



*Okehampton Town Council*

Town Hall  
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Okehampton  
Devon  
EX20 1AA

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Emma James  
Town Clerk

8<sup>th</sup> March 2021

You are summoned to attend a remote meeting of the Property Committee to be held on Monday 15<sup>th</sup> March 2021 at 7.00pm.

Committee Membership consists of the following, other Members may attend but are unable to vote:

Cllr Goffey (Chairman)  
Cllr Travers (Vice-Chairman)  
Cllr Holt  
Cllr Sanger  
Cllr Wood

Cllr Yelland (Mayor)  
Cllr Leech (Chairman, Planning)  
Cllr Marsh (Chairman, Parks)  
Cllr Tolley (Chairman, Policy & Resources)

### **Joining Instructions**

<https://us02web.zoom.us/j/89898452312>

Meeting ID: 898 9845 2312

Passcode: 905028

Dial by your location

0203 481 5240 United Kingdom

0203 901 7895 United Kingdom

Meeting ID: 898 9845 2312

Passcode: 905028

Yours faithfully

*E James*

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 and approve and sign the minutes of the Property Committee meeting held on 18<sup>th</sup> January 2021 for signing at a later date
5. **Matters Arising**
  - 5.1 **'Oakehampton' Clock** – To note that the Clock will be delivered once pandemic restrictions permit.
6. **Property & Equipment Repairs and Updates** - Chairman/Clerk to provide an update for information and/or consideration of a resolution
  - 6.1 **Charter Hall Chairs** – To note that delivery of replacement Charter Hall chairs and parts is awaited, having been delayed due to the COVID19 pandemic
  - 6.2 **Charter Hall Kitchen Status** – To note that the change of status to full preparation is on hold due to the pandemic and roof replacement project
  - 6.3 **Charter Hall Kitchen Water Boiler** – To note that a replacement water boiler has been purchased and an electrician is required to connect it.
  - 6.4 **Market Street Lease** – To note that WDBC had been contacted and advised of the Council's interest in extending the lease
  - 6.5 **Boiler Room Roof Leak** – To note that the roof is being repaired temporarily ahead of the main roofing works
  - 6.6 **Town Hall Lift** - To note that the annual lift inspection has taken place and no issues were raised
7. **Bookings** –
  - 7.1 To note that the Charter Hall has been booked by WDBC for the Elections in May.
  - 7.2 To review and resolve Charter Hall and Town Hall hire fees for the period 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022 and confirm the ongoing delegation to the Clerk to be able to offer discretionary rates for multiple bookings or regular hirers.
8. **Charter Hall Alcohol Sales** – None
9. **Roof Replacement Project** – To receive an update from the working group and the Clerk in relation to progress and finances.
10. **Payment of Invoices** – To approve payment of invoices as per the schedule
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 (Cllr Goffey 2019-2023)

- 11.4 Police Council Advocate Scheme (Cllr Goffey)
- 11.5 Devon Climate Emergency Group (Cllr Goffey)

## **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. **Council Chamber Leak** – To receive an update from the Clerk and consider quotations received for repair work