

Okehampton Town Council Property Committee 10th November 2025 Meeting Report

Date:	November 2025
Name:	Rosi Wills

6.1 Bookings Dec - Mar

Booking Name	Group Name	Start Date	End Date	Room(s)
Friendly Circle	Friendly Circle	6/2/24	2/12/25	CHall
Dartmoor Arts Society	The Arts Society Dartmoor	8/1/25	10/12/25	CHall
Blood Donation Session	NHS Blood Donors	9/5/25	19/12/25	CHall
Clubbercise	clubbercise	11/8/25	15/12/25	CHall
Clubbercise	clubbercise	17/9/25	17/12/25	CHall
West Devon Folk Choir	Wren Folk Choir	4/11/25	9/12/25	CHall
LGR/Asset Review - OTC/WDBC	Town Clerk	2/12/25	2/12/25	CHall
Edwardian evening College PTFA Even		4/12/25	4/12/25	CHall
Okehampton Community Christmas f	Rebecca Green	6/12/25	6/12/25	CHall
santa breakfast	Okehampton Primary PTFA	13/12/25	13/12/25	CHall
Excelsior Silver band concert	Excelsior Silver Band	14/12/25	14/12/25	CHall
Okehampton Carnival Committee Co	Okehampton Carnival	20/12/25	20/12/25	CHall
West Devon Folk Choir	Wren Folk Choir	6/1/26	10/2/26	CHall
Trek 26 Coffee morning	Trek 26	10/1/26	14/11/26	CHall
Dartmoor Art Society	The Arts Society Dartmoor	14/1/26	9/12/26	CHall
RBL coffee morning	Royal British legion Branch	24/1/26	24/1/26	CHall
Headteacher Briefing - Plymouth CAS	Plymouth CAST Multi Academy	28/1/26	28/1/26	CHall
West Devon Employment Fair		5/2/26	5/2/26	CHall
Rotary Quiz Night	Rotary	13/2/26	13/2/26	CHall
RAF Cadets Coffee Morning		14/2/26	14/2/26	CHall
Courtney Players	Okehampton and District Lions	14/2/26	28/2/26	CHall
West Devon Folk Choir	Wren Folk Choir	3/3/26	31/3/26	CHall
Hospiscare Coffee morning		7/3/26	26/9/26	CHall
DSL Network Meeting	Plymouth CAST	13/3/26	13/3/26	CHall
Ballroom and Latin American Dance	Ballroom and Latin-American C	19/3/26	19/3/26	CHall
Community Garden Coffee Morning	Big Green Week	21/3/26	21/3/26	CHall
Ballroom and Latin American Dance	Ballroom and Latin-American C	26/3/26	26/3/26	CHall
Hearts and Hedgehogs		28/3/26	28/3/26	CHall
West Devon HATOC	Devon County Council	3/12/25	3/12/25	Chamber
Plymouth CAST Board Meeting	Plymouth CAST	5/12/25	5/12/25	Chamber
Registration Service Confirmed		12/12/25	12/12/25	Chamber
Provisional Registrar Event		9/1/26	9/1/26	Chamber
Wedding		9/1/26	9/1/26	Chamber
OkeRail Meeting	OkeRail	15/1/26	15/1/26	Chamber

registrar event Confirmed 46 chairs		24/1/26	24/1/26 Chamber
West Folk Choir Rehearsal	Wren Folk Choir	17/2/26	24/2/26 Chamber
Registrar event		20/2/26	20/2/26 Chamber
Plymouth CAST Board Meeting	Plymouth CAST	6/3/26	6/3/26 Chamber
Registration Service- Confirmed		21/3/26	21/3/26 Chamber

6.2 Consideration of Hall Hire Conditions and Fees for 2026/27

Hourly Rates

The current hourly rates are broadly in keeping with other venues in the local area.

Recommendation not to increase base costs at this time.

Music Licensing

An additional cost we have been incurring is by way of music licensing fees, where hirers play music at their events – some of these activities when done in a public place at a public event are licensable activities and the fee structure is not very straightforward to add a blanket fee.

Recommendation is to pass these charges onto hirers on a case by case basis through conversation at the time of booking. See updated Proposed Hall Fees document.



Okehampton Town Council

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Hire Fees and Charges 2026/27

Proposed Nov 2025

The charges for Okehampton Town Council facilities are as follows for the period 1st April 2026 to 31st March 2027, 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 Non-profit Orgs	Commercial For profit Orgs	Community Non-profit	Commercial For Profit
Charter Hall Hourly Rate	£12	£18	£15	£20
Saturday Coffee Morning 8.30am to 12.30pm (Per booking)	-	-	£36	£60
Maximum 2 per year per organisation and only 1 booking per organisation over the Christmas period (Nov/Dec)				
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 (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 Available Fridays 12noon – 4pm Saturdays 10am – 12noon	Payment for ceremonies, including the room hire fee of £72, is made to direct to the Registration Team. The Ceremony must be booked through the Devon Registration Service on 0345 1551002 or their website https://www.devon.gov.uk/registrationservice/ . The Council Chamber must be booked by directly contacting the Town Council on 01837 53179 or facilities@okehampton.gov.uk			
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)			

MUSIC Some musical activities attract a licence fee, including playing background music (eg from CDs, radio, phones, wireless speakers and personal subscription services), fitness classes and entertainment. These fees vary depending on the nature of the event, attendees and other factors.

Please contact us for a quote to verify any possible costs

***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.

Preferred Provider Form 2026/27 Draft v1

Preferred Providers 2025/26

Okehampton Town Council are currently looking for local contractors and service providers to join our preferred contractor scheme. We are committed to supporting our local community and sourcing products and services from people close to us.



