



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

9th October 2023

You are summoned to attend a meeting of the Property Committee to be held on Monday 16th October 2023 at 7pm in the Council Chamber, Town Hall, Fore Street, Okehampton.

Committee Membership consists of the following:

Cllr Leech (Vice-Chairman)	Cllr Fisher (Mayor)
Cllr R Colman	Cllr Holt (Chairman, Parks)
Cllr T Cummings	Cllr Yelland (Chairman, Policy & Resources)
Cllr M Harding	

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. **Election of Committee Chairman** – To resolve to elect a Chairman following the resignation of Cllr Wood
2. **Election of Vice-Chairman** – If necessary, to resolve to elect a Vice-Chairman to the Committee
3. **Apologies for Absence** - To receive apologies for absence
4. **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.

5. **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.)
6. **Members' Questions** - To receive questions from Members regarding the workings of the Council.
7. **Minutes** - To confirm, approve and sign the minutes of the Property Committee meeting held on 10th July 2023.
8. **Progress Reports and Updates**
 - 8.2 **Jim the Walker Statue** – To note that return of the signed Licence is awaited
 - 8.3 **Town Hall Window Repair/Replacement** – To note that quotations for a condition survey and specification of work are awaited.
9. **Bookings**
 - 9.1 To note a summary of bookings for October, November and December 2023
 - 9.2 To review and resolve the fees and charges for the 2024/25 financial year
 - 9.3 To consider any discounted rates that may be applied to regular hirers following the Charter Hall closure for roofing work
10. **Charter Hall Alcohol Sales**
 - 10.1 To note 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.
 - Lions Fundraising Music event – 30th September 2023
 - 10.2 To resolve to approve the following application 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.
 - Mayors Charity Fundraising Quiz – 24th November 2023
11. **Charter Hall Roof Replacement Project** – To receive an update on progress and consider any actions arising
12. **Charter Hall Internal Improvements** – To resolve to create a Task & Finish Group to consider improvements and make recommendations to the Committee and to agree the participants.
13. **Foyer Canopy** – To consider proposals from Merlin Cinema for new canopy and internal signage
14. **Boiler** – To consider a report from Cllrs Colman and Leech and resolve actions required
15. **Reinforced Autoclaved Aerated Concrete (RAAC)** – To consider if to obtain a survey of Council property to establish if any RAAC is present
16. **Fire Risk Assessment** –
 - 16.1 **Report** - To consider progress and actions required
 - 16.2 **Room Capacity Numbers** – To consider the capacity report
17. **PAT Testing** – To note that PAT testing has been undertaken, including the Parks equipment
18. **Sale of Old Safe** – To consider disposal of the old safe located in the Clerk's office
19. **Market Street Toilets** – To consider correspondence from WDBC in relation to responsibility for maintenance of the facility and if they should continue to be maintained by the Town Council.

20. **Finance**
20.1 **Payment of Invoices** – To approve payment of invoices as per the schedule.
20.2 **2024/25 Budget** – To receive and consider feedback from the Budget Workshop held on 13th September and any other items for inclusion or amendment.
21. **Members Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council:
21.1 Devon Climate Emergency Group ()
21.2 Museum of Dartmoor Life (Cllr Bird)
21.3 North Dartmoor Search & Rescue Team (Cllr Colman)
21.4 Okehampton Carnival Committee (Cllr Fisher)

PART TWO – CONFIDENTIAL ITEMS

22. **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.’
23. **Cinema Lease, Rent, and other matters** – To receive an update including a response from the Cinema, to further consider the draft lease and any other actions arising
24. **Registration Service Lease** – To resolve to approve the draft lease.
25. **Lower Market Hall, Ground Floor Lease Renewal** – To consider renewal of the lease, which expires on 31st December 2023

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