



Ottery St Mary Town Council

Minutes of the **OPERATIONS COMMITTEE MEETING** of **OTTERY ST MARY TOWN COUNCIL** held on **TUESDAY 27TH 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

Name of Councillor	Agenda Item and Interest
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 30TH 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 30th 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 1ST APRIL 2024 – 31ST MARCH 2026**

It was **RECOMMENDED** that the SPACE contract is signed for the period 1st April 2024 – 31st 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 1st 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.

SIGNATURE OF CHAIR	
DATE OF SIGNATURE	

Chair`s Initials.....