



Okehampton Town Council

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Property Committee Terms of Reference

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.