

# Okehampton Town Council

## Property Committee 2<sup>nd</sup> September 2024

### Meeting Report

#### **Bookings – To note a summary of bookings for October, November and December 2024**

Name	Rooms	Start Date
Friendly Circle	Charter Hall	Tue 01/10/2024 13:45
Wren Choir	Charter Hall	Tue 01/10/2024 19:00
Clubbercise	Charter Hall	Wed 02/10/2024 18:15
Ballroom and Latin American Dance Class: Improvers	Charter Hall	Thu 03/10/2024 18:30
Ballroom and Latin American Dance Class: Beginners	Charter Hall	Thu 03/10/2024 19:30
Registrar Event	Chamber	Fri 04/10/2024 12:00
RBL coffee morning	Charter Hall	Sat 05/10/2024 08:30
booking to be confirmed	Charter Hall	Mon 07/10/2024 09:30
Clubbercise	Charter Hall	Mon 07/10/2024 18:15
Wren Choir	Charter Hall	Tue 08/10/2024 19:00
The Arts Society Dartmoor	Charter Hall	Wed 09/10/2024 09:00
Clubbercise	Charter Hall	Wed 09/10/2024 18:15
Ballroom and Latin American Dance Class: Improvers	Charter Hall	Thu 10/10/2024 18:30
Ballroom and Latin American Dance Class: Beginners	Charter Hall	Thu 10/10/2024 19:30
D.Day 80 Dinner and Dance	Charter Hall	Fri 11/10/2024 17:30
Everything Okehampton Coffee Morning	Charter Hall	Sat 12/10/2024 08:30
registrar event	Chamber	Sat 12/10/2024 11:00
booking to be confirmed	Charter Hall	Mon 14/10/2024 09:30
Clubbercise	Charter Hall	Mon 14/10/2024 18:15
Wren Choir	Charter Hall	Tue 15/10/2024 19:00
Clubbercise	Charter Hall	Wed 16/10/2024 18:15
Ballroom and Latin American Dance Class: Improvers	Charter Hall	Thu 17/10/2024 18:30
Ballroom and Latin American Dance Class: Beginners	Charter	Thu 17/10/2024 19:30
carnival committee coffee morning	Charter Hall	Sat 19/10/2024 08:30
Registrar Event	Chamber	Sat 19/10/2024 12:00
booking to be confirmed	Charter Hall	Mon 21/10/2024 09:30
Clubbercise	Charter Hall	Mon 21/10/2024 18:15
Wren Choir	Charter Hall	Tue 22/10/2024 19:00
Clubbercise	Charter Hall	Wed 23/10/2024 18:15
Devon & Cornwall Police Cyber Crime Presentation	Charter Hall	Thu 24/10/2024 16:00
Okehampton Energy Fest	Charter Hall	Sat 26/10/2024 09:00
booking to be confirmed	Charter Hall	Mon 28/10/2024 09:30
Clubbercise	Charter Hall	Mon 28/10/2024 18:15
Clubbercise	Charter Hall	Wed 30/10/2024 18:15
Ballroom and Latin American Dance Class: Improvers	Charter Hall	Thu 31/10/2024 18:30
Ballroom and Latin American Dance Class: Beginners	Charter Hall	Thu 31/10/2024 19:30
Okehampton Community Christmas Fundraiser	Charter Hall	Sat 02/11/2024 08:30
Mayor quiz	Charter Hall	Sat 02/11/2024 18:00
booking to be confirmed	Charter Hall	Mon 04/11/2024 09:30
Clubbercise	Charter Hall	Mon 04/11/2024 18:15
Friendly Circle	Charter Hall	Tue 05/11/2024 13:45
Wren Choir	Charter Hall	Tue 05/11/2024 19:00
Community Wellbeing Fair	Charter Hall	Wed 06/11/2024 09:00

