



Okehampton Town Council

Town Hall
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Emma James
Town Clerk

27th August 2024

You are summoned to attend a meeting of the Property Committee to be held on Monday 2nd September 2024 at 7pm (or at the arising of the Personnel Sub-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.

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 22nd July 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 October, November and December 2024
8. **Charter Hall**
 - 8.1 **Alcohol Sales** - To note the following 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:
 - Okehampton Royal British Legion Supper and Dance – 11 October 2024
 - 8.2 **Charter Hall Roofing Project and Internal Improvements** – To receive a verbal update on progress and consider any actions arising.
9. **Lower Market Hall, 1/F Office** – To consider use of the office and maintenance work required
10. **Fire Protection Work** – To consider progress and if necessary to defer to Part 2 to consider any quotations received
11. **Finance**
 - 11.1 **Payment Schedule** - To resolve to approve the payment schedule.
 - 11.2 **2025/26 Budget** – To consider feedback arising from a budget workshop held to review the Committee's budget responsibilities for the current year and initial requirements for 2025/26
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. **Lower Market Hall Lease** – To receive an update following vacation of the premises.
15. **Building Insurance Reinstatement Cost** – To consider quotations received for assessments to be undertaken as required by the Council's Insurer
16. **Window Condition Survey** – To consider a quotation in relation to the submission of a planning application and associated work
17. **Cinema Lease** - To consider a response in relation to amendments to the lease including the rent

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