



Okehampton Town Council

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Emma James  
Town Clerk

1<sup>st</sup> November 2021

You are summoned to attend a meeting of the Property Committee to be held on Monday 8<sup>th</sup> November 2021 at 7.00pm in the Charter Hall, Market Street, Okehampton.

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

Cllr Wood (Chairman)  
Cllr Goffey (Vice-Chairman)  
Cllr Holt  
Cllr Yelland

Cllr Tolley (Mayor)  
Cllr Ireland (Chairman, Planning)  
Cllr Sanger (Chairman, Policy & Resources)  
Cllr Travers (Chairman, Parks)

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, approve and sign the minutes of the Property Committee meeting held on 2<sup>nd</sup> August 2021.
5. **Property & Equipment Repairs and Updates** - Chairman/Clerk to provide an update for information
  - 5.1 **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. **Bookings** –
  - 6.1 To note a summary of hiring's for November and December 2021 and January 2022
  - 6.2 To note that a query has been received for the potential use of the Charter Hall for Covid Vaccinations and to resolve if a fee is to be charged
  - 6.3 To consider a tentative query from the Okehampton Times for the regular use of office space in the Town Hall by a reporter. To resolve a response and if applicable the fee to be charged.
7. **Charter Hall Alcohol Sales** – To note that the following application to sell alcohol under the Premises Licence have been approved by the Clerk in consultation with the Chairman:
  - Okehampton Primary School PTFA - Edwardian Evening, 2<sup>nd</sup> December 2021
8. **Public Toilets**
  - 8.1 **Market Street** – To note that communication with WDBC in relation to the extension of the lease for the Market Street toilets is awaited.
  - 8.2 **Fairplace** – To note that the external canopy lights have been repaired
9. **Charter Hall Roof Leak** – To note that a leak has developed on the Market Street side of the Charter Hall and to ratify approval of an order placed with a contractor for urgent repair work as agreed with the Mayor and Chairman of the Property Committee.
10. **Charter Hall Roof Replacement Project** – To receive an update
11. **Asbestos Inspection** – To note that following receipt of three quotations and liaison with the Chairman, Environment Services have been appointed to undertake the annual inspection and review of the management plan at the cost of £285.
12. **Equipment Disposal** – To resolve the method of disposal of the defunct display screen from the Charter Hall Foyer
13. **Budget 2022/23** - To consider any projects and particular purchases for inclusion in the first draft of the budget for the financial year 2022/23
14. **Terms of Reference** – To review the Committee Terms of Reference and make recommendation to full Council.
15. **Payment of Invoices** – To approve payment of invoices as per the schedule
16. **Members Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council:
  - 16.1 Museum of Dartmoor Life (Cllr Goffey)
  - 16.2 Okehampton Carnival Committee (Cllr Holt)
  - 16.3 DALC County Committee (Cllr Goffey 2019-2023)
  - 16.4 Police Council Advocate Scheme (Cllr Goffey)
  - 16.5 Devon Climate Emergency Group (Cllr Goffey)