



Ottery St Mary Town Council

Minutes of the **OPERATIONS COMMITTEE MEETING** of **OTTERY ST MARY TOWN COUNCIL** held on **TUESDAY 30TH JANUARY 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), Stewart (Deputy Mayor), Williamson and Kerry Kennell, Clerk

O24/01/01

TO RECEIVE APOLOGIES

Cllr Sneller

O24/01/02

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

O24/01/03

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 7b To review and make recommendations for SPACE contract from 1st April 2024 – 31st March 2026 and make a decision (if appropriate).

O24/01/04

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

There were none.

O24/01/05

Chair`s Initials.....

TO RECEIVE THE MINUTES OF THE OPERATIONS COMMITTEE OF 28th NOVEMBER 2023 (MINUTE REFS O23/11/01 – O23/11/17) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE CHAIR AS A CORRECT RECORD

The minutes of the Operations Committee of 28th November 2023 (minute refs O23/11/01 -O23/10/17) were reviewed. Three grammatical alterations were made and the minutes were then approved and signed as a true record of the meeting.

O24/01/06

TO REVIEW ONE-OFF INSPECTION OF THE COUNCIL PROPERTIES

It was **RECOMMENDED** that the areas highlighted in the one-off inspection of Council properties are prioritised and costed accordingly. Any health & safety items will be resolved as top priority. It was **RECOMMENDED** that the work is carried out by JHH Property Maintenance up to the value of £10,000 and is monitored by the Clerk.

It was **RECOMMENDED** that a follow up inspection of the Council properties will be carried out once the remedial actions are completed

O24/01/07

STATION HUB

a. TO RECEIVE AN UPDATE REGARDING SPACE FOLLOWING THEIR STAFF CHANGES

A meeting has been held with the directors of SPACE as well as Steve Brind and Mark Gerry. There was a discussion regarding the current format of the sessions and whether this needs to be amended moving forward. SPACE will attend a future Council meeting to ensure the wider Council understands what is being provided and the issues that are being highlighted. It was **RESOLVED** that a refund will be requested from SPACE as a third person has not been provided as was previously agreed. SPACE feel that the Council is setting an example to other Councils about how to support the young people in the parish. It was **AGREED** that the Council needs to promote what it is doing and work with other parish and town Councils. The Clerk will write to The King's School offering support for the problems that they are currently experiencing.

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.

b. TO REVIEW AND MAKE RECOMMENDATIONS FOR SPACE CONTRACT FROM 1ST APRIL 2024 – 31ST MARCH 2026

It was **AGREED** that a revised figure for the contract from 1st April 2024 – 31st March 2026 will be requested from SPACE based on two youth workers per session, as the current figure is based on three youth workers. The Committee will request that a KPI target is introduced to monitor missed sessions caused by staff absence. If the KPI target is not achieved the Council would like the lost hours to either be made up, or for SPACE to provide a refund to the Council. A realistic target will be agreed with SPACE.

The meeting returned to public session.

Chair`s Initials.....

c. TO AGREE SHORT TERM IMPROVEMENTS TO THE BUILDING ANDS ITS AESTHETICS

It was **RECOMMENDED** that the grant funding already obtained for the Station Hub is used to purchase additional equipment. It was **AGREED** that the next steps regarding the Station Hub can be discussed once the project to consider the most effective options for the development of the building has been completed. It was **AGREED** that the Clerk will ensure any Councillor using the Station Hub is sent a copy of the Booking Information which provides information regarding the venue.

O24/01/08

MUSEUM

a. TO RECEIVE AN UPDATE REGARDING THE MUSEUM WINDOW

The window has been installed and The Heritage Society have confirmed that they are happy with the replacement window.

b. TO CONFIRM THE PEPPERCORN RENTAL FOR THE MUSEUM LEASE

It was **RESOLVED** that the peppercorn rental for the Museum is set at £100.00 per annum. It was **AGREED** that Cllr Grainger will inform the Heritage Society.

O24/01/09

COUNCIL OFFICES

a. TO REVIEW THE CONDITION AND EQUIPMENT AVAILABLE IN THE MEETING ROOM AND CHAMBER

It was **AGREED** that three quotes will be sought to replace the IT equipment in the Chamber and Meeting room. The quotations will then be reviewed at the next meeting.

O24/01/10

SKATEPARK

a. TO NOTE ANNUAL SAFETY INSPECTION

The annual safety inspection was noted. It was noted that the equipment had been moved in 2022 before the skatepark reopened. The report has been updated accordingly.

b. TO RECEIVE AN UPDATE REGARDING IMPROVEMENTS TO THE SITE

A meeting has been held with Jon Williams at DCC who will provide a detailed drawing of the proposed access. DCC have confirmed that if the fence is acceptable to The King's School it will be acceptable to them. A case reference has been created with EDDC for a planning officer to visit the site – it is expected this will take place shortly. DCC have indicated they would be able to support the project with up to £5,000 depending on when the work is being carried out. Further investigative work is being carried out regarding the lighting. EDDC have confirmed that some S106 Open Space funding would be suitable for this project as it would fall under the enhancement of Open Space/a formal park in the area.

O24/01/11

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

Chair`s Initials.....

There is no update.

O24/01/12

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

The tender for the MUGA is now live on Contract Finder. Once the deadline closes the tenders can be reviewed and the next steps agreed.

O23/11/13

TO RECEIVE AN H&S UPDATE FROM THE CLERK

The Asbestos Management Plans have been completed for the Council Offices and The Station. The upstairs toilet in the Council Offices has been redecorated to remove mould which appeared due to the leaking roof. The Clerk has arranged for work to be carried out to address the issues raised in the Skatepark annual inspection report.

O24/01/14

ANY FURTHER RECOMMENDATIONS FROM MEMBERS

There were none.

O24/01/15

TO RECEIVE COUNCILLORS' QUESTIONS

Cllr Williamson advised Councillors about an article he had written for The Tipton Times.

The meeting ended at 18.40.

SIGNATURE OF CHAIR	
DATE OF SIGNATURE	

Chair`s Initials.....