



*Okehampton Town Council*

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EX20 1AA

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Emma James  
Town Clerk

27<sup>th</sup> August 2019

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 21<sup>st</sup> October 2019 at 7pm in the Council Chamber, Town Hall, Fore Street, Okehampton.

Yours faithfully

Emma James  
Town Clerk

## **AGENDA**

**Declarations of Interest - Members are reminded that they should declare any relevant interest regarding items on the agenda.**

**Urgent items - items for information only can be brought to the attention of the Committee at the discretion of the Chairman at the end of the meeting.**

**No decision can be taken on items not detailed on the published agenda.**

1. **Apologies for Absence** - To receive apologies for absence from those Members unable to attend.
2. **Deferment of Business** - For comment by the public.
3. **Members' Questions** - To receive questions from Members regarding the workings of the Committee.
4. **Minutes** - To confirm, approve and sign the minutes of the Property Committee meetings held on 2<sup>nd</sup> September 2019
5. **Matters Arising**
  - 5.1 **'Oakehampton' Clock** – Cllr Vachon to report on progress sourcing a case for the clock and to resolve any actions in relation to this and its future housing/location
  - 5.2 **Charter Hall Licensing Status** –
    - To note the result, if received, of the application to WDBC for exemption from the requirement to have a Dedicated Premises Supervisor, thereby allowing more events during which alcohol is sold to take place in a calendar year.
    - In order for best use to be made of the exemption, to resolve to submit a further application to remove or amend some of the conditions listed on the existing licence as set out in the Annexes, copy attached, at a cost of approx. £80

6. **Property & Equipment Repairs and Updates** - Chairman/Clerk to update for information and/or consideration
  - 6.1 Foyer Screen – Removal and replacement with noticeboard to be progressed
  - 6.2 Fire Alarm System – To note that the system had been replaced with minimal disruption, to receive a report from the Clerk regarding issues in the Cinema and to resolve any recommendations made
  - 6.3 Charter Hall, Cinema and Chair Store Roof Replacement – To note that tender documentation for professional services for the project is being prepared
  - 6.4 Lift light – To note that the lift light has failed and been replaced
  - 6.5 Gutter Cleaning – To note that gutter cleaning of the buildings is due to be undertaken in November
  - 6.6 Fairplace Toilets – To note a recent incident in one of the cubicles whereby a large amount of black hair dye was found covering the floor and various surfaces
  - 6.7 Ocmundtune – To note that request that the pictures be removed from the Charter Hall for a booking was complied with by the group in accordance with the conditions set by the Committee.
7. **Annual Asbestos Inspection** - To note the inspection is due to be undertaken in November
8. **Bookings** – Summary of Charter Hall hiring's for November and December 2019 for noting
9. **Budget 2020/21** - To consider projects and particular purchases for inclusion in the first draft of the budget for the financial year 2020/21
10. **Members Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council:
  - 10.1 Museum of Dartmoor Life (Cllr Goffey)
  - 10.2 Okehampton Carnival Committee (Cllr Holt)
  - 10.3 DALC County Committee 2019-2023 (Cllr Goffey)
11. **Payment of Invoices** – To approve payment of invoices as per the schedule

## **PART TWO**

**Items which may be taken in the absence of the press and public.**

**The Committee is recommended to pass the following resolution:-**

**'Resolved that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as they involve the likely disclosure of sensitive and confidential information.'**

12. **Renewal of Cinema Lease** – In progress, to receive a report from the Clerk and consider to any recommendations
13. **Market Street Toilets** – To further consider the draft lease and resolve recommendations as may be necessary