Okehampton Town Council
Property Committee
Meeting Report

Date:	Nov 2026
Name:	Rosi Wills

6.1 Bookings

Booking Name	Group Name	Start Date	Room(s)
PTFA Edwardian evening		Thu 03/12/2026 15:00	Charter Hall
Lions Coffee Morning	Okehampton and District Lions Club	Sat 05/12/2026 08:30	Charter Hall
Bingo	Okehampton Primary PTFA	Sat 05/12/2026 17:30	Charter Hall
Music event		Fri 11/12/2026 17:30	Charter Hall
Okehampton Carnival Committee Coffee Morning	Okehampton Carnival	Sat 12/12/2026 08:30	Charter Hall
Bingo	Friends of St James	Sat 12/12/2026 18:00	Charter Hall
Okehampton Excelsior Silver Band	Excelsior Silver Band	Sun 13/12/2026 16:00	Charter Hall
RBL Branch Coffee Morning	RBL Branch	Sat 19/12/2026 08:30	Charter Hall
Registrar		Sat 19/12/2026 11:00	Council Chamber
Private Event		Sat 19/12/2026 17:30	Charter Hall
Blood Donors	NHS Blood Donors	Wed 06/01/2027 08:45	Charter Hall
Registration Ceremony		Fri 08/01/2027 13:00	Council Chamber
Well Being Cafe Coffee Morning		Sat 09/01/2027 08:30	Charter Hall
Okehampton Community Wellbeing Fair		Sat 16/01/2027 08:30	Charter Hall
RBL branch coffee morning	Royal British legion Branch	Sat 30/01/2027 08:30	Charter Hall
Blood Donors	NHS Blood Donors	Wed 03/02/2027 09:30	Charter Hall
Plymouth CAST	Plymouth CAST Multi Academy School Trust	Thu 11/02/2027 08:30	Charter Hall
Air Cadets Coffee Morning		Sat 13/02/2027 08:30	Charter Hall
Clubbercise		Mon & Wed evenings	
West Devon Folk Choir		Tues Evenings in December	

6.2 2027/28 Fees and Charges

Okehampton Town Council

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Hire Fees and Charges 2027/28

The charges for Okehampton Town Council facilities are as follows for the period 1st April 2027 to 31st March 2028, the Council reserves the right to amend them at any time.
Charges for the hire of the facilities are per hour unless stated otherwise. The times stated on the booking form must include setting out and clearing up, and the venue must be vacated by the time stated. A refundable deposit may be required for some bookings.

All charges include VAT	**Daytime (Mon-Fri 8am – 5pm)**		**Evening/Weekend (5pm – 12 midnight and before 8am)**	
	Community Non-profit	**Commercial** For-profit	**Community** Non-profit	**Commercial** For-profit
Charter Hall Hourly Rate	~~£12~~ - 15	~~£18~~ - 21	~~£15~~ - 18	~~£20~~ - 24
Saturday Coffee Morning 8.30am to 12.30pm (Per booking)	-	-	£36	£60
Maximum 2 per year per organisation. Only 1 booking (of the 2 per year) may be over the Christmas period (Nov/Dec)				
Elections (per day)	£350			
NHS Clinics, Blood Banks etc (per hour)	~~£10~~ - 12	-	~~£15~~ - 18	-
Use of Charter Hall Kitchen for Formal Dinners (per booking)*	~~£24~~ - 39	~~£24~~ – 42	~~£24~~ – 39	~~£24~~ - 42
Sale of Alcohol in the Charter Hall per booking **(Permission is required from the Town Council)**	£24 No glass bottles	£24 No glass bottles	£24 No glass bottles	£24 No glass bottles
Council Chamber Hourly Rate	~~£10~~ – 12	~~£14~~ - 15	~~£10~~ - 12	~~£18~~ – 21
Refreshments – comprising only of tea/coffee/sugar and hot water flasks can be provided.	£10 p/half day or £20 p/full day (Council Chamber and Committee Room only)			
Marriage and Civil Partnership Ceremonies Available Fridays 12noon – 4pm Saturdays 10am – 12noon	Payment for ceremonies, including the room hire fee of £72, is made to direct to the Registration Team. The Ceremony must be booked through the Devon Registration Service on 0345 1551002 or their website https://www.devon.gov.uk/registrationservice/ . The Council Chamber must be booked by directly contacting the Town Council on 01837 53179 or facilities@okehampton.gov.uk			
Committee Room Hourly Rate	~~£10~~ - 12	~~£14~~ - 15	~~£12~~ – 15	~~£18~~ – 21
Refreshments – comprising only of tea/coffee/sugar and hot water flasks can be provided.	£10 p/half day or £20 p/full day (Council Chamber and Committee Room only)			

MUSIC Some musical activities attract a licence fee, including playing background music (eg from CDs, radio, phones, wireless speakers and personal subscription services), fitness classes and entertainment. These fees vary depending on the nature of the event, attendees and other factors. Please contact us for a quote to verify any possible costs. Commercial entities will need to provide their own appropriate music/entertainment licence

***The Charter Hall kitchen is not classified as a full preparation kitchen.**
Please contact the Town Council for clarification if you wish to use this facility for anything other than the serving of tea/coffee or pre-made refreshments.

HIRE OF MEETING OWL FOR USE ON COUNCIL PREMISES £20

7.1 Alcohol Sales

Country Music for Pride Fundraiser – 13th Nov

7.2 Window Replacement and Repair Work

The draft planning application has been drawn up, see the attached Draft Design and Access Statement for an overview. Additional documents including plan drawings and Heritage Statement are available on request.

Recommendation to proceed with application.

7.4 Registrars Flooring

The wooden floor tiles in Registrars back office have swollen/bloomed, possibly due to previous flood ongoing damp or another reason. It is currently under a linoleum floor covering which will need to be lifted to allow for drying and repair. Quotes have been sought.

8. Phone Box Adoption

Junction of Station Road and Tors Road

OkePADS would be keen to set up another defibrillator point closer to the moor and could take control of maintenance and ongoing costs of a defibrillator if OTC could fund the setup costs of phone box and defibrillator and cabinet.



COSTS:

- Phone Box £1
- Defibrillator and Cabinet £1160
- Installation £300 max
- Repairs £TBC
- Electricity £TBC unmetered, tapped from streetlights, subject to DCC approval

Current Defibrillator distribution map

