



Ottery St Mary Town Council

Minutes of the **OTTERY HUB COMMITTEE MEETING** of **OTTERY ST MARY TOWN COUNCIL** on **TUESDAY 25TH MAY 2021 AT 6.30 PM**

PRESENT: Council
Ior Martin (Chair) and Councillors Green & Lucas

OTHER PERSONS PRESENT: Jacqui Hayes, Caroline Holmes and Elli Pang

OH21/05/01

TO RECEIVE APOLOGIES: Cllrs Johns and Grainger

OH21/05/02

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.

OH21/05/03

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.

OH21/05/04

TERMS OF REFERENCE

The terms of reference were agreed, and the membership agreed to Cllrs Martin, Lucas, Green, Johns and Grainger, Jacqui Hayes and Caroline Holmes. The chair was confirmed as Cllr Martin.

OH21/05/05

DECISION ON PURCHASING EQUIPMENT FROM PREVIOUS TRUSTEES:

- a. It was **RESOLVED** that the Committee would like to keep the two Dyson hand driers, overhead projector, heavy duty shelving, table, screens, blinds and baby changing table. All remaining equipment can either be removed by the Station Trustees putting right any damage caused by removal or left at The Station for use by the community members using the Hub.
- b. Considering the original purchase price and depreciation it was **RESOLVED** that £1000 will be offered for the above equipment.

OH/21/05/06

TO CONFIRM ARRANGEMENTS FOR EXISTING USERS OF THE BUILDING

- a. It was **RESOLVED** that users of the building who are storing items will be asked to sort through their items and ensure that only essential items are being stored.
- b. It was **RESOLVED** that the three parking spaces rented by RIO should be clearly marked.
- c. It was **RESOLVED** that solutions will be investigated to provide clarity regarding utility usage by the hirers of the downstairs rooms and the tenants upstairs. It was suggested that solar panels and a greener ethical electricity supplier could be investigated.

OH21/05/07

UPDATE FROM BUILDING AND LAND USE REGARDING STATEMENT OF WORKS – FABRIC OF BUILDING AND ALARM AND ACCESS SYSTEM

A list of works required has been drawn up – See Appendix 1. This includes:

- A new door entry system and the possibility of an electronic gate.
- A new alarm and fire system. The Deputy CEO will confirm whether it is an insurance requirement to have an intruder alarm.
- Lighting should be replaced to LEDs.

It was **RESOLVED** that a Fire Risk Assessment is carried out by an external company to ensure the building is fully compliant. Three quotes will be obtained for this work.

OH21/05/08

TO CONSIDER BOOKING SYSTEM AND ONLINE DIARY

At the current time bookings are being taken manually by the office staff and manual invoices are raised monthly. It was **RESOLVED** that a whole solution would be looked at to ensure that any system can be used by other aspects of the council e.g., bookings for the MUGA.

OH21/05/09

BRANDING – AGREE BRIEF FOR TENDER

It was discussed that there is a need for a design brief and new logo to be created with links to social media and a website. There will be user groups held with the young people of the parish to gather their feedback on what they want to see – the projects must be driven by the young people. It was noted that Mentimeter.com is a way of capturing feedback electronically. It was **RESOLVED** that the Ottery Hub will have a separate page on the town council website which will be updated shortly.

OH21/05/10

TO AGREE WEST WAY OF UPGRADING EXISTING WIFI

The attendees at the meeting logged onto the Wi-Fi and were able to use it although it was noted that younger people would be accessing different sites and therefore would need faster speeds. It was **RESOLVED** that no further action will be taken regarding the Wi-Fi until fibre to the premises becomes available later this year.

OH21/05/11

ENGAGEMENT WITH PROFESSIONALS/GROUPS TO HELP SHAPE OUR FUTURE STRATEGY OF YOUNG PEOPLE AND COMMUNITY SERVICES – NEXT STEPS

It was **RESOLVED** that the following organisations will be contacted initially by Cllrs Lucas and Green:

- Sidmouth Town Council
- Cranbrook Town Council – The Younghayes Centre
- Headlight
- Young Devon
- Mark Gerry
- SPACE
- WAVE project

It was **RESOLVED** that supporting mental health should be incorporated into any activities that are offered.

OH21/05/12

ANY FURTHER RECOMMENDATIONS FROM MEMBERS

None.

OH21/05/13

TO RECEIVE COUNCILLORS' QUESTIONS IN RELATION TO OTTERY HUB MATTERS

None.

The meeting concluded at: **8.30pm**

DATE OF NEXT MEETING: **Tuesday 8th June at 6.30pm at The Station**

SIGNATURE OF CHAIR	
DATE OF SIGNATURE	