



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

27th November 2023

You are summoned to attend a meeting of the Property Committee to be held on Monday 4th December 2023 at 7.20pm (or at the arising of the Planning Committee meeting, whichever later) in the Council Chamber, Town Hall, Fore Street, Okehampton.

Committee Membership consists of the following:

Cllr R Colman (Chairman)	Cllr Fisher (Mayor)
Cllr T Leech (Vice-Chairman)	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. **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 meetings held on 16th October and 20th November 2023.
6. **Progress Reports and Updates**
 - 6.1 **Jim the Walker Statue** – To note the Licence was signed in November and maintenance work will be undertaken in early 2024.
 - 6.2 **DCC Registration Service Lease** – To note the Lease has been finalised.
 - 6.3 **Boiler** – To note repair work to the water outlet is awaited.
 - 6.4 **Chimney** – To note investigation/repair work to the chimney into the 1/F office space is awaited.
 - 6.5 **Foyer Canopy** – To consider an update if available.
 - 6.6 **Fairplace Toilets** – To note anti-climb paint has been purchased and will be applied when weather conditions permit.
7. **Charter Hall Alcohol Sales** - To note 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 Roofing Project** – To receive an update on progress and consider any actions arising.
9. **Charter Hall Internal Improvements Task & Finish Group** – To consider a report from the group.
10. **Fire Risk Assessment** – To consider progress and actions required.
11. **Finance**
 - 11.1 **Payment of Invoices** – To approve payment of invoices as per the schedule.
 - 11.2 **2024/25 Budget** – To consider the most recent version of the draft budget.
12. **Members Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council:
 - 12.1 Devon Climate Emergency Group ()
 - 12.2 Museum of Dartmoor Life (Cllr Bird)
 - 12.3 North Dartmoor Search & Rescue Team (Cllr Colman)
 - 12.4 Okehampton Carnival Committee (Cllr Fisher)

PART TWO – CONFIDENTIAL ITEMS

13. **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.’
14. **Lower Market Hall, First Floor Lease Renewal** – To consider renewal of the lease, which expires on 31st March 2024
15. **Cinema Lease** – To consider feedback from the Cinema, if available

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