERY HUB COMMITTEE MEETING** of **OTTERY ST MARY TOWN COUNCIL** on **THURSDAY 29TH JULY 2021 AT 6.00 PM**

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

OTHER PERSONS PRESENT: Caroline Holmes

OH21/07/01

TO RECEIVE APOLOGIES: Jacqui Hayes

OH21/07/02

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.

OH21/07/03

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

None.

OH21/07/04

TO RECEIVE THE MINUTES OF THE OTTERY HUB MANAGEMENT COMMITTEE OF 25TH MAY 2021 (MINUTE REFS OH21/05/01 – OH21/05/13) 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 25th May 2021 were approved and signed as a true record of the meeting.

OH21/07/05

TO RECEIVE AND APPROVE THE SIGNING OF THE NOTES OF THE INFORMAL MEETING HELD ON 22ND JUNE 2021

The notes of the informal meeting held on 22nd June 2021 were approved and signed as a true record of the meeting.

OH/21/07/06

UPDATE REGARDING EXISTING USERS OF THE BUILDING

- a. A list of items being stored has been produced and will be circulated to the users of the building. It was suggested that if storage boxes were used less space would be required to store them items.
- b. Three signs will be put up to indicate where customers of RIO should park.
- c. Cllr Green is liaising with the tenants regarding the charging of the first quarters utilities. It was **RESOLVED** that a sub metering solution will be investigated further by Cllr Lucas.
- d. It was **RESOLVED** that solar panels will be investigated at a later point. It will be confirmed by the Deputy CEO whether the Council are in contract with the current electricity supplier or whether they can transfer to a greener energy provider.
- e. A meeting was held with Ottery Help Scheme (OHS), Cllr Stewart and the Deputy CEO to discuss their use of the building and to fully understand their requirements. It was agreed that it is important that the new door entry system gives both OHS and the staff at the Council offices sight of who is coming in, particularly to ensure safety of any lone workers. A method of allowing entry for their volunteers will be included in the new system. It was discussed that a second kitchen area could be created to provide privacy for users of the hired rooms, whilst still allowing OHS access to the kitchen as is in their tenancy agreement.
- f. It was **RESOLVED** that the Special Conditions of Hire during COVID-19 will be updated to confirm the days that the Ottery Hub is cleaned. It was **RESOLVED** that the suggestion that social distancing is maintained for any persons over 70 or who is clinically vulnerable is left in the document as a recommendation.

OH21/07/07

UPDATE FROM BUILDING AND LAND USE REGARDING STATEMENT OF WORKS

- a. One quote has been obtained for a door entry system and two further companies are visiting within the next week.
- b. Quotes are being sought for a new fire and alarm system but it has been difficult to get companies to visit.
- c. Replacement lighting – quotes will be obtained for the work to replace all lighting with LEDs and to have an emergency lighting in the Men's toilet.
- d. It was **RESOLVED** the fire risk assessment will be completed once the above works have been carried out.

OH21/07/08

BRANDING – AGREE BRIEF FOR TENDER

It was felt that the branding is imperative to the success of the Ottery Hub. It was **RECOMMENDED** that professional guidance will be obtained for the branding at a cost of up to £1500.00.

OH21/07/09

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

The Ottery Hub Strategy Document will be circulated to the Councillors. It was felt to ensure the future success and sustainability of the Ottery Hub depends on the recruitment of a professional Community Youth Worker. To ensure sustainability is paramount to this project and it is **RECOMMENDED** that the Council agree to an increase in the precept for 22/23 to facilitate the funding of a Community Youth Worker.

OH21/07/10

TO CONSIDER THE USE OF THE OTTERY HUB FOR FLU VACCINATIONS

It was **RESOLVED** that if the Ottery Hub is used for flu vaccinations the cost will be the published commercial rate for use of the building.

OH21/07/11

ANY FURTHER RECOMMENDATIONS FROM MEMBERS

It was **RECOMMENDED** that the quorum of the committee is changed to two as the committee only consists of three councillors.

OH21/07/12

TO RECEIVE COUNCILLORS' QUESTIONS IN RELATION TO OTTERY HUB MATTERS

None.

The meeting concluded at: **7.25pm**

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

SIGNATURE OF CHAIR	
DATE OF SIGNATURE	