

# Okehampton Town Council Property Committee Meeting 9<sup>th</sup> January 2023 Meeting Report

<b>Date:</b>	3 <sup>rd</sup> January 2023
<b>Name:</b>	Emma James

## Bookings

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.



**LOW PRICE** Olympia Pump Action Airpot 3Ltr

3Ltr | 105 1/2oz

**OLYMPIA**

★★★★★ (16)

**£32.99** ex VAT

Pay in 3 interest-free payments of £11.00 with [PayPal](#) [Learn more](#)

✓ In Stock, Order by 6pm Next Working Day Delivery

- 1 + E32.99  
Code: K636

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Order within the next **4h 21m 22s** and we'll deliver tomorrow Tue 20th December.  
\*Restrictions apply >

Keep your hot drinks service running smoothly by using this 3Ltr Olympia pump action airpot. The airpot's double-wall, vacuum-insulated design works to keep hot and cold drinks at their optimal temperature for longer. This not only reduces wastage of drinks, but it'll also allow you to serve hot beverages for up to four hours before going cold.

Plus, the clever pump action system delivers a smooth flow of tea, coffee or other beverages - for an easy pour, great for beverage services on-the-go like on a plane or train.

And because of its 3Ltr capacity, this airpot allows for larger servings of hot drinks - limiting the number of refills you need to make each service, increasing productivity.

## **Product features**

- Capacity 3Ltr
- Dimensions 370(H) x 151(Ø)mm
- Material Stainless Steel
- Weight 1.54kg
- Colour Stainless Steel
- Double-wall, vacuum-insulated design ensures maximum temperature retention
- The great insulative qualities keep liquids hot for approximately 3-4 hours

- Safety lock reduces the risk of accidents
- Swing handle makes for easy carrying
- Compact design will save space on your hot drink stations
- Sleek design will blend into any décor
- Quality pump system delivers a smooth flow of tea, coffee or water
- Generous 3Ltr capacity keeps refills to a minimum
- This double-wall design also keeps the exterior cool to the touch

## **Charter Hall Crockery** – To resolve to purchase replacement coffee cups for use in the Charter Hall



Get a classic piece of crockery for your beverages with these 280ml Utopia Pure White stacking mugs.

These flawlessly white mugs are a classic of any café, coffee shop or hotel. Accredited with British Hotelware Standard BS4034, you can be assured of the high quality of the mugs for your peace of mind. Demonstrating a high resistance to water absorption, these mugs are robust and hardwearing, helping them retain their pristine quality to save you money on frequent replacements. Fully microwave and dishwasher safe too, these mugs are designed to meet the needs of any busy catering environment.

The Pure White range of fully vitrified porcelain was developed in recognition of the market's need for an effective tableware collection. Get a piece of this innovative range now.

### **Product features**

- Capacity 280ml | 9¾oz
- Dimensions 90(H) x 80(Ø)mm | 3½(H)" x 3¼(Ø)"
- Material Porcelain
- Supplier Model Number E90028
- Weight 330g
- Colour White
- Designed to withstand the rigours of any catering environment
- From specialist tableware brand Utopia
- Run of kiln production
- Conforms to British Hotelware Standard BS4034
- Microwave and dishwasher safe



Okehampton Town Council

**DRAFT**

# Okehampton Town Council

## Hire Fees and Charges 2023/24

The charges for Okehampton Town Council facilities are as follows for the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024, the Council reserves the right to amend them at any time.

Charges for the hire of the facilities are per hour. The times stated on the booking form must include setting out and clearing up, and the venue must be vacated by the time stated.

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

Hourly Rates	Day (Mon-Fri 8am – 5pm)		Evening/Weekend (5pm – 12 midnight and before 8am)	
	Community	Commercial	Community	Commercial
All charges include VAT				
Charter Hall (including kitchen*)	£10	£13 15	£13	£15 17
Council Chamber**	£8	£10 12	£10	£13 15
Committee Room**	£8	£10 12	£10	£13 15

\* The Charter Hall kitchen is not classified as a full preparation kitchen, please contact the Office for clarification if you wish to use this facility for food preparation.

\*\* Please contact the office prior to booking if you wish to provide refreshments in these rooms

### Saturday Coffee Morning in the Charter Hall for Community Groups

8.30am to 12.30pm

£30 including VAT

### Sale of Alcohol in the Charter Hall

Permission is required from the Town Council for which a fee of £20 is chargeable.

### Elections

Chargeable at £240 including VAT

### Ceremonies

Ceremonies can be held in the Council Chamber on a Friday afternoon and a Saturday morning. Payment for ceremonies, including the room hire, is made to direct to the Registration Team.

The Ceremony should be booked through the Devon Registration Service who can be contacted on 0345 1551002 or through their website <https://www.devon.gov.uk/registrationservice/>. The Council Chamber must be reserved separately by contacting the Town Council.

### For clarification:

'Community' not-for-profit groups and organisations  
'Commercial' all other organisations and businesses

