



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk
www.okehampton.gov.uk

Emma James
Town Clerk

3rd July 2023

You are summoned to attend a meeting of the Property Committee to be held on Monday 10th July 2023 at 7pm in the Council Chamber, Town Hall, Fore Street, Okehampton.

Committee Membership consists of the following:

Cllr Wood (Chairman)	Cllr Fisher (Mayor)
Cllr Leech (Vice-Chairman)	Cllr Holt (Chairman, Parks)
Cllr R Colman	Cllr Yelland (Chairman, Policy & Resources)

Yours faithfully

E James

Emma James
Town Clerk

AGENDA

This meeting will be livestreamed through the Council's Facebook page. Persons attending will be captured on film except when seated in the public seating area, with the exclusion of the first row. Any speech may be picked up and broadcast.

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
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 Council
5. **Minutes** - To confirm, approve and sign the minutes of the Property Committee meeting held on 6th March 2023.

6. **Bookings** - To note a summary of bookings for July, August and September 2023
7. **Charter Hall Alcohol Sales** – To note that no applications to sell alcohol under the Premises Licence that have been approved by the Clerk in consultation with either the Chairman or Vice-Chairman since the last meeting of the Committee.
8. **Charter Hall Roof Replacement Project** – To receive an update on progress and consider any actions arising
9. **Progress Reports and Updates**
 - 9.1 **Radon Testing** – To note that measurements for areas recently tested are within acceptable levels and no action is required to be taken. Retesting is recommended within 10 years.
 - 9.2 **Building Inspections** – To note that the Chairman, Vice-Chairman and Clerk will be carrying out an inspection of council properties on 18th August.
 - 9.3 **Market Street Toilets** – To note that WDBC's Legal Team is reviewing the leases in relation to responsibility for management of the public toilets.
10. **Energy Performance Certificates** – To consider any action to be taken in relation to the EPC certificates and reports for the premises inspected, those being areas that are rented to other parties.
11. **Fire Risk Assessment** – To receive an update and consider the report, if available
12. **Building Security** – To consider arrangements following recent issues
13. **Hireable Spaces Feedback** – To consider feedback from hirers of the Council's facilities and options for improvements
14. **Jim the Walker Statue** – To consider, if available, the report from the inspection of the statue undertaken on 6th July.
15. **Finance**
 - 15.1 **Payment of Invoices** – To approve payment of invoices as per the schedule.
 - 15.2 **Budget Workshop** – To note that a budget workshop is taking place on 13th September.
16. **Terms of Reference** - To review the Committee Terms of Reference and make recommendation to Full Council.
17. **Members Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council:
 - 17.1 Devon Climate Emergency Group (Cllr Wood)
 - 17.2 Museum of Dartmoor Life (Cllr Bird)
 - 17.3 North Dartmoor Search & Rescue Team (Cllr Colman)
 - 17.4 Okehampton Carnival Committee (Cllr Fisher)

PART TWO – CONFIDENTIAL ITEMS

18. **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.'
19. **Cinema Lease, Rent, Foyer Canopy and other matters** – To receive an update including a response from the Cinema, to further consider the draft lease and any other actions arising
20. **Registration Service Lease** – To consider, if received, the draft lease.

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