



Ottery St Mary Town Council

Minutes of the **STATION COMMUNITY HUB COMMITTEE MEETING** of **OTTERY ST MARY TOWN COUNCIL** on **MONDAY 31ST JANUARY 2022 AT 6.15 PM.** The meeting was held on **Microsoft Teams**

PRESENT: Councillor Martin (Chair), Councillor Green and Councillor Stewart

OTHER PERSONS PRESENT: Jacqui Hayes, Caroline Holmes and Kerry Kennell, CEO

SH22/01/09

TO RECEIVE APOLOGIES FOR ABSENCE

Everyone was present.

SH22/01/10

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.

SH22/01/11

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 **AGREED** that the following item be discussed in Confidential Session: Item 7
To consider (and make a decision if appropriate) quotations received for a replacement door and for the final works to the fire system

SH22/01/12

TO RECEIVE THE MINUTES OF THE OTTERY HUB MANAGEMENT COMMITTEE OF 4TH JANUARY 2022 (MINUTE REFS OH22/01/01 – OH22/01/08) 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 4th January 2022 (*minute refs OH22/01/01 – OH22/01/08*) were reviewed. It was **RECOMMENDED** that these minutes are approved and signed as a true record of the meeting.

SH22/01/13

UPDATE REGARDING EXISTING USERS OF THE BUILDING:

- a. **STORAGE SPACE UPDATE**

All users were asked to remove their items before Christmas. Some items have appeared in a cupboard which had been cleared and no-one is claiming ownership of them. These items will be stored in a portacabin.

SH22/01/14

UPDATE FROM BUILDING AND LAND USE REGARDING STATEMENT OF WORKS

a) UPDATE REGARDING THE DOOR ENTRY SYSTEM

The entrance protocol will be reviewed once the new alarm installation is completed. Cllr Green is meeting with Tamar on site later this week. It was **RECOMMENDED** that an iPad is bought for the office staff to enable them to manage the remote access on an app. The cost of this would be approximately £300.00

b) ARRANGE FIRE RISK ASSESSMENT

The fire risk assessment will be completed as soon as the alarm installation is completed.

SH22/01/15

TO CONSIDER (AND MAKE A DECISION IF APPROPRIATE) QUOTATIONS RECEIVED FOR A REPLACEMENT DOOR AND FOR THE FINAL WORKS TO THE FIRE SYSTEM

This was discussed in Confidential Session.

SH22/01/16

TO CONSIDER (AND MAKE A DECISION IF APPROPRIATE) REGARDING THE PROPOSAL RECEIVED FROM SPACE

It was **RECOMMENDED** that the proposal from SPACE is accepted in principle, subject to the final details being confirmed. It is hoped that the advert for a Youth Worker can go out shortly with the sessions being in place from April. It was noted that if SPACE are running a session they will take responsibility for the safeguarding but if the Council runs a session they will take responsibility for the safeguarding.

SH22/01/17

ANY FURTHER RECOMMENDATIONS FROM MEMBERS

No recommendations were made.

SH22/01/18

TO RECEIVE COUNCILLORS' QUESTIONS RELATING TO STATION COMMUNITY HUB MATTERS

No questions were raised.

CONFIDENTIAL SESSION:

SH22/01/19

TO CONSIDER (AND MAKE A DECISION IF APPROPRIATE) QUOTATIONS RECEIVED FOR A REPLACEMENT DOOR AND FOR THE FINAL WORKS TO THE FIRE SYSTEM

Four quotations were considered for the replacement door. It was noted that the company who gave the cheapest quote has already extended the lead-time to 6 months which is not acceptable. It was **RECOMMENDED** that the Council use The Green Window Company subject to them confirming that their quoted completion date still stands. One quote has been obtained for the final works to the fire system. Two further quotes will be obtained.

DATE OF NEXT MEETING: **Monday 28th February 2022 at 6.15pm**

SIGNATURE OF CHAIR	
DATE OF SIGNATURE	

DRAFT