Okehampton Town Council

We are particularly interested in tradespeople such as:

General Maintenance/Handyperson

Painters and Decorators

Electricians

Plumbers

Carpenters

Roofers

Cleaners

We are also keen to learn what other less common services we might have available locally that we may be able to work with on specific projects, eg:

Upholsterers

Artists

Digital Services

Let us know what skills you have!

For more information and an application form:

Email: facilities@okehampton.gov.uk

Phone: 01837 53179

Visit: Town Hall, Fore Street, Okehampton, EX20 1AA

Office Hours are Mon – Thurs 9:30am – 4pm

Preferred Provider Form 2026/27 Draft v1

This scheme aims to support local businesses and keep as much of our funds within the town as we can, whilst also ensuring OTC has a reliable pool of skilled professionals to provide essential services in our town.

We are seeking expressions of interest from tradespeople and service providers who live in, work in or have a connection to Okehampton. The intention is to have a bank of workers who may be able to provide quick responses in emergency situations to ensure the smooth-running of Council facilities for the benefit of everyone in the town and to ensure these people are qualified and competent to undertake necessary scheduled works with the minimum of delays when required. To facilitate this, a job limit of upto £250 will be available to contractors allowing for more efficient workflow and reducing the need to wait for approval from the Council before beginning works. Invoices will be required and additional information on fees and costs breakdown may be requested.

Expressing your interest in the scheme does not give any preferential treatment or confer any obligation to provide services to the Council or for the Council to contract you in any given situation.

The register of approved contractors will be periodically reviewed, in line with financial year. OTC is committed to obtaining the best value in the way we spend money to offer more cost-effective services, as such, price will not be the only factor when deciding which provider to use.

Any personal relationships with OTC staff or councillors must be declared but this is not a barrier to involvement in the scheme or working with OTC.

Before undertaking any works, OTC will need to see a copy of your Insurance Certificate and Public Liability limits and be made aware of your own risk assessments and Health and Safety policies.

OTC also require your work to support the Council's relevant policies, including, but not limited to, Health and Safety, Waste Management and Recycling etc. Relevant documents will be provided to you and a log kept to ensure you are up-to-date before starting any works with us. It is your responsibility to ensure that any staff employed or sub-contracted by you are aware of this information before starting any work on behalf of OTC.

Preferred Provider Form 2026/27 Draft v1



Okehampton Town Council

Business Name

Contact Name

Contact Telephone

Address

Website/Social Media

If any

Service(s) Provided

Provide details of specific profession and services you offer

**Training and Qualifications
AND/OR**

**Membership of
Professional Bodies
Insurance**

State limit of Public Liability Insurance

You may be required to show a copy of your Insurance Certificate

What length of guarantee do you offer?

Current Rates:
Fixed for 12 months

Labour per hour:

Out of Hours Call
Out Fee:

Minimum Charge:

How quickly could you undertake assessment and repair in the parish in case of emergency?

What connection do you have to Okehampton?

Family, live here, work here, etc

Do you have a family or business connection with Okehampton Town Council councillors or staff?

Please detail, this will not preclude you from applying

Preferred Provider Form 2026/27 Draft v1

**Can you provide suitable
risk assessments/Method
statements/Health and
Safety policies?**

Yes / No

*These may be requested before undertaking works, but are not needed
with application*

**Please use this space to provide any information of previous work you have
undertaken or are particularly proud of, feel free to attach any pictures or links to
portfolio projects.**

Return to facilities@okehampton.gov.uk

Or, Okehampton Town Hall, Fore Street, Okehampton, EX20 1AA

Office Hours are 9.30 – 4, Monday – Thursday

<Insert Contractor Name >

<Insert Contractor Address>

It is our intention to secure a high standard of health and safety in all workplaces under our control. The conditions listed here apply to all contractors and those under their control carrying out work on our premises and form an integral part of the contract agreement.

1. Contractors must comply with health and safety legislation and Company health and safety rules whilst on site.
2. On arrival at our premises all Contractors must complete the details required in the visitors' book and report to the person responsible for the Contractor.
3. Before commencing works, and when changes in health and safety controls are necessary to maintain a safe environment, information must be exchanged with our responsible person. This will cover for example hazards, restricted access areas, fire precautions, emergency action, first aid facilities, accident reporting, welfare facilities, smoking restrictions, segregation of work activities, any other issues affecting health and safety.
4. Contractors must adhere to the control measures and, where appropriate, method statements previously submitted to us.
5. All accidents must be notified to our responsible person and be recorded in the Accident Book. The requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations should be met by the contractor where appropriate.
6. The work area should be left tidy and secure, not only on completion of the work but each time the Contractors leave our premises.
7. All Contractors must familiarise themselves with our fire and emergency procedures.
8. Fire escape routes and exits must not be obstructed, fire doors must be kept shut.
9. Fire extinguishers must not be obstructed or removed from position.
10. High risk work e.g. hot work, demolition, excavation, asbestos removal/contact, work in confined spaces, electrical work and any other specified work must not be started unless a 'permit to work' has been issued by our responsible person.
11. For hot work only, work area must be checked an hour after completion of the works.
12. If in the opinion of our responsible person, contractors are working in such a manner as to put themselves, employees, visitors any other person, or property and equipment at risk, the contractors will be requested to stop work immediately and make the area safe before leaving the premises.
13. Contractors must supply their own access equipment, electrical equipment and hand tools.
14. Contractors must ensure this information is communicated to all their employees working at our premises.

This document does not relieve contractors of their statutory and common law duties.

I have read the above conditions and accept them.

Signed:

Position:

On Behalf Of: