



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

17th January 2022

You are summoned to attend a meeting of the Property Committee to be held on Monday 24 January 2022 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 6th December 2021.
5. **Property & Equipment Repairs and Updates** - Clerk to provide an update for information
5.1 Charter Hall Chairs – To note that the Charter Hall chairs and parts ordered in March 2019 were received on 23rd December 2021.
6. **Bookings** – To note a summary of Charter Hall hiring's for February, March and April 2022

7. **Hire Fees** – To review and resolve the hire fees for 2022/23
8. **Charter Hall Alcohol Sales** –
 - 8.1 To note applications to sell alcohol under the Premises Licence that have been approved by the Clerk in consultation with the Chairman:
 - WDBC Civic Dinner – 18th March 2022
 - Footsteps Dance Event – 8th May 2022
 - 8.2 To resolve to approve the sale of alcohol at the following events:
 - Okehampton Town Council's Civic Dinner - 4th March 2022
 - Mayors Charity Quiz Night – 8th April 2022
9. **Charter Hall Hot Water Boiler** – To receive a report from the Clerk and consider options for replacement of the existing machine
10. **Public Toilets**
 - 10.1 **Fairplace** – To note that quotations for the replacement of the rainwater downpipes are being sought
 - 10.2 **Cleaning Contract** - To note that tenders for the public toilet cleaning contract, Fairplace and Market Street, are being sought for consideration by full Council in February
11. **Market Street Public Toilets Lease Extension** – To receive an update about the potential outgoings as requested by Full Council and note that the Council is continuing to manage the facility whilst the lease negotiations are ongoing as previously resolved.
12. **Charter Hall Roof Replacement Project** – To receive and consider an update
13. **Payment of Invoices** – To approve payment of invoices as per the schedule
14. **Members Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council:
 - 14.1 Museum of Dartmoor Life (Cllr Goffey)
 - 14.2 Okehampton Carnival Committee (Cllr Holt)
 - 14.3 DALC County Committee (Cllr Goffey 2019-2023)
 - 14.4 Police Council Advocate Scheme (Cllr Goffey)
 - 14.5 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.'

15. **Market Street Office Lease Renewal** – To consider renewal of the lease for a further year and the associated fee
16. **Market Street Public Toilets Repairs and Maintenance** – To consider quotations received for repairs and maintenance required at the facility
17. **Legionella Monitoring Contract** – To consider quotations received for a contract from 1st February 2022, noting that it includes the public toilets in Market Street