



Okehampton Town Council

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Emma James  
Town Clerk & RFO

6<sup>th</sup> July 2026

You are summoned to attend a meeting of the Property Committee to be held on Monday 13<sup>th</sup> July 2026 at 7pm in the Council Chamber, Town Hall, Fore Street, Okehampton.

Committee Membership consists of the following:

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

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 meetings held on 10<sup>th</sup> November and 1<sup>st</sup> December 2025, 2<sup>nd</sup> February and 18<sup>th</sup> May 2026
6. **Facility Hire**
  - 6.1 **Bookings** - To note a summary of bookings for August, September and October 2026
  - 6.2 **Ceremonies** – To note that the Registration Service Office in the Town Hall is also registered and they are now offering small ceremonies (the couple and witnesses) at lower cost on Mondays in their office from July 2026.
7. **Charter Hall and Town 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:
    - 19<sup>th</sup> July 11:30am – 10:30pm, Okey Music Day
    - 24<sup>th</sup> July 6pm - 11pm, Abba Music Event
    - 28<sup>th</sup> November 6pm - 11pm, Private Birthday Party
    - 11<sup>th</sup> December 5.30pm – 11pm, Jazz Performance
  - 7.2 **Martyn's Law (Terrorism (Protection of Property) Act 2025** – To consider the report in relation to the staffing and management of events
  - 7.3 **Window Replacement and Repair Work** – To consider the report in relation to the submission of a planning application
  - 7.4 **Fire Audit, Kitchen and other Improvements** – To receive an update on progress and the next phase of the improvement works
  - 7.5 **Christmas Lights** – To consider a request from the BID to project Christmas Lights onto the front elevation front of Town Hall
  - 7.6 **Air Conditioning** – To consider a request from Cllr Colman that the provision of air conditioning in the offices and CCTV storage space is reviewed
  - 7.7 **Council Chamber Meeting Layout** – To consider requirements for extended seating arrangements following the increase in councillor from 14 to 15 in 2027
  - 7.8 **Historical Artefacts** – To consider a report from Cllr Bird
8. **Finance** - To resolve to approve the payment schedule.
9. **Members Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council:
  - 9.1 Dartmoor Railway Association (Cllr Fisher)
  - 9.2 Museum of Dartmoor Life (Cllr Bird)
  - 9.3 North Dartmoor Search & Rescue Team (Cllr Colman)
  - 9.4 Okehampton Hospital/North Dartmoor Health Initiative (Cllr Colman)
  - 9.5 Transition Town Okehampton (Cllr Cummings)

## **PART TWO – CONFIDENTIAL ITEMS**

10. **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.'**

11. **Lower Market Hall, First Floor Office** – To note that the office space has been let
12. **Health and Safety in Parks Buildings** – To consider quotations for electrical work and ratify the provision of a battery storage and charging cabinet agreed by the Parks Committee (version previously approved is discontinued)
13. **Roofing Repairs – Town Hall and Cinema** – To consider quotations for repair works
14. **Council Chamber Chair Repairs/Replacement** - To consider quotations

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