



Okehampton Town Council

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Devon
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Emma James
Town Clerk & RFO

19th September 2025

You are summoned to attend a meeting of the Property Committee to be held on Monday 6th October 2025 at 7pm in the Council Chamber, Town Hall, Fore Street, Okehampton.

Committee Membership consists of the following:

Cllr L Bird (Chairman)	Cllr B Tolley (Chairman, Parks)
Cllr T Cummings (Vice-Chairman)	Cllr J Yelland (Chairman, Policy & Resources)
Cllr R Colman	
Cllr A Fisher	
Cllr C Holt	
Cllr T Leech	
Cllr D McNeill	
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.

Councillors are reminded that to avoid the risk of being seen as predetermined or biased, they should consider all debate prior to deciding on how to vote on items of business.

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

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 16th June 2025.
6. **Facility Hire**
 - 6.1 **Bookings** - To note a summary of bookings for September, October, November and December 2025
7. **Town Hall** –
 - 7.1 **Historical Items** – To consider ways of making items from the archives available for display to members of the public.
 - 7.2 **DDA Ramp Provision** – To consider a report from the Facilities Officer.
 - 7.3 **Water Filter Provision, Charter Hall and Town Hall** – To consider results of water testing and the requirement for water filters
8. **Charter Hall**
 - 8.1 **Alcohol Sales**
 - i) To note the following applications to sell alcohol under the Premises Licence have been approved by the Clerk in consultation with either the Committee Chairman or Vice-Chairman since the last meeting of the Committee:
 - a) Okey Music Day on 15th July 2025
 - b) Drag Fundraising Bingo Night on 24th October 2025
 - c) College PFTA Fundraising event 20th September 2025
 - d) Private Wake 6th October 2025
 - ii) To consider approval of the following application to sell alcohol under the Premises Licence:
 - a) Okehampton College PTFA Edwardian Evening 4th December 2025
 - iii) To consider amending the application process so that approval is by the Facilities Officer in consultation with either the Committee Chairman or Vice-Chairman instead of the Clerk, and the Clerk in the absence of the Facilities Officer.
 - 8.2 **Fire Audit, Kitchen and other Improvements** – To consider an update with regard to WDBC's Community Halls Capital Grant Fund application to assist with the cost of necessary work to the Charter Hall including fire doors and audit improvements, the kitchen, replacement foyer carpet and replacement furniture
 - 8.3 **Charter Hall/Cinema Entrance Canopy** – An update from the Cinema in relation to the upgrading of the canopy and signage as previously agreed by the Committee is awaited, to consider information if available.
 - 8.4 **Charter Hall Roofing Work** – To note the End of Defect Liability Period and rectification work required
 - 8.5 **Accessible Toilet Handrail** – To consider a report from the Facilities Officer.
9. **Other Locations**
 - 9.1 **Lower Market Hall, First Floor Office** – To consider future use of the office space
 - 9.2 **Public Toilet Electrical Testing** – The five yearly hardwiring inspections have been undertaken. Rectification work for Fairplace Toilets has been quoted and agreed, WDBC have been requested to contribute to the cost of the work to the Market Street toilets.

9.3 Window Replacement and Repair Work – The application for a grant towards consultant and other fees has been rejected and the planning pre-app work is progressing. To consider further action.

10. Fire Compliance – Plans to progress improvement work is underway and the Annual Fire Audit is being carried out later in October.

11. Finance

11.1 Payment Schedule - To resolve to approve the payment schedule.

11.2 2026/27 Budget - To consider feedback arising from the Committee budget workshop held on 27th August to review the Committee's budget responsibilities for the current year and initial requirements for 2026/27.

12. Members Reports and Requests for Agenda Items - To receive reports from Members attending other organisations on behalf of the Council:

12.1 Dartmoor Railway Association (Cllr Fisher)

12.2 Devon Communities Together (Cllr Leech)

12.3 Museum of Dartmoor Life (Cllr Bird)

12.4 North Dartmoor Search & Rescue Team (Cllr Colman)

12.5 Okehampton Carnival Committee (Cllr Fisher)

12.6 Okehampton Hospital/North Dartmoor Health Initiative (Cllr Colman)

12.7 Transition Town Okehampton (Cllr Cummings)

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. Ground Floor, Market Street Lease Renewal – To consider renewal of the lease.

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