



Okehampton Town Council

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Devon
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Emma James
Town Clerk

11th March 2024

You are summoned to attend a meeting of the Property Committee to be held on Monday 18th March 2024 at 7pm (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 Richards	

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 4th December 2023.
6. **Progress Reports and Updates**
 - 6.1 **Boiler** – To note repair work to the water outlet is awaited.
 - 6.2 **Chimney** – To note investigation/repair work to the chimney into the 1/F office space is awaited.
 - 6.3 **Foyer Canopy** – To consider an update if available.
7. **Bookings** – To note a summary of bookings for March, April and May 2024
8. **Charter Hall**
 - 8.1 **Alcohol Sales** - To note no applications to sell alcohol under the Premises Licence have been approved by the Clerk in consultation with either the Chairman or Vice-Chairman since the last meeting of the Committee.
 - 8.2 **Charter Hall Roofing Project** – To receive an update on progress and consider any actions arising.
 - 8.3 **Charter Hall Internal Improvements Task & Finish Group** – To consider a report from the group.
 - 8.4 **Valuation Inspection** – To note the Valuation Office Agency visited the building in January to conduct a valuation for non-domestic rating purposes.
9. **Lower Market Hall, Office Space** – To consider future use of the space
10. **Finance - Payment of Invoices** – To approve payment of invoices as per the schedule.
11. **Members Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council:
 - 11.1 North Dartmoor Search & Rescue Team (Cllr Colman)
 - 11.2 Okehampton Carnival Committee (Cllr Fisher)

PART TWO – CONFIDENTIAL ITEMS

12. **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.’
13. **Reception Automatic Doors** – To consider quotations for alterations to the automatic doors in accordance with regulations.
14. **Fire Risk Assessment** – To consider progress and actions required
15. **Charter Hall Internal Improvements** – To consider a report and quotations for improvements, including for items from the Fire Risk Assessment
16. **Lower Market Hall, First Floor Lease** – To consider an update from the Clerk
17. **Cinema Lease** – To consider feedback from the Cinema, if available
18. **Cinema Roof** – To consider a quotation for the clearing of moss from an elevation of roof

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