



Ottery St Mary Town Council

Minutes of the **OPERATIONS COMMITTEE MEETING** of **OTTERY ST MARY TOWN COUNCIL** on **TUESDAY 5TH SEPTEMBER 2023 at 4.30pm**. 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), Sneller and Kerry Kennell, Clerk.

O23/08/01

TO RECEIVE APOLOGIES

Cllr Williamson

O23/08/02

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 Lucas	No interests declared.
Cllr Green	No interests declared.
Cllr Stewart	No interests declared.
Cllr Sneller	Personal interest declared as a member of Bloom in Ottery.
Cllr Grainger	No interests declared.

O23/08/03

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.

O23/08/04

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.....

O23/08/05

TO RECEIVE THE MINUTES OF THE OPERATIONS COMMITTEE OF 18TH JULY 2023 (MINUTE REFS O23/07/01 – O23/07/22) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE CHAIR AS A CORRECT RECORD

The minutes of the Operations Committee of 18th July 2023 (minute refs O23/07/01 - O23/07/22) were approved and signed as a true record of the meeting.

O23/08/06

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

A meeting was held with Cllrs Lucas and Green and two users of the building. The consensus is that improvements could be made to the internal decoration to make the building more attractive to users by the addition of art work, display boards, injection of colour, some blackboard paint and possibly an improvement to the lighting. It was also raised that the Platform and Station Master's Office floor need attention. Any long-term improvements would be for a minimum of 3-5 years. Grant applications can be made for capital expenditure. It was AGREED that two interior design company will be invited to quote for suggestions inside of the building. It was AGREED to arrange a Teams meeting with the users of the building who were unable to attend the users meeting.

O23/08/07

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

Recruitment for a replacement and additional youth worker was unsuccessful and the positions will be readvertised. It is hoped that the SPACE sessions will start from 11th September. It was AGREED to arrange a Teams meeting with SPACE to discuss their recruitment procedure and the way they are engaging their staff and their structuring.

O23/08/08

TO CONSIDER MARTYN'S LAW AND WHETHER THIS WILL HAVE ANY POTENTIAL IMPLICATIONS TO ANY BUILDINGS HIRED OUT BY THE COUNCIL

Information regarding Martyn's Law was circulated to the committee. It was AGREED that the Clerk will review the current procedures for the Station hire against recommendations in Martyn's Law.

O23/08/09

TO RECEIVE AN UPDATE REGARDING SUB-WATER METER AT THE STATION

Following a leak in the boiler room it was established that a sub-meter is in place which measures the water used by RIO. It was AGREED that RIO will be charged for water moving forward. The Clerk will write to RIO to confirm this.

O23/08/10

TO RECEIVE AN UPDATE REGARDING THE MUSEUM WINDOW

Due to the delay in obtaining planning permission the cost and labour costs have increased. It was **RESOLVED** that the quote originally accepted will be progressed at a revised cost of £3477.60 plus VAT.

Chair`s Initials.....

O23/08/11

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

It had been highlighted that exterior windows at the Library require repair and repainting. After clarification from the Stephens Scown, the Council's Solicitor the Library have been advised that it is their responsibility to carry out the repair.

O23/08/12

TO CONSIDER REQUEST TO STORE THE O6 MARQUEE IN THE CELLAR

It was **RESOLVED** that The O6 can store their marquee in the cellar. This is covered by their public liability insurance.

O23/08/13

TO REVIEW RESPONSE RECEIVED FROM EDDC REGARDING EXPRESSION OF INTEREST FORM SUBMITTED TO THEM REGARDING COMMUNITY ASSET TRANSFER

It was **AGREED** that Cllr Stewart and Cllr Sneller will attend a meeting with EDDC regarding this and feedback at next meeting. The Clerk will advise EDDC accordingly.

It was **AGREED** that the Clerk will investigate whether the Terms of Reference and Standing Orders can be amended to enable Councillors to work more independently on behalf of a Committee.

O23/08/14

TO RECEIVE AN UPDATE REGARDING THE COUNCIL OFFICE ROOF AND MAKE A DECISION (IF APPROPRIATE)

The Clerk is trying to obtain an additional quote for this work.

O23/08/15

TO CONSIDER SITUATION REGARDING PHOTOCOPIER AND MAKE A DECISION (IF APPROPRIATE)

Correspondence has been received to advise that Kyocera has stopped support on the TASKalfa 2441ci photocopier. Concorde will continue support the copy on a best endeavours basis. It was **AGREED** to continue using the colour photocopier until it becomes irreparable. It was noted that there is a mono copier upstairs and a colour photocopier in the Meeting Room could be used in an emergency.

O23/08/16

TO CONSIDER QUOTATIONS TO PROVIDE HEATERS IN THE UPSTAIRS TOILETS AND MAKE A DECISION (IF APPROPRIATE)

Two quotations were reviewed to provide heaters and extraction fans in the upstairs toilet. It was **RESOLVED** to accept Quote 1 at a cost of £584.86.

O23/08/17

TO RECEIVE AN UPDATE REGARDING THE PLANNING APPLICATION FOR THE MUGA AT STRAWBERRY LANE AND TO MAKE DECISIONS (IF APPROPRIATE) REGARDING CHANGES THAT WILL BE REQUIRED AT THE SITE

Chair`s Initials.....

Planning Permission has been granted by EDDC. The Clerk is waiting for clarification from EDDC regarding the S106 funding. It was AGREED that a meeting will be arranged with David Hemstock to discuss the next steps of the project.

O23/08/18

TO RECEIVE AN H&S UPDATE FROM THE CLERK

Quotes will be obtained for an electronic locking mechanism on the front door which could be activated from the downstairs and upstairs office. This will enable staff working alone to be behind the screen in the downstairs office before opening the door to the public.

The Clerk is working on Asbestos Management Plans for the Council Offices and the Station Hub.

O23/08/19

ANY FURTHER RECOMMENDATIONS FROM MEMBERS

There were none.

O23/08/20

TO RECEIVE COUNCILLORS' QUESTIONS

There were none.

The meeting ended at 18.20.

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

Chair`s Initials.....