



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

26th May 2022

You are summoned to attend a meeting of the Property Committee to be held on Monday 6th June 2022 at 7.00pm in the Council Chamber, Town Hall, Fore 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 C Holt
Cllr T Leech
Cllr D Sanger

Cllr Tolley (Mayor)
Cllr Button (Chairman, Parks)
Cllr Jessop (Chairman, Planning)
Cllr Yelland (Chairman, Policy & Resources)

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 14th March 2022.
5. **Bookings** – To note a summary of hiring's for June, July and August 2022

6. **Charter Hall Roof Replacement Project** – To receive an update and consider any actions arising
7. **Charter Hall Floor** – To consider potential issues
8. **Memorial Plaque** – To consider a request from Friends of Okehampton Polish Naval Camp to place a memorial plaque in one of the locations identified
9. **Council Artifacts** – To consider a request from the Museum of Dartmoor Life to be gifted or given permission to hold identified items on a long-term loan basis
10. **Anchor Bolt Request** – To consider correspondence received from WDBC in relation to the request from Everything Okehampton for permission to renew the anchor bolts on the front elevation of the Town Hall enabling the provision of new tension cables to support the Christmas lights
11. **Cinema Lease** – To note that renewal of the lease, which was postponed during the pandemic, is about to be revisited for future consideration of the Committee.
12. **PAT and Electrical Testing** – To note that annual PAT testing is due to be undertaken and that quotations for required five-year electrical testing in the Town Hall and Lower Market Hall are being sought
13. **Lower Market Hall Offices** – To review and consider security arrangements
14. **Payment of Invoices** – To approve payment of invoices as per the schedule
15. **Members Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council:
 - 15.1 DALC County Committee (Cllr Goffey 2019-2023)
 - 15.2 Devon Climate Emergency Group (Cllr Goffey)
 - 15.3 Museum of Dartmoor Life (Cllr Goffey)
 - 15.4 Okehampton Carnival Committee (Cllr Matravers)
 - 15.5 Police Council Advocate Scheme (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.'

16. **Reception Security** – To consider quotations received for security improvements