



Ottery St Mary Town Council

Minutes of the **OPERATIONS COMMITTEE MEETING** of **OTTERY ST MARY TOWN COUNCIL** on **TUESDAY 28TH NOVEMBER 2023 at 5.00pm**. The meeting was held in the Meeting Room at the Council Offices, OSM EX11 1BZ.

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

The meeting was chaired by Cllr Green

O23/11/01

TO RECEIVE APOLOGIES

Cllr Lucas (Chair)

O23/11/02

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 Sneller	No interests declared.
Cllr Green	No interests declared.
Cllr Williamson	No interests declared.
Cllr Stewart	No interests declared.
Cllr Grainger	No interests declared.

O23/11/03

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 8 To review quotations for the pointing at the Museum and make a decision (if appropriate); Agenda item 12 To consider quotation for one-off inspection of the Council properties and make a decision (if appropriate)

O23/11/04

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.....

O23/11/05

TO RECEIVE THE MINUTES OF THE OPERATIONS COMMITTEE OF 31ST OCTOBER 2023 (MINUTE REFS O23/10/01 – O23/10/21) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE CHAIR AS A CORRECT RECORD

The minutes of the Operations Committee of 31st October 2023 (minute refs O23/10/01 -O23/10/21) were approved and signed as a true record of the meeting.

O23/11/06

TO FEEDBACK FOLLOWING MEETING WITH USERS OF THE STATION REGARDING THEIR SUGGESTIONS FOR SHORT TERM IMPROVEMENTS TO THE BUILDING

Cllr Green has spoken to more users of the building. There is a difference of opinion regarding the use of the Waiting Room. It will be investigated whether a better mechanism could be provided to move the pool table providing a more usable space for users who do not wish to use it. It was AGREED that an inventory of what equipment is available is set up for regular users of the building.

O23/11/07

TO RECEIVE AN UPDATE FROM SPACE REGARDING RECRUITMENT OF ADDITIONAL YOUTH WORKERS

A meeting was held with SPACE to discuss recruitment. Sessions are currently being run by two youth workers due to staff absence. It was AGREED to investigate the possibility of outreach sessions in addition to the senior session. It was AGREED that the Committee would send a joint letter with SPACE (subject to their agreement) to Kings School offering support the problems they are currently experiencing and stating that the Council are providing significant support and would like to work with The King's School. Junior session is working well. The Council are investigating the possibility of working with other Councils to increase the amount of support available. It was AGREED that a further discussion will be held with SPACE regarding the renewal of the contract. It was noted that there is an issue with young people being hungry.

O23/11/08

TO RECEIVE AN UPDATE REGARDING THE LIBRARY WINDOWS AND MAKE A DECISION (IF APPROPRIATE)

The Library will be applying for planning permission from EDDC to replace one window. The remaining windows will be repaired and repainted.

O23/11/09

TO RECEIVE AN UPDATE REGARDING THE MUGA AT STRAWBERRY LANE AND TO MAKE DECISIONS (IF APPROPRIATE)

A call was held with the Football Association to find out more about a PlayZone. The size of the PlayZone is non-negotiable – 30m x 20m and funding works where the Football Association put up 75% and the Council would need to put up 25%. It was AGREED to review the tenders for the current proposal when they are received and then decide the next steps. The Clerk will chase David Hemstock for an update.

O23/11/10

TO RECEIVE AN UPDATE REGARDING CCTV IN THE TOWN CENTRE AND AT THE SKATEPARK

Chair`s Initials.....

One quotation has been received and the Police and Crime Commissioners Office has been contacted to discuss the funding available for this. A second quotation is being obtained.

O23/11/11

TO CONSIDER QUOTATION FOR DECISIONS APP FOR THE COUNCIL AND MAKE A DECISION (IF APPROPRIATE)

It was RESOLVED that the Clerk gets a licence and the appropriate training. Cllrs do not need training to use the app. ~~Ask for a revised quote for this.~~

O23/11/12

TO RECEIVE AN H&S UPDATE FROM THE CLERK

Asbestos – Asbestos Management Plans still need to be completed for Council Offices and The Station.

Skatepark – awaiting results of annual inspection from EDDC. Should be completed within next week.

Station – report of mice reported in the SPACE portacabin. Bill has been asked to deal with this. SPACE session cancelled on Monday evening due to health implications of equipment being stored in area with mice.

SPACE report there is no lighting at the rear of the building or by the portacabins.

The clerk will ask Bill to look at this and provide a quote for additional lights.

Council Offices – work to repair the roof due to start on 6th December and should be completed within a week. Once completed the men's toilet needs to be repainted due to the damage caused by the leaking roof.

O23/11/13

TO CONSIDER ANY BUDGET REQUIREMENTS FOR PROJECTS FOR 2024/25

The Committee were encouraged to consider any budget requirements for the next financial year for consideration in the budget.

O23/11/14

ANY FURTHER RECOMMENDATIONS FROM MEMBERS

It was noted that it would be helpful if Councillors worked on actions between meetings to ensure that progress was made on projects.

O23/11/15

TO RECEIVE COUNCILLORS' QUESTIONS

It was discussed that it would be helpful to have an explanation of what SPACE, The O6 etc. It would help to gain a greater understanding of the context.

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.

O23/11/16

TO REVIEW QUOTATIONS FOR THE POINTING AT THE MUSEUM AND MAKE A DECISION (IF APPROPRIATE)

Two anonymised quotes were reviewed. It was **RESOLVED** to go ahead with Quote 1. It was **AGREED** that the Clerk will write to the Museum to confirm the work that is being carried out and to check this is acceptable.

Chair`s Initials.....

Grid on pavement on Silver Street

O23/11/17

TO CONSIDER QUOTATION FOR ONE OFF INSPECTION OF THE COUNCIL PROPERTIES AND MAKE A DECISION (IF APPROPRIATE)

It was **RESOLVED** to proceed with the quotation for a one-off inspection.

The meeting ended at 18.15 .

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

Chair`s Initials.....