Clubbercise	Charter Hall	Wed 06/11/2024 18:15
Ballroom and Latin American Dance Class: Improvers	Charter Hall	Thu 07/11/2024 18:30
Ballroom and Latin American Dance Class: Beginners	Charter Hall	Thu 07/11/2024 19:30
Rotary Coffee Morning	Charter Hall	Sat 09/11/2024 08:30
Remembrance Parade and Service	Chamber	Sun 10/11/2024 09:00
booking to be confirmed	Charter Hall	Mon 11/11/2024 09:30
Clubbercise	Charter Hall	Mon 11/11/2024 18:15
Wren Choir	Charter Hall	Tue 12/11/2024 19:00
The Arts Society Dartmoor	Charter Hall	Wed 13/11/2024 09:00
Clubbercise	Charter Hall	Wed 13/11/2024 18:15
Royal British Legion	Chamber	Thu 14/11/2024 09:30
Ballroom and Latin American Dance Class: Improvers	Charter Hall	Thu 14/11/2024 18:30
Ballroom and Latin American Dance Class: Beginners	Charter	Thu 14/11/2024 19:30
Inner Wheel Coffee Morning	Charter	Sat 16/11/2024 08:30
Registrar Event	Chamber	Sat 16/11/2024 12:00
Tapathon	Charter Hall	Sun 17/11/2024 11:30
booking to be confirmed	Charter Hall	Mon 18/11/2024 09:30
Clubbercise	Charter Hall	Mon 18/11/2024 18:15
Wren Choir	Charter Hall	Tue 19/11/2024 19:00
Clubbercise	Charter Hall	Wed 20/11/2024 18:15
Ballroom and Latin American Dance Class: Improvers	Charter Hall	Thu 21/11/2024 18:30
Ballroom and Latin American Dance Class: Beginners	Charter Hall	Thu 21/11/2024 19:30
Mayors charity coffee morning	Charter Hall	Sat 23/11/2024 08:30
booking to be confirmed	Charter Hall	Mon 25/11/2024 09:30
Hatoc Meeting	Chamber	Mon 25/11/2024 10:00
Clubbercise	Charter Hall	Mon 25/11/2024 18:15
Wren Choir	Charter Hall	Tue 26/11/2024 19:00
Clubbercise	Charter Hall	Wed 27/11/2024 18:15
Ballroom and Latin American Dance Class: Improvers	Charter Hall	Thu 28/11/2024 18:30
Ballroom and Latin American Dance Class: Beginners	Charter Hall	Thu 28/11/2024 19:30
Hearts and Hedgehog Coffee Morning	Charter Hall	Sat 30/11/2024 08:30
abba	Charter Hall	Sat 30/11/2024 17:00
booking to be confirmed	Charter Hall	Mon 02/12/2024 09:30
Clubbercise	Charter Hall	Mon 02/12/2024 18:15
Friendly Circle	Charter Hall	Tue 03/12/2024 13:45
Wren Choir	Charter Hall	Tue 03/12/2024 19:00
Clubbercise	Charter Hall	Wed 04/12/2024 18:15
Edwardian Evening	Charter Hall	Thu 05/12/2024 13:00
Friendly Circle Coffee Morning	Charter Hall	Sat 07/12/2024 08:30
booking to be confirmed	Charter Hall	Mon 09/12/2024 09:30
Clubbercise	Charter Hall	Mon 09/12/2024 18:15
Wren Choir	Charter Hall	Tue 10/12/2024 19:00
The Arts Society Dartmoor	Charter Hall	Wed 11/12/2024 09:00
Okehampton Community Christmas Fundraiser	Charter Hall	Sat 14/12/2024 08:30
booking to be confirmed	Charter Hall	Mon 16/12/2024 09:30
Clubbercise	Charter Hall	Mon 16/12/2024 18:15
Full Council	Chamber	Mon 16/12/2024 19:00
Wren Choir	Charter Hall	Tue 17/12/2024 19:00
Clubbercise	Charter Hall	Wed 18/12/2024 18:15
Everything Okehampton Coffee Morning	Charter Hall	Sat 21/12/2024 08:30

