



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

3rd January 2023

You are summoned to attend a meeting of the Property Committee to be held on Monday 9th January 2023 at 7.00pm in the Council Chamber, Town Hall, Fore Street, Okehampton.

Committee Membership consists of the following:

Cllr Wood (Chairman)
Cllr Goffey (Vice-Chairman)
Cllr A Fisher
Cllr C Holt
Cllr T Leech

Cllr Tolley (Mayor)
Cllr Marsh (Chairman, Parks)
Cllr B Matravers (Chairman, Property)
Cllr Yelland (Chairman, Policy & Resources)

Yours faithfully

E James

Emma James
Town Clerk

AGENDA

A fire alarm drill is not planned. In the event that the alarm sounds, please make your way out of the building using either staircase and make your way to the meeting point in Red Lion Yard where you are asked to await further instructions.

Urgent items - items for information only can be brought to the attention of the Council 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.

Business to be Transacted

1. **Apologies for Absence** - To receive apologies for absence from Members unable to attend.
2. **Declarations of Interest** – To receive disclosures of interests from Councillors on matters to be considered at the Meeting. The disclosure shall include the nature of the interest. If a Member becomes aware, during the course of the Meeting, of an interest that has not been disclosed they must do so immediately.
3. **Public Participation** – To receive questions or comments from members of the public. (Please note that decisions cannot be made on items not detailed on the agenda.)
4. **Members' Questions** - To receive questions from Members regarding the workings of the Committee.

5. **Minutes** - To confirm, approve and sign the minutes of the Property Committee meetings held on 7th November and 5th December 2022.
6. **Bookings**
 - 6.1 To note a summary of bookings for January and February 2023
 - 6.2 To review and resolve the hire fees and charges for 2023/24 and consider the provision of refreshments for hirers of the Council Chamber and Committee Room
7. **Charter Hall Alcohol Sales** – To note the applications to sell alcohol under the Premises Licence that have been approved by the Clerk in consultation with the Chairman
8. **Charter Hall Roof Replacement Project** – To receive an update on progress and consider any actions arising
9. **Energy Performance Certificates** – To note that the Council is required to obtain EPCs for its buildings and quotations are being sought
10. **Charter Hall Crockery** – To resolve to purchase replacement coffee cups for use in the Charter Hall
11. **Town Hall Window Replacement** – To note the poor condition of the windows and resolve action to be taken
12. **Town Hall Roof** – To note water ingress into the right-hand chimney and to resolve action to be taken
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 (for information only):
 - 14.1 DALC County Committee (Cllr Goffey 2019-2023)
 - 14.2 Devon Climate Emergency Group (Cllr Goffey)
 - 14.3 Museum of Dartmoor Life (Cllr Goffey)
 - 14.4 Okehampton Carnival Committee (Cllr Matravers)
 - 14.5 Police Council Advocate Scheme (Cllr Goffey)

PART TWO – CONFIDENTIAL ITEMS

15. **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 which are CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council.’
16. **Fire Risk Assessment** – To receive an update and to consider other actions, documentation and quotations received
17. **Cinema Lease and Foyer Canopy** – To receive an update including a response from the Cinema, to further consider the draft lease and any other actions arising
18. **DCC Registration Service, Lease Renewal** – To consider renewal of the lease which expires on 28th February 2023
19. **Market Street Office Lease Renewal** – To consider renewal of the lease which expires on 31st March 2023 for a further year

To resolve to exit Part 2, ratify decisions made therein and close of the meeting.