



Ottery St Mary Town Council

Minutes of the **OPERATIONS COMMITTEE MEETING** of **OTTERY ST MARY TOWN COUNCIL** held on **MONDAY 25TH MARCH 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) from 4.42pm, Grainger (Mayor), Stewart (Deputy Mayor), Williamson, Feasey and Kerry Kennell, Clerk

O24/03/01

TO RECEIVE APOLOGIES

Cllr Sneller

O24/03/02

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.
Cllr Stewart	No interests declared.

O24/023/03

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.

O24/03/04

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.....

O24/03/05

TO RECEIVE THE MINUTES OF THE OPERATIONS COMMITTEE OF 27TH FEBRUARY 2024 (MINUTE REFS O24/02/01 – O24/02/13) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE CHAIR AS A CORRECT RECORD

The minutes of the Operations Committee of 27th February 2024 (minute refs O24/02/01 -O24/02/13) were reviewed and signed as a correct record of the meeting.

It was AGREED to delay Agenda item 6 until Cllr Green arrived.

O24/03/06

MUSEUM

a. TO RECEIVE AN UPDATE REGARDING THE POINTING

The pointing is due to start next week subject to there being suitable weather conditions.

b. TO RECEIVE AN UPDATE REGARDING OBTAINING A COMMERCIAL VALUATION FOR THE MUSEUM

A meeting has been held with the Heritage Society regarding obtaining a commercial valuation of the building. The Heritage Society have agreed to pay £700.00 towards the valuation. It was confirmed that the valuation will be completed on Wednesday.

O24/03/07

COUNCIL OFFICES - TO CONSIDER THE STATE OF DECORATION OF THE CHAMBER AND MEETING ROOM

Heritage Preservation have visited the Council Offices. They will provide a quotation to deal with the damp in the Council Chamber and Meeting Room. It was AGREED that the damp should be investigated in the first instance before any decorating is undertaken.

Cllr Green joined the meeting.

O24/03/08

STATION HUB

a. TO RECEIVE AN UPDATE REGARDING INTERIOR IMPROVEMENTS

Equipment has been ordered using grant funding. It was AGREED that it will be investigated whether sound proofing boards could be put up in the Platform. It was AGREED that improvements will enhance the existing building to build on the blank canvas. It was AGREED that Cllrs Green, Lucas and Feasey will meet to agree the tender specification. Any items that are damaged or broken will be labelled and the Clerk will arrange for these to be removed.

b. TO REVIEW AN UPDATE REGARDING THE SECOND STAGE OF THE FEASIBILITY STUDY WITH STIR TO ACTION

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

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

It was AGREED that a poster will be created which will hold Councillors phone numbers. The Councillors will be provided with an emergency contact number should it be required.

Chair`s Initials.....

d. TO CONFIRM REPRESENTATIVE FOR THE YOUTH WORK IN DEVON MEETING

It was AGREED that Cllr Feasey, Cllr Lucas and Cllr Green will represent the Council for the Youth Work in Devon meeting.

e. TO NOTE QUARTERLY SPACE REPORT

The quarterly SPACE report was noted. It was AGREED that the report format needs to be improved to include financial information and a template will be created. Concern was raised that recent social media posts published state that a £1 entrance charge will be made after Easter. A meeting will be arranged with Cllrs Lucas, Feasey and Green and Steve Brind from SPACE to discuss this further as it had previously been agreed that no charge would be made at Ottery.

O24/03/09

SKATEPARK – TO RECEIVE AN UPDATE REGARDING IMPROVEMENTS TO THE SITE

The work on the trees will be carried out w/c 2nd April. This was delayed as the contractors could not gain access to the site.

The Clerk is awaiting a response from EDDC Planning to arrange a site visit to discuss the proposed new accessway.

O24/03/10

CEMETERY – TO REVIEW FEES FROM 1ST APRIL 2025 AND MAKE RECOMMENDATIONS (IF APPROPRIATE)

It was **RECOMMENDED** that all cemetery costs are increased by 10% from 1st April 2024.

O24/03/11

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

Cllr Stewart and Cllr Green have been working on the two main application documents. An expression of interest from the Council will be submitted by 28th March. Thanks were given to Cllrs Stewart and Green for their work on this project. Clarification will be sought about what level of project management is required if the application is successful.

It was **RECOMMENDED** that the Strategy Committee update the Strategic plan project form for Section 106 projects.

O24/03/12

TO RECEIVE PROPERTY AND A HEALTH AND SAFETY UPDATE FROM THE CLERK

The Clerk advised that there had been a problem with rotten soffits and fascia. Emergency scaffolding was obtained with a drop net to make the area safe. The rotten boards have now been replaced.

There is a problem with damp in the Police side of the building. Heritage Preservation have visited the site and will provide a report detailing the remedial action required.

The Council has a three year fixed term electricity contract with Octopus Energy which expires on 1 May. Alternative options are being investigated.

The CCTV at the Library has been repaired.

Chair`s Initials.....

O24/03/13

ANY FURTHER RECOMMENDATIONS FROM MEMBERS

There were none.

O24/03/14

TO RECEIVE COUNCILLORS' QUESTIONS

There were none.

The meeting ended at 5.28pm.

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

Draft

Chair`s Initials.....