

**Okehampton Town Council
Property Committee 2nd February 2026
Meeting Report**

Date:	January 2026
Name:	Rosi Wills

6.1 Facility Hire

Booking Name	Group Name	Start Date	End Date
Clubbercise	clubbercise	Mon 05/01/2026 18:30	Mon 04/05/2026 20:15
West Devon Folk Choir	Wren Folk Choir	Tue 06/01/2026 18:30	Tue 24/02/2026 21:30
Clubbercise	clubbercise	Wed 07/01/2026 18:30	Wed 29/04/2026 20:15
Trek 26 Coffee morning	Trek 26	Sat 10/01/2026 08:30	Sat 14/11/2026 12:30
Dartmoor Art Society	The Arts Society Dartmoor	Wed 14/01/2026 09:00	Wed 09/12/2026 12:30
Friendly Circle	Friendly Circle	Tue 03/02/2026 13:45	Tue 01/12/2026 17:00
West Devon Employment Fair		Thu 05/02/2026 11:00	Thu 05/02/2026 16:00
Rotary Quiz Night	Rotary	Fri 13/02/2026 18:00	Fri 13/02/2026 23:00
RAF Cadets Coffee Morning		Sat 14/02/2026 08:30	Sat 14/02/2026 12:30
Clubbercise	clubbercise	Mon 16/02/2026 18:30	Wed 25/02/2026 20:15
GirlGuiding Okehampton & North Tawton Thinking Day Celebration		Sun 22/02/2026 10:00	Sun 22/02/2026 13:00
Mayor of West Devon Charity Coffee Morning		Sat 28/02/2026 09:00	Sat 28/02/2026 12:30
West Devon Folk Choir	Wren Folk Choir	Tue 03/03/2026 18:30	Tue 31/03/2026 21:30

Hospiscare Coffee morning		Sat 07/03/2026 08:30	Sat 26/09/2026 12:30
DSL Network Meeting	Plymouth CAST	Fri 13/03/2026 08:30	Fri 13/03/2026 17:00
Annual Assembly		Mon 16/03/2026 00:00	Mon 16/03/2026 23:45
Community Garden Coffee Morning	Big Green Week	Sat 21/03/2026 08:30	Sat 21/03/2026 12:30
Hearts and Hedgehogs		Sat 28/03/2026 08:30	Sat 28/03/2026 12:30
NHS Blood Donation	NHS Blood Donors	Fri 03/04/2026 08:45	Fri 03/04/2026 16:45
1st Okehampton Scout Group - Coffee Morning	1st Okehampton Scout Group	Sat 04/04/2026 08:30	Sat 04/04/2026 12:30
OUC Celebration Evening	OUC	Wed 08/04/2026 15:00	Wed 08/04/2026 21:30
Pulmonary Rehab	EASTDEVONPULMONARYREHAB (ROYAL DEVON UNIVERSITY HEALTHCARE NHS FOUNDATION TRUST)	Mon 13/04/2026 09:00	Mon 13/04/2026 15:45
Rotary Coffee Morning	Rotary	Sat 18/04/2026 08:00	Sat 18/04/2026 12:00
West Devon Folk Choir - Wren Music	Wren Folk Choir	Tue 21/04/2026 18:30	Tue 12/05/2026 21:30
Inner Wheel Coffee Morning	Inner Wheel	Sat 25/04/2026 08:30	Sat 25/04/2026 12:30
Youth Council Climate Workshop	Town Clerk	Tue 17/02/2026 10:00	Tue 17/02/2026 14:00
Registrar Event		Fri 13/02/2026 13:00	Fri 13/02/2026 14:00
Registrar Event		Fri 13/02/2026 14:00	Fri 13/02/2026 15:00
Registration Service		Fri 20/02/2026 13:00	Fri 20/02/2026 14:00
Registrar event		Fri 20/02/2026 14:00	Fri 20/02/2026 15:00
Plymouth CAST Board Meeting	Plymouth CAST	Fri 06/03/2026 09:00	Fri 06/03/2026 16:00
Registration Service - Confirmed		Sat 21/03/2026 12:00	Sat 21/03/2026 13:00

Registrar event		Sat 25/04/2026 12:00	Sat 25/04/2026 13:00
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8.1 Fire Audit, Kitchen and Other Improvements

Quotes have been sought relating to the works needed, focusing on the kitchen and foyer imminently to ensure grant money is allocated within time stipulations.

Main elements include:

- Ensuring kitchen can contain fire for at least 60 minutes by improving partition wall, fitting fireproof roller shutter and door
- Electrical works to allow for integration with existing fire alarm system
- Recarpeting of both Charter Hall and Cinema foyers to remove trip hazards from fraying carpet edges.
Recommended carpet pictured.

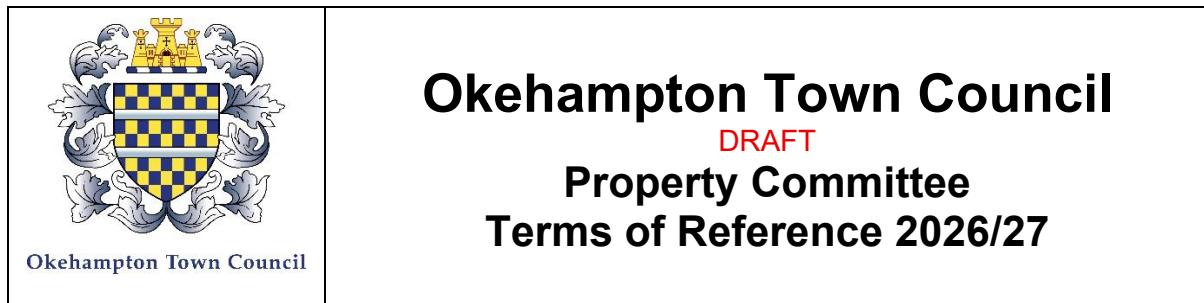


Additional works:

- Fireproofing electrical cabinets (and removal of Asbestos Containing Materials)
- Adding manual fire alarm call points

Date:	January 2026
Name:	Emma James

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



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 relevant to the business of the council

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 **Facilities Officer 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.

Note – The changes above are consistent with a resolution made following recruitment of the Facilities Officer on 6th October 2025