



Okehampton Town Council

Town Hall
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Okehampton
Devon
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Emma James
Town Clerk

7th March 2022

You are summoned to attend a meeting of the Property Committee to be held on Monday 14th March 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 meetings held on 24th January and 14th February 2022.
5. **Property & Equipment Repairs and Updates** - Clerk to provide an update for information
 - 5.1 **Charter Hall Hot Water Boiler** – To note that a replacement boiler has been obtained and installed

6. **Bookings** – To note a summary of hiring's for May, June and July 2022 which are subject to change depending upon the commencement date of the Charter Hall roofing work
7. **Public Toilets**
 - 7.1 **Fairplace** – To note that quotations for the replacement of the rainwater downpipes are being sought
 - 7.2 **Market Street** – To note that a date for the repairs and maintenance is awaited and that WDBC have agreed to fund the work
8. **Charter Hall Roof Replacement Project** – To receive an update and consider any actions arising
9. **Town Hall Roof** – To note that some slates were dislodged during the recent storm and to consider if to obtain quotations for their replacement
10. **Reception Security** – To receive a report from the Clerk
11. **Payment of Invoices** – To approve payment of invoices as per the schedule
12. **Members Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council:
 - 12.1 Museum of Dartmoor Life (Cllr Goffey)
 - 12.2 Okehampton Carnival Committee – To note that Cllr Holt has resigned as Council representative
 - 12.3 DALC County Committee (Cllr Goffey 2019-2023)
 - 12.4 Police Council Advocate Scheme (Cllr Goffey)
 - 12.5 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.'

13. **Market Street Office Lease Renewal** – To note that the lease has been issued as the conditions have been met.
14. **Roof Repairs** – To consider quotations received for repairs to Lower Market Hall roof following storm damage and if to make an insurance claim
15. **Intruder Alarm** – To consider replacement of the main alarm panel as recommended