



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

25th November 2019

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 2nd December 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 meeting held on 21st October 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 that the requested amendments to the Premises Licence have been approved by WDBC.
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 along with redecoration of the area in the next few weeks
 - 6.2 **Fire Alarm System** – To receive a report from the Clerk regarding recent fire evacuation testing
 - 6.3 **Charter Hall, Cinema and Chair Store Roof Replacement** – No progress to report

- 6.4 Fairplace Toilets – To note that, with the agreement of the Committee Chairman and Vice-Chairman, a replacement baby changing unit has been purchased and a contractor is being sought to undertake the installation
- 6.5 Annual Asbestos Inspection – To note that the inspection has been completed, including Fairplace Toilets, and no issues have arisen
7. Fairplace Cleaning Contract – To note that the contract expires at the end of March 2020
8. Bookings – Summary of Charter Hall hiring's for January and February 2020, noting that historically these two months are generally quieter than the rest of the year
9. Charter Hall Alcohol Sales - To note that the following application to sell alcohol under the Premises Licence has been approved by the Chairman and Clerk:
- Courtenay Players Christmas Event - 19th and 20th December 2019
10. Budget 2020/21 - To consider V2 of the property element of the budget for the financial year 2020/21 and to resolve to make a recommendation to full council for consideration
11. Members Reports and Requests for Agenda Items - To receive reports from Members attending other organisations on behalf of the Council:
- 11.1 Museum of Dartmoor Life (Cllr Goffey)
 - 11.2 Okehampton Carnival Committee (Cllr Holt)
 - 11.3 DALC County Committee 2019-2023 (Cllr Goffey)
12. 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.'

13. Market Stall – To consider a request
14. Lease Agreement, Lower Market Hall –
- 14.1 To resolve to renew the lease, which expires on 31st December 2019
 - 14.2 To review and resolve the rent for renewed lease
15. Market Street Toilets and Bus Stop –
- 15.1 To resolve approval of the final version of the lease for the facility for the term of 2 years, commencing on 1st April 2019, or a later date to be agreed with WDBC
 - 15.2 To resolve that the lease be signed by the Mayor and the Common Seal affixed
 - 15.3 To resolve that cleaning, and other existing contracts, relating to the facility for the remainder of this financial year be undertaken through WDBC in accordance with their existing contracts
16. Renewal of Cinema Lease – To consider approval of the draft lease including points raised in the briefing paper and any other points as required