



Okehampton Town Council

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Emma James
Town Clerk

28th May 2024

You are summoned to attend a meeting of the Property Committee to be held on Monday 3rd June 2024 at 7pm (or at the arising of the Planning Committee Meeting, whichever later) in the Council Chamber, Town Hall, Fore Street, Okehampton.

Committee Membership consists of the following:

Cllr R Colman (Chairman)	Cllr A Fisher (Mayor)
Cllr L Bird	Cllr T Leech (Chairman, Planning)
Cllr T Cummings	Cllr B Tolley (Chairman, Parks)
Cllr C Holt	Cllr J Yelland (Chairman, Policy & Resources)
Cllr M Richards	

Yours faithfully

E James

Emma James
Town Clerk

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.

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.

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 18th March 2024.
6. **Progress Reports and Updates** – To note the following:
 - 6.1 **Boiler** – Work to the water outlet is awaited by Cllr Colman as previously approved by the Committee.
 - 6.2 **Chimney** – Investigation/repair work to the chimney into the 1/F office space is awaited by Cllrs Colman and Leech as previously approved by the Committee.
 - 6.3 **Reception Automatic Doors** – Addition of sensors to comply with new regulations has been completed.
 - 6.4 **Window Condition Survey** – The survey has been completed and the report is awaited.
7. **Bookings** – To note a summary of bookings for June, July and August 2024
8. **Charter Hall**
 - 8.1 **Alcohol Sales** - To note no applications to sell alcohol under the Premises Licence have been approved by the Clerk in consultation with either the Chairman or Vice-Chairman since the last meeting of the Committee.
 - 8.2 **Charter Hall Roofing Project** – To receive an update on progress and consider any actions arising.
 - 8.3 **Fire Risk Assessment** – To consider recommendations within the report
 - 8.4 **Charter Hall Internal Improvements Task & Finish Group** – To consider a report from the group.
 - 8.5 **PPL/PRS Music and Event Licences** – To note that fees have increased considerably in recent years and is reflected within the draft Hire Fees and Charges document for consideration.
 - 8.6 **Hire Fees and Charges** - To consider fees and charges as recommended by the Charter Hall Internal Improvements Task & Finish Group
9. **Lower Market Hall, Office Space** – To receive and consider an update
10. **Finance**
 - 10.1 **Payment of Invoices** – To approve payment of invoices as per the schedule.
 - 10.2 **Budget Workshops** – To note that a budget workshop to review the 2024/25 Property Committee budget and initial requirements for 2025/26 is taking place at 3.30pm on Monday 19th August 2024.
11. **Committee Terms of Reference** – To consider the draft document and make recommendation to Full Council.
12. **Members Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council:
 - 12.1 North Dartmoor Search & Rescue Team (Cllr Colman)
 - 12.2 Okehampton Carnival Committee (Cllr Fisher)

PART TWO – CONFIDENTIAL ITEMS

13. **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.'

14. **Hard Wiring Electrical Inspection** – Three yearly testing of the hard wiring in the Cinema and Charter Hall is due to be undertaken in the autumn. To resolve to approve the quotation received.
15. **Fire Risk Assessment** – To consider quotations
16. **Charter Hall Internal Improvements** – To consider a report and quotations for improvements, including for items from the Fire Risk Assessment
17. **Lower Market Hall, First Floor Lease** – To consider an update from the Clerk
18. **Cinema Lease** – To consider feedback, if available

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