



# Ottery St Mary Town Council

Minutes of the **OPERATIONS COMMITTEE MEETING** of **OTTERY ST MARY TOWN COUNCIL** on **TUESDAY 18<sup>TH</sup> JULY 2023 at 4.30pm**. The meeting was held in the Meeting Room at the Council Offices, OSM EX11 1BZ.

**PRESENT:** Cllrs Lucas (Chair), Green (Vice Chair), Grainger (Mayor), Stewart (Deputy Mayor), Williamson, Sneller and Kerry Kennell, Clerk.

O23/07/01

## **TO RECEIVE APOLOGIES**

None.

O23/07/02

## **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**

<b>Name of Councillor</b>	<b>Agenda Item and Interest</b>
Cllr Lucas	No interests declared.
Cllr Green	No interests declared.
Cllr Stewart	No interests declared.
Cllr Williamson	No interests declared.
Cllr Sneller	No interests declared.
Cllr Grainger	No interests declared.

O23/07/03

## **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**

It was **RESOLVED** that the following items be discussed in Confidential Session: Agenda Item 12 – To receive an update regarding the Council Office roof and make decisions (if appropriate) and Agenda Item 13 - To receive an H&S update from the CEO relating to quotes for the skatepark repairs.

O23/07/04

## **TO ALLOW MEMBERS OF THE PUBLIC PRESENT TO SUBMIT QUESTIONS/COMMENTS FOR CONSIDERATION *INDIVIDUAL CONTRIBUTIONS WILL BE LIMITED TO 3 MINUTES***

There were none.

Chair`s Initials.....

O23/07/05

**TO RECEIVE THE MINUTES OF THE OPERATIONS COMMITTEE OF 1<sup>ST</sup> JUNE 2023 (MINUTE REFS O23/06/01 – O23/06/22) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE CHAIR AS A CORRECT RECORD**

The minutes of the Operations Committee of 1<sup>st</sup> June 2023 (minute refs O23/06/01 - O23/06/22) were approved and signed as a true record of the meeting.

O23/07/06

**TO CONSIDER PROVIDING EXTRA FUNDING FOR SUMMER SPACE SESSIONS**

It was noted that Ottery St Mary does not register high enough on the poverty and deprivation scale to enable the parish receiving external local authority funding for youth services. It was noted that SPACE are contributing towards the staff costs for the Summer sessions and the Council are paying for the resources. The Council will work with SPACE to look to see whether any external funding can be obtained now there is evidence of the need in the parish for this facility.

It was **RESOLVED** to provide an additional £248 for resources for the Summer SPACE sessions from grant funding already obtained.

O23/07/07

**TO CONSIDER PROVIDING EXTRA FUNDING FOR AN ADDITIONAL MEMBER OF STAFF FOR SPACE SESSION FROM SEPTEMBER 23 UNTIL MARCH 24**

SPACE have requested funding for an additional member of staff for the Thursday session from September 2023 until March 2024. It was noted that the need for an additional staff member is very positive as SPACE have managed to tap into older age group which they had anticipated would be difficult to achieve due to the absence of youth services for over 7 years. Signposting from Youth Worker to Citizens Advice to support the families could be considered in the future.

Discussions with SPACE will start shortly as the current contract expires in March 2023. It was **AGREED** that SPACE will be invited to give a presentation to the Council to provide a greater understanding of how the sessions run.

It was **RESOLVED** to provide **£2851.20** extra funding to provide an additional member of staff at the Thursday SPACE session from September 23 until March 24.

O23/07/08

**TO CONSIDER INTERIOR DECORATION AND SOFT FURNISHINGS AT THE STATION TO ENSURE ATTRACTIVE TO USERS OF THE BUILDING**

It was **RESOLVED** that a meeting will be held with the users of the building regarding short term improvements that could improve the comfort to users of the building.

It was **AGREED** that it will be investigated whether Section 106 money for education could be used for a joint project to increase services provided from the Hub.

O23/07/09

**TO RECEIVE AN UPDATE REGARDING THE MUSEUM WINDOW**

It was noted that the planning application has been approved. It was **AGREED** that replacement of the window will be progressed.

Chair`s Initials.....

O23/07/10

**TO CONSIDER SITUATION REGARDING DOGS BEING ALLOWED ON THE STRAWBERRY LANE SITE**

It was AGREED that this will be discussed at a later point once a decision is made regarding the planning application for the MUGA. At the next Operations meeting discussions will take place regarding future changes to the site once the MUGA is built.

O23/07/11

**TO RECEIVE UPDATE REGARDING EXPRESSION OF INTEREST FORM SUBMITTED TO EDDC REGARDING COMMUNITY ASSET TRANSFER**

A report will be received shortly from EDDC regarding Community Asset Transfer.

*Under s.1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the council resolved to exclude the press and public from the meeting since publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.*

O23/07/12

**TO RECEIVE AN UPDATE REGARDING THE COUNCIL OFFICE ROOF AND MAKE DECISIONS (IF APPROPRIATE) REGARDING THE NEXT STEPS**

It was AGREED that a further quotation will be received regarding the Council roof. The three quotes received will then be reviewed.

O23/07/13

**TO RECEIVE AN H&S UPDATE FROM THE CEO**

Some corrosion has been identified at the skatepark. Two companies have been contacted and will be providing quotations which will be circulated once available. The corrosion is at ground level. Two quotations to carry out the skatepark repair were reviewed. It was RESOLVED to use Chesmetalwork at a cost of £600.00.

*The confidential session ended.*

An update was given regarding the recent Asbestos survey as the Council Offices. Once the report is received the will produce an Asbestos Management Plan which will be sent to the Police. The clerk is also arranging for a survey to be carried out at the Station and will liaise with the Museum as a survey was carried out there in 2017.

It was confirmed that fire evacuation information is given out to hirers. It was AGREED is not practical to run a Fire Marshal training session for all users of the building as getting everyone together would be difficult.

It has been reported that at The Station people can get around the back of the building. There is a shed with broken glass and some tools there. It was AGREED these will be removed urgently.

Chair`s Initials.....

O23/07/14

**ANY FURTHER RECOMMENDATIONS FROM MEMBERS**

It was AGREED to put the formation of a working group to look at the Emergency Plan on the Environment, Local Development and Commerce (ELD&C) meeting agenda.

It was AGREED to include an item about linking Council properties by foot and bicycle on the agenda for the next EDL&C meeting.

O23/07/15

**TO RECEIVE COUNCILLORS' QUESTIONS**

A letter has been received regarding concern about the damage being caused by ramps that are being built at Head Weir. This will be an agenda item at the Full Council Meeting on 7<sup>th</sup> August.

The CEO will request that DCC Highways clear the Leat along Ridgeway.

The meeting ended at 18.07.

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

Chair`s Initials.....