



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk
www.okehampton.gov.uk

Emma James
Town Clerk & RFO

28th September 2026

You are summoned to attend a meeting of the Property Committee to be held on Monday 5th October 2026 at **6.30pm** 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 may be captured on film when seated in the public seating area and 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 to the meeting point in Red Lion Yard and 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 Committee 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 13th July 2026
6. **Facility Hire**
 - 6.1 **Bookings** - To note a summary of bookings for October, November and December 2026
 - 6.2 **Premises Use** – To consider the future focus for the marketing of premises for events; ie fitness, music, weddings, dinners, corporate including training days and meetings/conference
7. **Charter Hall and Town Hall**
 - 7.1 **Alcohol Sales** - To note 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.
 - 7.2 **Martyn's Law (Terrorism (Protection of Property) Act 2025** – To consider the risk assessment and evacuation procedure.
 - 7.3 **Window Replacement and Repair Work** –To consider any updates
 - 7.4 **Mayoral and Chamber Chairs Refurbishment/Repair** – To consider fabric type and colour and provision of new or refurbished seating
 - 7.5 **Charter Hall** – To consider replacement of tables and seating
 - 7.6 **Charter Hall Foyer** – To consider the provision of a storage unit/display counter in the Foyer and the inclusion of £5,000 in the 2027/28 budget
8. **Public Toilets** – To consider a proposal from Cllr Cummings in relation to both sets of public toilets and improvements, and inclusion of £10,000 towards the project in the 2027/28 budget
9. **2027/28 Budget** To consider feedback arising from a budget workshop held on 1st September review the Committee's budget responsibilities for the current year and initial requirements for 2027/28.
10. **Members Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council:
 - 10.1 Dartmoor Railway Association (Cllr Fisher)
 - 10.2 Museum of Dartmoor Life (Cllr Bird)
 - 10.3 North Dartmoor Search & Rescue Team (Cllr Colman)
 - 10.4 Okehampton Hospital/North Dartmoor Health Initiative (Cllr Colman)
 - 10.5 Transition Town Okehampton (Cllr Cummings)

PART TWO – CONFIDENTIAL ITEMS

11. **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.'**
12. **Roof Repair** – To consider quotations for roofing work

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