



Okehampton Town Council

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Emma James  
Town Clerk & RFO

26<sup>th</sup> January 2026

You are summoned to attend a meeting of the Property Committee to be held on Monday 2<sup>nd</sup> February 2026 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 & RFO

## 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 6<sup>th</sup> October 2025.
6. **Facility Hire**  
6.1 **Bookings** - To note a summary of bookings for February, March and April 2026
7. **Charter Hall**  
7.1 **Alcohol Sales** - To note the following applications to sell alcohol under the Premises Licence have been approved by the Facilities Officer in consultation with either the Committee Chairman or Vice-Chairman since the last meeting of the Committee:  
a) Rotary Club for a Fundraising event in February 2026  
7.2 **Charter Hall Roof Replacement** – To note that the snagging has been signed off and the final invoice awaited
8. **All/Other Locations**  
8.1 **Fire Audit, Kitchen and other Improvements** – To note the report and that quotations will be considered within Part 2.  
8.2 **Energy Performance Audit** – A free energy performance audit was conducted by Tamar Energy on 27<sup>th</sup> January, awaiting recommendations.
9. **Historical Items** – To receive an update from Cllr Bird regarding the display of historical Mayors at the Annual Council Meeting/Mayor Choosing event in May 2026.
10. **Approved Contractors Scheme** – To note the scheme is open for applications
11. **Committee Terms of Reference** – To consider the ToR for the 2026/27 Mayoral Year and make recommendation to Full Council for consideration at the next appropriate meeting
12. **Finance**  
12.1 **Payment Schedule** - To resolve to approve the payment schedule.
13. **Members Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council:  
13.1 Dartmoor Railway Association (Cllr Fisher)  
13.2 Devon Communities Together (Cllr Leech)  
13.3 Museum of Dartmoor Life (Cllr Bird)  
13.4 North Dartmoor Search & Rescue Team (Cllr Colman)  
13.5 Okehampton Carnival Committee (Cllr Fisher)  
13.6 Okehampton Hospital/North Dartmoor Health Initiative (Cllr Colman)  
13.7 Transition Town Okehampton (Cllr Cummings)

## **PART TWO – CONFIDENTIAL ITEMS**

14. 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.’

15. **Lower Market Hall, First Floor Office** – To consider any applications received for the lease of the premises or consider advertising through an agent.
16. **Window Replacement and Repair Work** – To consider a report and quotations received
17. **Fire Audit, Kitchen and other Improvements** – To consider quotations for elements of the work

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