

**Okehampton Town Council
Property Committee Meeting 16th October 2023
Meeting Report**

Date:	9 th October 2023
Name:	Emma James

Bookings

To note a summary of bookings for October, November and December 2023

Name	Activity Name	Rooms
Lions 80's night	Concert	Charter Hall
Clubbersize	Clubbercise	Charter Hall
Friendly Circle	Friendly Circle Meeting	Charter Hall
Wren Music	Choir rehearsal	Charter Hall
Clubbersize	Clubbercise	Charter Hall
Clubbersize	Clubbercise	Charter Hall
Community Transport Coffee Morning	Community Transport Coffee morning	Charter Hall
Registrar Service	registration service	Council Chamber
Clubbersize	Clubbercise	Charter Hall
Wren Music	Choir rehearsal	Charter Hall
Family Time	Meeting	Committee Room
Clubbersize	Clubbercise	Charter Hall
Clubbersize	Clubbercise	Charter Hall
Ballroom and Latin American Dance Class	Dance lessons	Charter Hall
RBL Coffee Morning	RBL Coffee morning	Charter Hall
Clubbersize	Clubbercise	Charter Hall
West of England Hearing Implant Programme	West of England Hearing Implant Programme	Committee Room
Okehampton U3A	lecture	Charter Hall
Clubbersize	Clubbercise	Charter Hall
OkeRail Meeting	OkeRail Meeting	Council Chamber
Blood Donation Session	NHS Blood Donors	Charter Hall
Councillor Surgery	Council meeting	Committee Room
Ballroom and Latin American Dance Class	Dance lessons	Charter Hall
Carnival Coffee Morning	Carnival Coffee Morning	Charter Hall
Clubbersize	Clubbercise	Charter Hall
Clubbersize	Clubbercise	Charter Hall
Clubbersize	Clubbercise	Charter Hall
Ballroom and Latin American Dance Class	Dance lessons	Charter Hall
Everything Okehampton Coffee Morning	Coffee Morning	Charter Hall

Clubbersize	Clubbercise	Charter Hall
East Devon Pulmonary Rehab	EAST DEVON PULMONARY REHAB	Charter Hall
Wren Music	Choir rehearsal	Charter Hall
East Devon Pulmonary Rehab	EAST DEVON PULMONARY REHAB	Charter Hall
Clubbersize	Clubbercise	Charter Hall
Clubbersize	Clubbercise	Charter Hall
Registrar Service	Registrar Event	Council Chamber
Inner Wheel Coffee Morning	Coffee Morning	Charter Hall
Registrar Event	Ceremony	Council Chamber
DAAT Mending Session	Meeting	Charter Hall
EASTDEVONPULMONARYREHAB (ROYAL DEVON UNIVERSITY HEALTHCARE NHS FOUNDATION TRUST)	EAST DEVON PULMONARY REHAB	Charter Hall
Clubbersize	Clubbercise	Charter Hall
Hatoc Meeting	Hatoc Meeting	Council Chamber
Friendly Circle	Friendly Circle Meeting	Charter Hall
Wren Music	Choir rehearsal	Charter Hall
Clubbersize	Clubbercise	Charter Hall
Clubbersize	Clubbercise	Charter Hall
Courtney Players Coffee morning	Coffee Morning	Charter Hall
Registrar Service	registrar event	Council Chamber
Remembrance Parade and Service	Council meeting	Council Chamber, Committee Room
EASTDEVONPULMONARYREHAB (ROYAL DEVON UNIVERSITY HEALTHCARE NHS FOUNDATION TRUST)	EAST DEVON PULMONARY REHAB	Charter Hall
Clubbersize	Clubbercise	Charter Hall
Policy & Resources Committee	Council meeting	Council Chamber
Wren Music	Choir rehearsal	Charter Hall
Clubbersize	Clubbercise	Charter Hall
Clubbersize	Clubbercise	Charter Hall
Registrar Service	Registrar Event	Council Chamber
Everything Okehampton Gala Dinner	Gala Dinner	Charter Hall
Carnival Coffee Morning	Carnival Coffee Morning	Charter Hall
Registrar Service	Registration Service	Council Chamber
Tapathon for Children in Need	Dance Lessons	Charter Hall
Clubbersize	Clubbercise	Charter Hall
Parks Committee and Budget Meetings	Council meeting	Council Chamber
Community Wellbeing Fair	Okehampton Health & Wellbeing Alliance meeting	Charter Hall

West Devon CVS AGM	Okehampton Health & Wellbeing Alliance meeting	Council Chamber
Wren Music	Choir rehearsal	Charter Hall
Clubbersize	Clubbercise	Charter Hall
Clubbersize	Clubbercise	Charter Hall
Mayor quiz night	Meeting	Charter Hall
Rotary Coffee Morning	Coffee Morning	Charter Hall
EASTDEVONPULMONARYREHAB (ROYAL DEVON UNIVERSITY HEALTHCARE NHS FOUNDATION TRUST)	EAST DEVON PULMONARY REHAB	Charter Hall
Clubbersize	Clubbercise	Charter Hall
Wren Music	Choir rehearsal	Charter Hall
EASTDEVONPULMONARYREHAB (ROYAL DEVON UNIVERSITY HEALTHCARE NHS FOUNDATION TRUST)	EAST DEVON PULMONARY REHAB	Charter Hall
Clubbersize	Clubbercise	Charter Hall
Edwardian Evening	Council meeting	Council Chamber, Committee Room
PTFA Edwardian Evening	PTFA Coffee Morning	Charter Hall
Friendly Circle Coffee Morning	Friendly Circle Coffee Morning	Charter Hall
PTFA Santa Breakfast	PTFA Coffee Morning	Charter Hall
EASTDEVONPULMONARYREHAB (ROYAL DEVON UNIVERSITY HEALTHCARE NHS FOUNDATION TRUST)	EAST DEVON PULMONARY REHAB	Charter Hall
Clubbersize	Clubbercise	Charter Hall
Friendly Circle	Friendly Circle Meeting	Charter Hall
Wren Music	Choir rehearsal	Charter Hall
Clubbersize	Clubbercise	Charter Hall
Clubbersize	Clubbercise	Charter Hall
Blood Donation Session	NHS Blood Donors	Charter Hall
Lions Coffee Morning	Lions Big Breakfast	Charter Hall
Registrar Service	Ceremony	Council Chamber
Courtney Players	Courtney Players	Charter Hall, Council Chamber, Committee Room
Courtney Players	Courtney Players	Charter Hall
Courtney Players	Courtney Players	Charter Hall, Council Chamber, Committee Room
EASTDEVONPULMONARYREHAB (ROYAL DEVON UNIVERSITY HEALTHCARE NHS FOUNDATION TRUST)	EAST DEVON PULMONARY REHAB	Charter Hall
Courtney Players	Courtney Players	Charter Hall, Council Chamber, Committee Room
Courtney Players	Courtney Players	Charter Hall, Council Chamber, Committee Room
Courtney Players	Courtney Players	Charter Hall, Council Chamber, Committee Room
Mayors Coffee Morning	Coffee Morning	Charter Hall
Registrar Service	Registrar Event	Council Chamber

Registrar Service	Registrar Service	Council Chamber
Silver Band	Concert	Charter Hall
EASTDEVONPULMONARYREHAB (ROYAL DEVON UNIVERSITY HEALTHCARE NHS FOUNDATION TRUST)	EAST DEVON PULMONARY REHAB	Charter Hall
Clubersize	Clubercise	Charter Hall
EASTDEVONPULMONARYREHAB (ROYAL DEVON UNIVERSITY HEALTHCARE NHS FOUNDATION TRUST)	EAST DEVON PULMONARY REHAB	Charter Hall
Clubbersize	Clubercise	Charter Hall
Clubbersize	Clubercise	Charter Hall
Registrar Service	Registrar Event	Council Chamber

To review and resolve the fees and charges for the 2024/25 financial year

 Okehampton Town Council	<h2 style="margin: 0;">Okehampton Town Council</h2> <h3 style="margin: 0; color: red;">Draft Hire Fees and Charges 2024/25</h3>
---	---

The charges for Okehampton Town Council facilities are as follows for the period 1st April 2024 to 31st March 2025, 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	£15	£13	£17
Council Chamber	£8	£12	£10	£15
Committee Room	£8	£12	£10	£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.

Refreshment Provision

Charter Hall – refreshments are not provided by the Council

Council Chamber and Committee Room – refreshments comprising only of tea/coffee/sugar and water can be provided by the Council at the cost of £10 p/half day or £20 p/full day

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 £300 including VAT (from May 2023 elections)

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.

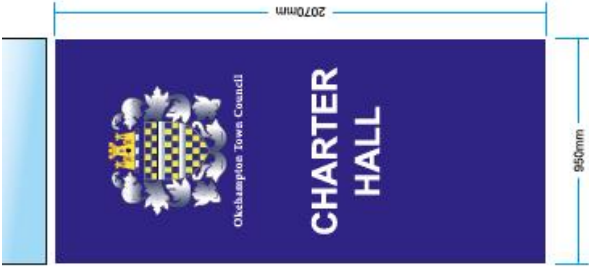
For clarification:

'Community' not-for-profit groups and organisations

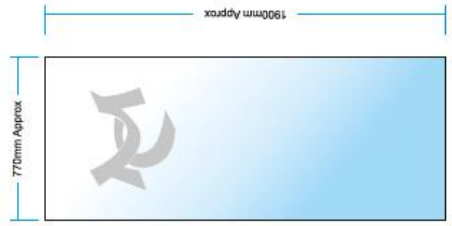
'Commercial' all other organisations and businesses

Foyer Canopy – To consider proposals from Merlin Cinema for new canopy and internal signage





1465mm Approx
CHARTER HALL 100mm



Fire Risk Assessment –

Report - To consider progress and actions required

Information to follow

Room Capacity Numbers – To consider the capacity report

As part of the Fire Risk Assessment carried out in July 2023 capacity numbers for the Charter Hall and Council Chamber were reevaluated as follows:

	Seated Maximum No. of Persons	Standing Maximum No. of Persons
Council Chamber	60	60
Charter Hall	344	385

Currently the following restriction on numbers in the Charter Hall is applied:

Seated 150 persons
Standing 250 persons

It is recommended that the existing capacity numbers are not increased in the booking terms and conditions for the following reasons:

Seated The Council has 150 chairs in the Charter Hall

 The floor slopes away from the stage meaning that anyone seated further back would be less likely to see the stage.

Standing 250 persons is manageable.

The existing restrictions allow for some leeway should numbers be inadvertently exceeded by the hirer.

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.

The following correspondence from WDBC was received on 27th September:

Under the lease dated 28/9/2001 between Waitrose, WDBC and OTC, the public toilets are defined and it also specified what facilities those toilets should have. Clause 3.20 deals with the possibility that Public Toilets might be provided by Waitrose within the Car Park and/or within a specified distance of School Way. Clause 3.20.1 requires Waitrose to build and maintain Public Toilets and to transfer those toilets to the Landlord, but those requirements are subject to Clause 3.20.2. That clause relieves Waitrose of the obligation to provide Public Toilets in the Car Park if there are equivalent facilities within the store and these are kept available to the public during usual store opening hours.

Clause 5.3 also discusses Public Toilets (and this may include those in Market Street), but any further obligations under this do not apply while Waitrose continues to provide Public Toilets in-store, as detailed above.

Accordingly, insofar as the Waitrose Lease is concerned, there are no obligations on any party that apply to the Market Street toilets.

Further to the above, underpinning the 14 October 1998 Agreement for Lease was a cooperation and funding agreement between the Borough Council and Town Council. Under the terms of the agreement certain financial and other arrangements were agreed between the two councils following the agreement for lease with Waitrose. Under clause 7 the Borough Council was to be responsible for the management, maintenance and control of public toilets that were to be constructed by Waitrose on the Weighbridge site. Those toilets are now the Market Street toilets. Unlike the clause in the lease of the toilets to the Town Council, clause 7 did not and does not oblige the Borough Council to keep the toilets open. The terms management, maintenance and control did not compel the Borough Council to keep the toilets open.

In conclusion, while the lease of the Market Street toilets to the Town Council requires the toilets to be kept open, that is not an obligation that stems from the agreements relating to the Waitrose development, but one that was part and parcel of the terms negotiated following the wider Public Toilet review across West Devon a few years back.