Okehampton Town Council

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Emma James
Town Clerk & RFO

9th November 2026

You are summoned to attend a meeting of the Property Committee to be held on Monday 16th November 2026 at **7pm** in the Council Chamber, Town Hall, Fore Street, Okehampton.

Committee Membership consists of the following:

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

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 Chair 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 5th October 2026

6. **Facility Hire**
   - **6.1 Bookings** - To note a summary of bookings for December 2026, January and February 2027
   - **6.2 2027/28 Fees and Charges** – To consider fees and charges for the 2026/27 financial year including option for use of the Council's meeting Owl.
     Note - the waste disposal legislation is changing in March 2027 resulting in the council being responsible for all waste removal.

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 Chair or Vice-Chair since the last meeting of the Committee.
   - **7.2 Window Replacement and Repair Work** – To consider the draft planning application
   - **7.3 Tables and Seating** – To consider of rectangular tables and seating, if available
   - **7.4 Registrars Flooring** – To consider a report from the Facilities Officer
   - **7.5 Roof Leaks** – To consider progress and issues
   - **7.6 Stage Repainting –** To consider the colour of the stage frontage boarding
   - **7.7 Historic Displays** – To consider a report from Cllr Bird
   - **7.8 Disposal/Use of Items** – To consider disposal or alternative use of the filter coffee machine and OHP projector

8. **Phone Box** – To consider adoption of a phone box at the bottom of Station Road for future use by OkePads

9. **Risk Assessments and Inspections**
   - **9.1 Jim the Walker** – To note that the asset has been checked and no work is required
   - **9.2 Water Management** – To note that the risk assessment has been completed and the documentation is awaited
   - **9.3 Asbestos** – To note that the Annual Inspection has taken place
   - **9.4 Fire Audit –** Audit completed, to review paperwork if available

10. **2027/28 Budget** - To consider V2 of the draft budget

11. **Members Reports and Requests for Agenda Items -** To receive reports from Members attending other organisations on behalf of the Council:
    - **11.1** Dartmoor Railway Association (Cllr Fisher)
    - **11.2** Museum of Dartmoor Life (Cllr Bird)
    - **11.3** North Dartmoor Search & Rescue Team (Cllr Colman)
    - **11.4** Okehampton Hospital/North Dartmoor Health Initiative (Cllr Colman)
    - **11.5** Transition Town Okehampton (Cllr Cummings)

PART TWO – CONFIDENTIAL ITEMS

12. **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.'**

13. **Lower Market Hall, Ground Floor** – To consider renewal of the lease and the rent to be charged

14. **Town Hall Kitchen Improvements** – To consider a quotation

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