

# Okehampton Town Council

## Property Committee Meeting 8<sup>th</sup> November 2021

### Meeting Report

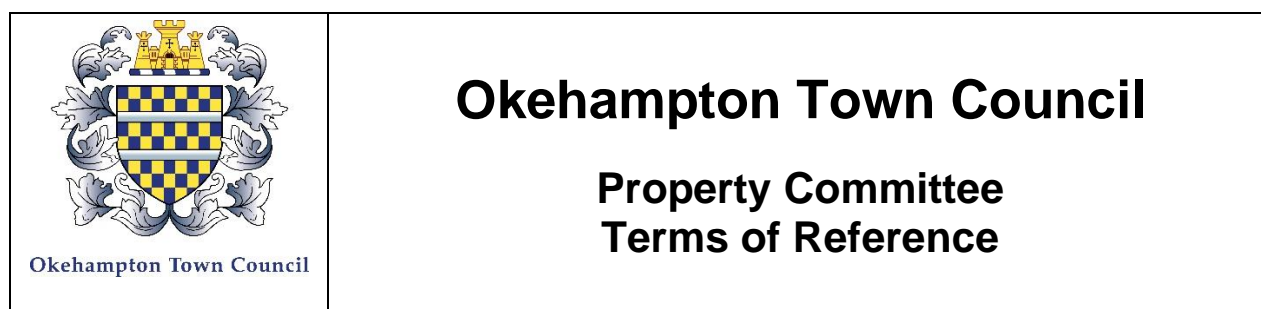
<b>Date:</b>	1 <sup>st</sup> November
<b>Name:</b>	Emma James

#### Bookings –

**6.1 To note a summary of hiring's for November and December 2021 and January 2022**

<b>Date</b>	<b>Location</b>	<b>Event</b>
1 <sup>st</sup> – 5 <sup>th</sup> November	Charter Hall	Get Changed Theatre Company
9 <sup>th</sup> November	Charter Hall	Friendly circle
9 <sup>th</sup> November	Charter Hall	Dog Training
10 <sup>th</sup> November	Charter Hall	OUC Allotment Meeting
10 <sup>th</sup> November	Council Chamber	DNW valuation Day
12 <sup>th</sup> November	All Rooms	Dartmoor Society
14 <sup>th</sup> November	Charter Hall	Guides
19 <sup>th</sup> November	Charter Hall	Abba Tribute
20 <sup>th</sup> November	Charter Hall	Rotary Coffee Morning
21 <sup>st</sup> November	Charter Hall	Humming Birds
23 <sup>rd</sup> November	Charter Hall	Dog Training
24 <sup>th</sup> November	Charter Hall	OUC Meeting
25 <sup>th</sup> November	Charter Hall	Blood Donors
26 <sup>th</sup> November	Council Chamber	Registrar event
27 <sup>th</sup> November	Charter Hall	Inner Wheel Coffee Morning
27 <sup>th</sup> November	Council Chamber	Registrar Event
30 <sup>th</sup> November	Charter Hall	Dog Training
1 <sup>st</sup> December	Council Chamber	DNW valuation Day
2 <sup>nd</sup> December	Charter Hall	Okehampton College PTFA
3 <sup>rd</sup> December	Council Chamber	Registrar Event
4 <sup>th</sup> December	Charter Hall	PTFA Santa's breakfast
5 <sup>th</sup> December	Charter Hall	Excelsior Silver Band Concert
7 <sup>th</sup> December	Charter Hall	Friendly Circle
11 <sup>th</sup> December	Charter Hall	Carnival Coffee Morning
11 <sup>th</sup> December	Council Chamber	Registrar Event
15 <sup>th</sup> – 17 <sup>th</sup> December	Charter Hall	Courtney Players
18 <sup>th</sup> December	Charter Hall	Lions Coffee Morning
18 <sup>th</sup> December	Charter Hall	The New Jersey Boys
24 <sup>th</sup> December	Council Chamber	Registrar Event
<b>January 2022</b>		
4 <sup>th</sup> January	Council Chamber	D of E Awards
14 <sup>th</sup> January	Council Chamber	Registrar Event
14 <sup>th</sup> January	Council Chamber	Registrar Event
20 <sup>th</sup> January	Charter Hall	OkeRail Meeting

14. **Terms of Reference** – To review the Committee Terms of Reference and make recommendation to full Council.



### **Responsibilities**

To carry out the Council's responsibilities for the following areas:

- i. Town Hall
- ii. Charter Hall
- iii. Market Hall (external fabric only)
- iv. Lower Market Hall
- v. Public Toilets at Fairplace, and Market Street

### **Fees**

To determine and keep under review the fees and charges for the committee's services where statutory authority exists for the levying of such charges.

### **Budget**

To have authority for spending within the allocated budget.

### **Payment of Expenses**

To have authority to authorise cheque and BACS payments for all invoices and expenses

### **Sale of Alcohol, Charter Hall**

To act as the Charter Hall Management Committee in relation to the sale of alcohol in the premises during events. The Chairman of the Property Committee and Town Clerk, having delegated authority to approve requests. In the event of the absence of either, the Vice-Chairman and/or Assistant Town Clerk having authority to approve the requests. All such bookings will be reported to the Property Committee at scheduled meetings.