

Okehampton Town Council Property Committee 3rd June 2024 Meeting Report

Bookings – To note a summary of bookings for June, July and August 2024

Name	Rooms	Start Date
Registration event	Council Chamber (max- 50	Fri 21/06/2024 12:00
Registrar Service	Council Chamber (max- 50	Sat 17/08/2024 12:00
Registrar Event	Council Chamber (max- 50	Sat 08/06/2024 12:00
Registrar Service	Council Chamber (max- 50	Fri 21/06/2024 16:00
Royal British Legion	Council Chamber (max- 50	Wed 12/06/2024 09:30
Royal British Legion	Council Chamber (max- 50	Wed 03/07/2024 09:30
Registrar Service	Council Chamber (max- 50	Sat 24/08/2024 11:00
Registrar Service	Council Chamber (max- 50	Sat 10/08/2024 11:00
Registrar Service	Council Chamber (max- 50	Fri 30/08/2024 13:00
registrar event	Council Chamber (max- 50	Fri 28/06/2024 16:00
registrar event	Council Chamber (max- 50	Fri 05/07/2024 10:00
registrar event	Council Chamber (max- 50	Fri 19/07/2024 13:00
registrar event	Council Chamber (max- 50	Fri 14/06/2024 15:00
Network Rail Presentation	Council Chamber (max- 50	Thu 20/06/2024 10:00
Registration Service	Council Chamber (max- 50	Sat 15/06/2024 11:00
registrar event	Council Chamber (max- 50	Sat 15/06/2024 12:00
registrar event	Council Chamber (max- 50	Sat 24/08/2024 12:00

Fire Risk Assessment

The fire audit previously considered by the Committee at the last meeting was reviewed by the Chairman, Vice-Chairman and Cllr Cummings, and the following recommendations were agreed to be made to the Committee:

- a) Work highlighted within the audit is prioritised and completed as soon as possible with the exception of work to the Charter Hall Kitchen.
- b) Unessential work to the kitchen should be delayed until such time as finance allows, to be reviewed following completion of the rest of the work and the roof is complete.
- c) Consideration to be given to the impact this may have on the type of bookings able to be accepted.
- d) Further review of fire doors to be undertaken once this work is complete and a plan of action to be drawn up and implemented.
- e) Annual Fire Risk Assessment, due in July, to be undertaken by competent contractor following completion of the roofing work.

Charter Hall Internal Improvements Task & Finish Group – To consider a report from the group.

Date:	21 st May 2024
Name:	Abi Horn

Phase 1:

Items in red on the budget (page 4).

The Town Council has advertised the Hall has having:

Charter Hall (17.4m x 10m, stage 6.4m x 4.5m)

Crockery

120 cups & saucers
120 small plates
120 large plates
120 bowls
10 water jugs
Cutlery

Tables

10 round – seat 6 around each
22 rectangular – seat 8 around each

There are 3 gala dinners already booked for 2024 and we cannot supply 120 cups, 10 water jugs, 120 sets of matching cutlery and the small and large plates are different sets. The bowls that match the plates have never been used as they are pasta bowls so the blue and white bowls are brought into use for deserts.

There are 12 coffee mornings already booked for when the Hall opens as well as the PTFA Edwardian evening. There are 6 usable round tables that are not severely damaged. There are 12 rectangular tables that are ok to use but all the tables are over 10 years old and the plastic has got brittle.

Blue striped china not available to purchase anymore

China currently in Charter Hall a dinner plate is £7

Cups in Charter Hall do not have saucers they are mugs and accounting for breakages, we do not have 120.

Recommendations for Phase 1

- Purchase 10 round tables for coffee mornings
- Purchase cutlery, water jugs and glasses for gala dinners so we can provide what is advertised
- Purchase matching china for dinners so we can provide what is advertised
- Sell pasta bowls and reduce china that is currently in the kitchen to the level needed for coffee mornings.
- Replace the curtains as we cannot charge more for the hire of the Charter Hall if we do not do some of the improvements.
- Sell the old curtains to recoup some of the cost.

Financing

General Maintenance (Charter Hall) budget 4150/202 has a rollover of £4814 and a budget that totals £8340. Phase one costs approximately £9771 leaving £3330 in the maintenance budget

and does not use any of the £25,000 Charter Hall Internal Decoration earmarked budget 365 which can be used for fire work.

Firework

- Doors highlighted on report
- Work highlighted on the report

Phase 2:

Items highlighted green on the budget

- Purchase 15 rectangular tables
- Purchase 12 large white round tables for gala dinners that are easy to wash rather than needing laundering
- Purchase 12 wipe clean tablecloths for coffee mornings to improve the offering.
- Purchase 150 new chairs as replacement parts for the chairs we have are just as expensive as new chairs
- Sell the chairs that are not broken to recoup some of the cost

Firework

- Review of all doors
- Any further highlighted items from the audit

Phase 3

Items highlighted blue on the budget

- Purchase a new sound system that can be used by more users
- Replace the lights in the hall to make the atmosphere less harsh
- Purchase 5 more round tables so we have 15
- Replace the kitchen floor
- Upgrade the kitchen to a full cooking kitchen

Firework

- Kitchen related firework to enable its use a full cooking kitchen
- Any further highlighted items from the audit

