



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
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Emma James
Town Clerk

10th July 2024

You are summoned to attend a meeting of the Property Committee to be held on Monday 22nd July 2024 at 7pm 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.

Please ensure mobile phones are turned off or to silent.

Business to be Transacted

- Apologies for Absence** - To receive apologies for absence
- 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.
- 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 28th May 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.
7. **Bookings** – To note a summary of bookings for August, and September 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 and Internal Improvements** – To receive an update on progress and consider any actions arising.
9. **Lower Market Hall, Office Space** – To consider use of the space, maintenance work required and including correspondence and information received.
10. **Fire Risk Assessment** – To consider progress
11. **Window Condition Survey** – To consider the survey and report
12. **Finance** - To approve payment of invoices as per the schedule.
13. **Members Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council:
 - 13.1 North Dartmoor Search & Rescue Team (Cllr Colman)
 - 13.2 Okehampton Carnival Committee (Cllr Fisher)

PART TWO – CONFIDENTIAL ITEMS

14. **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.'
15. **Lower Market Hall Lease** – To receive an update following vacation of the premises
16. **Cinema Lease**
 - 16.1 To consider the rent to be charged from commencement of the new lease and subsequent rent reviews
 - 16.2 To consider and resolve to approve the lease and execution of the sealing of the lease with the Council's common seal in accordance with Standing Order 22 once finalised and agreed by the Cinema

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