

**Okehampton Town Council  
Property Committee 24<sup>th</sup> January 2022  
Meeting Report**

<b>Date:</b>	10 <sup>th</sup> December 2021
<b>Name:</b>	Emma James

**Bookings – To note a summary of Charter Hall hiring's for February, March and April 2022**

<b>Date</b>	<b>Event</b>
01/02/2021	Friendly Circle Dog Training
08/02/2021	Dog training
12/02/2021	Mayors Coffee Morning
15/02/2021	Dog training
17/02/2021	Blood Donors
19/02/2021	Choral Society Coffee Morning (TBC)
22/02/2021	Dog training
23/02/2021	OUC
26/02/2021	2443 RAF Air Cadets Coffee Morning
01/03/2021	Friendly Circle Dog Training
04/03/2021	Town Council Civic Dinner
05/03/2021	Choral Society Coffee Morning (TBC)
08/03/2021	Dog training
10/03/2021	Blood Donors
12/03/2021	Lions Breakfast (TBC)
15/03/2021	Dog training
17/03/2021	Blood Donors
18/03/2021	Civic Dinner (WDBC)
19/03/2021	Inner Wheel Coffee Morning Footsteps dance practice
20/03/2021	Footsteps dance performance
22/03/2021	Dog training
26/03/2021	Community Transport Coffee Morning (TBC)
28/03/2021	Annual Town Assembly
29/03/2021	Dog training
30/03/2021	OUC

## **Hire Fees – To review and set the hire fees for 2022/23.**

The current hire fees and charges are as follows.

### **Okehampton Town Council - Fees and Charges**

**The charges for Okehampton Town Council facilities are as follows.**

#### **Charter Hall**

The sessions are as follows:

8.30 am to 10.30 pm - all day use	8.30 am to 5.00 pm - day session
8.30 am to 1.00 pm - morning session	1.30 pm to 5.00 pm - afternoon session
5.30 pm to 10.30 pm - evening session	

The venue must be vacated by the time stated on the booking form (including setting out and clearing up). For any hour or part hour after the above sessions an additional charge of £12.50 (inc VAT) per hour will be made. A discount may be offered for regular/multiple bookings on request.

	<b>£</b>
	<b>All charges include VAT</b>
<b>CHARTER HALL (including kitchen)</b>	
<b>Charges per all day use 8.30 am - 10.30 pm</b>	
Elections	240.00
Commercial	180.00
Community	120.00
<b>Charges per day session 8.30 am - 5.00 pm</b>	
Commercial	102.00
Community	75.00
<b>Charges per session morning/afternoon</b>	
Commercial	66.00
Community	42.00
<b>Charges per session evening 5.30 pm - 10.30 pm</b>	
Commercial	84.00
Community	48.00
<b>Saturday coffee morning 8.30 am - 12.30 pm</b>	30.00
<b>Fee for permission to sell alcohol</b>	20.00
<b>COUNCIL CHAMBER</b>	
<b>Charges per day</b>	
Commercial	120.00
Community	60.00
<b>Charges per session</b>	
Commercial	60.00
Community	30.00
<b>COMMITTEE ROOM</b>	
<b>Charges per session</b>	
Commercial	30.00
Community	or 12.00 per hour 15.00* see note

Note \* This rate applies Monday - Thursday working hours only (9 am - 5 pm).  
For bookings outside these hours, please contact the Office for specific fee according to requirements

Analysis of the current fees shows a wide variety of actual hourly fees which are not easy to convert into hours for alternative bookings durations.

	Hours per session	Community Rate		Commercial Rate	
		Current Rate	Hourly charge	Current Rate	Hourly charge
<b>Charter Hall</b>					
All day and evening	14	£120	£8.57	£180	£12.86
All day	8.5	£75	£8.82	£102	£12.00
Morning	4.5	£42	£9.33	£66	£14.67
Afternoon	3.5	£42	£12.00	£66	£18.86
Evening	5	£48	£9.60	£84	£16.80
<b>Council Chamber</b>					
All day	8	£60	£7.50	£120	£15.00
Morning	4	£30	£7.50	£60	£15.00
Afternoon	4	£30	£7.50	£60	£15.00
Evening	5	£30	£6.00	£60	£12.00
<b>Committee Room</b>					
All day	8	-	-	-	
Morning	4	£15	£3.75	£30	£7.50
Afternoon	4	£15	£3.75	£30	£7.50
Evening	5	£15	£3.00	£30	£6.00

