



# Ottery St Mary Town Council

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

**PRESENT:** Cllrs Lucas (Chair), Green, Stewart (Deputy Mayor) and Kerry Kennell, CEO.

O23/06/01

**TO RECEIVE APOLOGIES**

Cllr Grainger (Mayor)

O23/06/02

**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**

Name of Councillor	Agenda Item and Interest
Cllr Lucas	No interests declared.
Cllr Green	No interests declared.
Cllr Stewart	No interests declared.

O23/06/03

**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**

No confidential items are to be discussed.

O23/06/04

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

There were none.

O23/06/05

**TO REVIEW TERMS OF REFERENCE FOR THE COMMITTEE**

The Terms of Reference were reviewed. It was RESOLVED that 'services and events' will be added to the third paragraph so the first sentence will read "The Committee will ensure the Council provide effective, efficient and professional management of all Council property, services and events for the safety of all users.

O23/06/06

Chair`s Initials.....

**TO RECEIVE THE MINUTES OF THE STATION COMMUNITY HUB  
MANAGEMENT COMMITTEE OF 27<sup>TH</sup> FEBRUARY 2023 (MINUTE REFS  
SH23/02/01 – SH23/02/12) AND TO APPROVE THE SIGNING OF THE MINUTES  
BY THE CHAIR AS A CORRECT RECORD**

The minutes of the Station Community Hub Management Committee of 27<sup>th</sup> February 2023 (minute refs SH23/02/01 - SH23/02/12) were approved and signed as a true record of the meeting.

O23/06/07

**TO NOTE REPORT FROM SPACE FOR JANUARY – APRIL 23**

The report from SPACE was noted. It is encouraging to see the number of young people attending the sessions.

O23/06/08

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

There was a discussion regarding the SPACE sessions. A meeting will be arranged with SPACE to gain a greater understanding about the sessions they would be running. It was AGREED in principle that further funding could be provided subject to the details. The current contract with SPACE is until 31<sup>st</sup> March 2024 and so discussions regarding this will need to take place prior to agreement of the budget for 2024/25.

O23/06/09

**TO RECEIVE AN UPDATE REGARDING THE FEASIBILITY REPORT**

NASH Partnership have advised that the report is currently in draft form and will be circulated once it has been reviewed.

O23/06/10

**TO RECEIVE THE MINUTES OF THE PROPERTY AND LAND COMMITTEE OF  
2<sup>ND</sup> MARCH 2023 (MINUTE REFS PL23/03/01 - PL23/03/21) AND TO APPROVE  
THE SIGNING OF THE MINUTES BY THE CHAIR AS A CORRECT RECORD**

The minutes of the Property and Land Committee meeting of (minute refs PL23/03/01 - PL23/03/21) were reviewed and signed as a true record of the meeting.

O23/06/11

**TO RECEIVE AN UPDATE REGARDING THE PLANNING APPLICATION TO  
REPLACE THE MUSEUM WINDOW**

The CEO has chased EDDC but the planning application is waiting a decision.

O23/06/12

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

A holding email has been received from EDDC and an update will be provided shortly.

O23/06/13

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

Chair`s Initials.....

Photographs of the roof were shared with the Committee. Areas of the roof appear to be in very poor condition. Three companies have been approached to come and have a look at the condition to advise what remedial action is required. It was noted that this could have a major impact to the budget if significant works are required.

O23/06/14

**TO CONSIDER AND APPROVE (IF APPROPRIATE) QUOTE FOR REPLACEMENT FIRE DOORS AT THE COUNCIL OFFICES**

The quote for the fire doors was reviewed. It was noted that in case of a fire preventing access down the staircase people would need to stay in an upstairs office until the emergency services arrived. It was **RESOLVED** that a programme of implementation will be undertaken starting with the offices that are occupied in the Council Offices. Advice will be sought from Argos Fire Protection regarding this.

O23/06/15

**TO CONSIDER AND APPROVE (IF APPROPRIATE) QUOTE FOR AN ASBESTOS SURVEY ON THE COUNCIL OFFICES**

It was **RESOLVED** that an asbestos survey will be commissioned asap from Asbestos Solutions Southwest Ltd at a cost of £792.00 plus VAT.

O23/06/16

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

It was **RESOLVED** that staff will sit in the front office during periods of annual leave over the summer. Staff safety when working alone in the building will be considered by the HR Committee.

It was **RESOLVED** that two new fire extinguishers will be purchased at The Station to ensure maximum protection is available to the users of the building.

It was **AGREED** that the CEO will speak to Janet's Helping Hands to obtain a price for carrying out regular H&S inspections and tasks until such time that an additional staff member is recruited.

It was **RESOLVED** that all essential works will be carried out at The Station as raised in the Fire Risk Assessment.

It was **RESOLVED** that guidance will be written for the use of personal equipment by staff, councillors and visitors to the building.

It was **RESOLVED** that an alternative supplier will be considered for carrying out Fire Risk Assessments.

It was **AGREED** that the CEO will seek confirmation from Argos Fire Solutions regarding what should happen with the Fire Marshal training in a building that does not have staff working there.

It was noted that the allotment car park has been accessed by people who do not hold an allotment plot. The PCSO has been advised.

O23/06/17

**TO RECEIVE AN UPDATE REGARDING THE SIGNING OF THE LEASE WITH THE HERITAGE SOCIETY**

The CEO is obliged to point this out that whilst Stephens Scown advice was considered the final wording was agreed between the Councillors and the Heritage Society. It was **RECOMMENDED** that the lease is signed by the Mayor and Deputy Mayor later this month.

O23/06/18

Chair`s Initials.....

**TO CONSIDER REQUEST FROM OTTERY ST MARY BOWLING CLUB FOR A BORE HOLE TO BE INSTALLED**

It was AGREED that the CEO will go back to the Ottery St Mary Bowling Club to ask for full details of the proposed bore hole to ensure that all legislation is being met.

O23/06/19

**TO CONSIDER HOW TO PROCEED WITH EMERGENCY PLAN AND COMMUNITY RESILIENCE PLAN**

It was AGREED that the Council will liaise with EDDC regarding the Emergency Plan and Community Resilience Plan following on from recent flooding in Tipton St John and surrounding areas.

O23/06/20

**TO NOTE ARRANGEMENTS FOR MAINTENANCE OF THE LIBRARY GARDEN**

It was noted that Bloom in Ottery are liaising with Able2achieve who are keen to take on the maintenance of the Library garden.

O23/06/21

**ANY FURTHER RECOMMENDATIONS FROM MEMBERS**

It was AGREED that promoting Visit Ottery at the Food and Families Festival should be considered by the Environment, Local Development and Commerce Committee.

O23/06/22

**TO RECEIVE COUNCILLORS' QUESTIONS**

There were none.

The meeting ended at 18.20.

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

Chair`s Initials.....