



# Ottery St Mary Town Council

Minutes of the **OPERATIONS COMMITTEE MEETING** of **OTTERY ST MARY TOWN COUNCIL** held on **TUESDAY 27<sup>TH</sup> FEBRUARY 2024 at 5.00pm**. The meeting was held in the Meeting Room at the Council Offices, OSM EX11 1BZ.

**PRESENT:** Cllrs Lucas (Chair), Green (Vice Chair), Grainger (Mayor), Williamson, Feasey and Kerry Kennell, Clerk

O24/02/01

**TO RECEIVE APOLOGIES**

Cllrs Sneller and Stewart (Deputy Mayor)

O24/02/02

**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 Grainger	No interests declared.
Cllr Green	No interests declared.
Cllr Williamson	No interests declared.
Cllr Feasey	No interests declared.
Cllr Lucas	No interests declared.

O24/02/03

**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**

There were none.

O24/02/04

**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.....

O24/02/05

**TO RECEIVE THE MINUTES OF THE OPERATIONS COMMITTEE OF 30<sup>TH</sup> JANUARY 2024 (MINUTE REFS O24/01/01 – O24/01/15) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE CHAIR AS A CORRECT RECORD**

The minutes of the Operations Committee of 30<sup>th</sup> January 2024 (minute refs O24/01/01 -O24/01/15) were reviewed and signed as a correct record of the meeting.

O24/02/06

**STATION HUB**

- a. **TO REVIEW AND MAKE RECOMMENDATIONS FOR SPACE CONTRACT FROM 1<sup>ST</sup> APRIL 2024 – 31<sup>ST</sup> MARCH 2026**

It was **RECOMMENDED** that the SPACE contract is signed for the period 1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2026. The Council will continue to work closely with SPACE and reports will be provided quarterly to the Full Council.

- b. **TO RECEIVE AN UPDATE FOLLOWING MEETING WITH SPACE REGARDING INTERIOR OF THE STATION**

The feedback from all users is that the building is very clinical. It was **AGREED** that a big TV should be reintroduced for gaming. The Station Masters Office could be used as an intervention room.

It was **RESOLVED** that quotations will be obtained for the interior decoration. It was **RESOLVED** that broken equipment will be removed.

- c. **TO REVIEW AN UPDATE REGARDING THE SECOND STAGE OF THE FEASABILITY STUDY WITH STIR TO ACTION**

An initial meeting has been held with Stir to Action regarding the work they will be carrying out. A workshop will be held at the end of the March at the Station Hub.

- d. **TO AGREE EMERGENCY CONTACT PROCESS FOR USERS OF THE BUILDING (OUTSIDE OF NORMAL WORKING HOURS)**

There was a discussion regarding who should be on call outside of normal working hours if an issue arises. It was **AGREED** the Clerk will speak to Cloudy IT to see if the main phone number could be diverted to a mobile phone number. If not a mobile phone number will be provided to users to use outside of normal working hours. It was **AGREED** a large poster with useful information and contact numbers will be put in the entrance porch. Building information will also be easily accessible to the building users.

O24/02/07

**MUSEUM**

- a. **TO CONFIRM THE PEPPERCORN RENTAL FOR THE MUSEUM LEASE**

It was **RESOLVED** that the peppercorn rental for the Museum is set at £100.00 and will be invoiced annually on 1<sup>st</sup> April.

- b. **TO RECEIVE AN UPDATE REGARDING THE POINTING**

The pointing should start next month subject to the weather conditions.

- c. **TO CONSIDER OBTAINING A COMMERCIAL VALUATION FOR THE MUSEUM**

It was **RESOLVED** that a commercial valuation for the Museum should be obtained. Cllr Grainger will liaise with the Heritage Society regarding this.

Chair`s Initials.....

O24/02/08

**COUNCIL OFFICES - TO REVIEW QUOTATIONS TO UPDATE THE EQUIPMENT AVAILABLE IN THE MEETING ROOM AND CHAMBER**

It was **RECOMMENDED** that the Council proceeds with the quotation from Cloudy IT. It was **AGREED** that it is sensible to have one IT provider to ensure consistency and accountability if a problem is encountered.

O24/02/09

**SKATEPARK – TO RECEIVE AN UPDATE REGARDING IMPROVEMENTS TO THE SITE**

The vegetation is being cut back. Further information is being gathered regarding the lighting supply in association with Leisure East Devon.

It was **AGREED** the Clerk will write to EDDC Planning, copying in the EDDC Councillors, to chase up the site visit to look at the proposed entrance route.

O24/02/10

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

It was **RECOMMENDED** that the Finance Committee recommendation regarding applying a PlayZone is upheld, as the Committee views that floodlights are an integral part of the MUGA project. Cllr Feasey highlighted the need for anti-bullying exits from a MUGA.

O24/02/11

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

There was no further update.

O24/02/12

**ANY FURTHER RECOMMENDATIONS FROM MEMBERS**

There were none.

O24/02/13

**TO RECEIVE COUNCILLORS' QUESTIONS**

There were none.

The meeting ended at 18.16.

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

Chair`s Initials.....