The options are:

- to leave them as existing
- to charge session rates as set out in the following document, or
- to charge a flat hourly Commercial and Community rate with no session times. Hourly charges could be:

Hourly Rates	Day (Mon-Fri 8am – 5pm)		Evening/Weekend (5pm-8am)	
	Community	Commercial	Community	Commercial
Charter Hall	£10	£13	£13	£15
Council Chamber	£8	£10	£10	£13
Committee Room	£8	£10	£10	£13



Okehampton Town Council

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## Hire Fees and Charges 2022/23

The Charges for Okehampton Town Council facilities are as follows for the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023.

### Session Times

All day	9am to 10.30pm
Morning	9am to 1pm
Afternoon	1.30pm to 5.30pm
Evening	6pm to 10.30pm
Saturday Coffee Mornings	8.30am to 12.30pm

The times stated above include setting out and clearing up, the venue must be vacated by the time stated on the booking form. For any hour or part hour before or after the above sessions there will be an additional charge in line with the hourly rates.

A discount may be requested for regular/multiple bookings, or bookings which include more than one of the facilities and will be given at the discretion of the Town Clerk.

All charges include VAT	Community Rate £ (Not-for-profit groups and organisations)	Commercial Rate £ (All other bookings)
<b>Charter Hall (including kitchen and stage)</b>		
All day	120.00	180.00
Morning or Afternoon	40.00	50.00
Evening	50.00	60.00
Hourly Rate between 8.30am and 5pm	10.00	13.00
Hourly Rate after 5pm	13.00	15.00
Saturday Coffee Mornings	30.00	n/a
Elections	240.00	n/a
Alcohol Licence fee (no VAT)	20.00	20.00
<b>Council Chamber</b>		
All day	90.00	120.00
Morning or Afternoon	30.00	40.00
Evening	40.00	50.00
Hourly Rate between 8.30am and 5pm	8.00	10.00
Hourly Rate after 5pm	10.00	13.00
Ceremonies (payable through Devon Registration Service)	n/a	50.00
<b>Committee Room</b>		
All day	90.00	120.00
Morning or Afternoon	30.00	40.00
Evening	40.00	50.00
Hourly Rate between 8.30am and 5pm	8.00	10.00
Hourly Rate after 5pm	10.00	13.00

**Charter Hall Hot Water Boiler – To receive a report from the Clerk and consider options for replacement of the existing machine**

The existing boiler which was purchased earlier in the year has caused issues and has been collected by the manufacturer. Reimbursement for the purchase cost and issues that have required the services of an electrician are being sought.

A replacement is required to be purchased as soon as possible. It is recommended that the Committee consider purchasing a replacement from Instanta, Instanta being the make of the previous machine which was in situ without causing any issues for several years.

Three potential Instanta machines have been identified, being similar to the previous one:

<b>Model</b>	<b>Guide prices only</b>	<b>Comments</b>
CTSP19T/6	£1,080.99	Preferred and recommended by an electrician as being the most compatible <a href="#">Instanta Premium Countertop Boiler Twin Tap with Built In Filtration 6kW CPF520-6 - CL776 - Buy Online at Nisbets</a>
CPF520-6	£ 989.99	<a href="https://media.nisbets.com/asset/en/media/spec_sheet_qf479.pdf">https://media.nisbets.com/asset/en/media/spec_sheet_qf479.pdf</a>
CPF4100-6	£ 949.99	Not recommended as the taps are higher which the caretakers think might be a problem for some people <a href="#">CTSP19T/6 SureFlow Plus Counter Top Boiler 19Ltr Twin Taps Filtered 6kW (CPF4100-6) (instanta.com)</a>

The only difference there appears to be between CTSP19T/6 and CPF520-6 is the electrical installation requirement. An electrician has been consulted and recommends CTSP19T/6 as being the most suitable.

It is recommended that the Committee resolve to purchase either CTSP19T/6 or CPF520-6, whichever can be purchased from Nesbits or another company if better value can be obtained, and/or from where it can be supplied promptly.