



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

27th February 2023

You are summoned to attend a meeting of the Property Committee to be held on Monday 6th March 2023 at 7pm 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 meeting held on 9th January 2023.
6. **Bookings** - To note a summary of bookings for March, April and May 2023
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 either the Chairman or Vice-Chairman:

3 rd March 2023	Civic Dinner, Okehampton Town Council
4 th March 2023	Bingo Fundraiser, Okehampton Hockey Club
17 th March 2023	Civic Dinner, West Devon Borough Council
18 th March 2023	The Countrymen
17 th November 2023	Gala Dinner, Everything Okehampton
8. **Charter Hall Roof Replacement Project** – To receive an update on progress and consider any actions arising
9. **DCC Registration Service, Lease Renewal** – To note that the renewal of the lease for a six-year term and proposed rent increase has been agreed and a new lease is being progressed.
10. **Lower Market Hall**
 - 10.1 **Ground Floor Windows** – To note the poor condition of the ground floor windows, that a conversation with WDBC’s Conservation Officer is awaited and resolve any action to be taken.
 - 10.2 **Lower Market Hall 1st Floor Office** – To note that the tenant has requested the property be decorated once they have reconfigured their office layout and consideration be given to replacement of the carpet and provision of additional electrical sockets
11. **Market Hall Roof** – To receive an update on previously approved roof repairs and resolve any action to be undertaken
12. **Charter Hall Internal Improvements** – To consider internal improvements to the fabric of the interior of the hall and associated items
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. **Electronic Facility Booking System** – To consider quotations for and approval of the implementation of a booking system linked to the website
17. **Fire Risk Assessment** – To receive an update and to consider actions if necessary

18. **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
19. **Energy Performance Certificates** – To consider quotations for the provision of EPC's

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