



Okehampton Town Council

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Emma James  
Town Clerk

28<sup>th</sup> October 2024

You are summoned to attend an extra ordinary meeting of the Property Committee to be held on Monday 4<sup>th</sup> November 2024 at **6.30pm** in the Council Chamber, Town Hall, Fore Street, Okehampton.

Committee Membership consists of the following:

Cllr R Colman (Chairman)	Cllr A Fisher (Mayor)
Cllr L Bird	Cllr T Leech (Chairman, Planning)
Cllr T Cummings	Cllr B Tolley (Chairman, Parks)
Cllr C Holt	Cllr J 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.**

**Please ensure mobile phones are turned off or to silent.**

### **Business to be Transacted**

- Apologies for Absence** - To receive apologies for absence
- 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.
- 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. **Fire Protection Work** – To consider progress and reports

#### **PART TWO – CONFIDENTIAL ITEMS**

6. **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.'**
7. **Fire Strategy** To consider quotations for the production of a fire strategy
8. **Lower Market Hall, 1/F Office** – To consider quotations received for general maintenance work, note that an electrical inspection has taken place and other work required.
9. **Lower Market Hall, G/F Lease** – To consider renewal of the lease which expires on 31<sup>st</sup> December 2024 and associated rental charges
10. **Band Room** – To review current arrangements
11. **Cinema Lease** - To consider renewal of the lease including a response in relation to amendments including the rent

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