	Item price	Number needed*	Number to order	Where to order	Total price		
Gopak round table 1220mm 760 maple	£ 236.00	15	10	Office furniture direct	£ 2,360.00		
Gopak Economy Folding Tables 1830 x 685x98 Durham Oak	£ 116.00	15	15	officefurnitureonline.co.uk	£ 1,740.00		
Cutlery (per box of 12 - for Gala Dinners etc only)			Number of boxes				
Table Knife Olympia Bead	£ 10.97	24	2	Resturant supply store	£ 21.94		
Table Forks	£ 6.17	36	3	Resturant supply store	£ 18.51		
Desert Spoons	£ 5.48	120	10	Resturant supply store	£ 54.80		
Desert Fork	£ 5.32	240	20	Resturant supply store	£ 106.40		
Desert Knife	£ 10.11	120	10	Resturant supply store	£ 101.10		
Soup Spoons	£ 5.58	36	3	Resturant supply store	£ 16.74		
Tea Spoons	£ 3.86	120	10	Resturant supply store	£ 38.60		
Table cloths white (large tables used for gala dinners)	£ 19.93	12	12	www.cateringcentre.co.uk	£ 239.16		
plastic table cloths (coffee mornings etc)	£ 12.00	12	12	https://www.wipeeasytablecloths.com/	£ 144.00		
Dinner set	£ 2,000.00	120	1	Ikea	£ 2,000.00		
Water jugs 1.8l	£ 6.67		12	www.catering-appliance.com	£ 79.98		
Water Tumblers 285ml (think matches existing)	£ 25.07		3	Catering Centre	£ 75.21		
Olympia U819 Whiteware Cream and Milk Jugs 170ml 6oz	£ 3.16		24	Resturant supply store	£ 75.84		
Radiator covers		10	10		£ -		
curtains	£ 4,522.00		1		£ 4,522.00		
chairs			150		£ 4,598.00		
sound system	£ 3,000.00	1	1		£ 3,000.00	approx	
lights	£ 3,000.00		1		£ 3,000.00	approx	
decoration- part of roof quote					£ -		
kitchen floor	£ 2,000.00		1		£ 2,000.00	approx	
storage cupboards			3		£ 300.00	approx	
					£ -		
							£ 9,771.12
curtains - both are fireproof							£ 6,721.16
unlined - includes side panels, pelmet and windows	£ 4,522.00	Sooz	visited	Okehampton (made curtains for Sorton Village Hall recently)			
includes side panels, pelmet and windows	£ 5,805.00	CDC Curtains	not visited				£ 5,300.00

Hire Fees and Charges - To consider fees and charges as recommended by the Charter Hall
Internal Improvements Task & Finish Group

The charges for Okehampton Town Council facilities are as follows for the period 1st September 2024 to 31st March 2026, the Council reserves the right to amend them at any time.

Charges for the hire of the facilities are per hour unless stated otherwise. 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 refundable deposit may be required for some bookings.

All charges include VAT	Daytime (Mon-Fri 8am – 5pm)		Evening/Weekend (5pm – 12 midnight and before 8am)	
	Community	Commercial	Community	Commercial
Charter Hall Hourly Rate	£12	£18	£15	£20
Saturday Coffee Morning 8.30am to 12.30pm (Per booking)	-	-	£36	£60
Music per booking (including background CD's)	£21	Must provide own licence	£21	Must provide own licence
Elections (per day)	£350			
NHS Clinics, Blood Banks etc (per hour)	£10	-	£15	-
Use of Charter Hall Kitchen for Formal Dinners (per booking)	£24	£24	£24	£24
Sale of Alcohol in the Charter Hall per booking (Additional permission is required from the Town Council)	£24	£24	£24	£24
Council Chamber Hourly Rate	£10	£14	£12	£18
Refreshments - comprising only of tea/coffee/sugar and hot water flasks can be provided.	£10 p/half day or £20 p/full day (Council Chamber and Committee Room only)			
Marriage and Civil Partnership 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 must be booked through the Devon Registration Service who can be contacted on 0345 1551002 or their website https://www.devon.gov.uk/registrationservice/ . The Council Chamber must be reserved separately by contacting the Town Council.			
Committee Room Hourly Rate	£10	£14	£12	£18
Refreshments - comprising only of tea/coffee/sugar and hot water flasks can be provided.	£10 p/half day or £20 p/full day (Council Chamber and Committee Room only)			

The Charter Hall kitchen is not classified as a full preparation kitchen.

**Please contact the Town Council for clarification if you wish to use this facility for anything other than the
serving of tea/coffee or pre-made refreshments.**

For clarification:

'Community' not-for-profit groups and organisations
'Commercial' business and profit-making organisations

Committee Terms of Reference – To consider the draft document and make recommendation to Full Council.



Responsibilities

To carry out the Council's responsibilities for the following areas:

- i. Town Hall
- ii. Charter Hall
- iii. Market Hall (external fabric only)
- iv. Lower Market Hall
- v. Public Toilets at Fairplace, and Market Street
- vi. **Jim the Walker Statue (Park Row/St James Street Junction)**

Fees

To determine and keep under review the fees and charges for the committee's services where statutory authority exists for the levying of such charges.

Budget

To have authority for spending within the allocated budget.

Payment of Expenses

To have authority to authorise cheque and BACS payments for all invoices and expenses

Sale of Alcohol, Charter Hall

To act as the Charter Hall Management Committee in relation to the sale of alcohol in the premises during events. The Chairman of the Property Committee and Town Clerk, having delegated authority to approve requests. In the event of the absence of either, the Vice-Chairman and/or Assistant Town Clerk having authority to approve the requests. All such bookings will be reported to the Property Committee at scheduled meetings.