# Okehampton Town Council Budget 2025/26

**DRAFT V1**

## PROPERTY

Note	<u>Expenditure</u>		Actual	Budget	Actual	Projected	Budget
			2023/24	2024/25		2024/25	2025-26
1	Salaries & pensions		30166	32857		32857	34500
2	Non Domestic(Business) Rates	TH	7846	12325			12500
3	Non Domestic (Business) Rates	CH	3044	3044			3100
4	Water Charges	TH	177	200			200
5	Water Charges	CH/MH	3473	3000			3500
6	Gas & Electricity	TH	4708	6000			6000
7	Gas & Electricity	CH	1770	2000			2000
8	Gas & Electricity	MH	4935	5000			5000
9	Inspections	TH	5077	6000			7000
10	Charter Hall Roof Replacement		122746	25000			0
11	Legal & Professional		2525	2000			2000
12	Licensing (PRS, Events etc)	CH	1586	1500			1500
13	Clothing/PPE		124	150			150
14	Cleaning		1440	800			800
15	General Maintenance	TH	2161	7000			9000
16	General Maintenance	CH	3526	8340			5000
17	General Maintenance	MH/LMH	3516	2000			3000
18	Fire Protection Work (all premises)		0	0	0	0	30000
19	External Decoration	CH/MH/LMH	0	5000			5000
20	Fairplace WCs - cleaning & supplies		6339	8113			9000
21	Fairplace WCs - repairs & maint.		1946	1600			5000
22	Fairplace WCs - Water		2421	3000			3000
23	Fairplace WCs - Electricity		1483	1400			1400
24	Market St WCs - cleaning & supplies		5213	6725			7000
25	Market St WCs - repairs & maint.		4690	7000			2500
26	Market St WCs - Water		2190	3000			3000
27	Market St WCs - Electricity		1400	1600			1600
28	Ear Marked Reserves (see attached)		29000	40500	40500	40500	24500
	<b>total</b>	<b>a</b>	253502	195154	40500	73357	187250
	<b>CAPITAL WORKS (PROJECTS)</b>						
29	Works (capital) - Kitchens/offices	TH	20	500	0	0	500
	<b>total</b>	<b>b</b>	20	500	0	0	500
	<b>total expenditure</b>	<b>a+b</b>	253522	195654	40500	73357	187750
	<b>Income</b>						
29	Town hall - rent		5522	4200			4200
30	Town hall - hire		4056	500			2000
31	Charter Hall - Alcohol Licence		60	0			0
32	Charter Hall - hire		6370	500			6000
33	Lower Market Offices - rent		3000	4000			
34	Cinema recharge incl insurance		6512	6000			6000
35	Cinema Rent		12500	12500			12500
36	Lower Market Hall - Rent		5265	5330			
	Misc Income (TH)		101	0	0	0	0
	Misc Income (CH)		0	0			0
37	Charter Hall Roof Donations		16738	0			0
38	Market Street WCs Misc Income		2888	0			0
	<b>total income</b>	<b>c</b>	63012	33030	0	0	30700
	<b>Tax charge / net income</b>	<b>(a+b)-c</b>	190510	162624	40500	73357	157050

# Okehampton Town Council

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## Earmarked Reserves (EMR) 2025/26

PROPERTY			2023/24			2025/26	
Notes	a/c	Detail	EMR 2024/25	Budget remaining at	Projected Year End Remaining £	Add	EMR TOTAL
1	321	Town Hall Boiler	6000			1000	7000
2	322	Charter Hall Foyer (carpet)	3000			500	3500
3	344	Charter Hall Foyer (Toilets)	5000			0	5000
4	348	Sinking Fund - Property Repairs TH, CH, MH	10000			0	10000
5	352	Roof Repair/Replacement CH	468000			0	
6	353	Electrical Installation - Insp, Maint	9000			3000	
7	354	Office Refurbishment	3500			0	3500
8	359	Devolved Responsibilities Contingency (e.g. public toilets)	12000			0	12000
9	365	Charter Hall Internal Decoration	25000			0	
10	366	Council Chamber Ceiling	3000			0	3000
11	368	Charter Hall Public Address System & Projector Screen	4179			0	4179
12	370	Asset Investment	0			0	0
13	375	Town Hall Window Replacement	22000			20000	42000
			570679	0	0	24500	90179
<b>Notes</b>							
1	Increase annually for future repairs and replacement						
2	carpet will need to be replaced in time						
3	Decoration will be needed over time. Ladies may need reconfiguration and male urinal replacement						
4	Property sinking fund						
5	Charter Hall Roofing Work - retention						
6	Inspections required 3 or 5 yearly						
7	No planned work at this time but offices will need decoration/replacement flooring in future - reception security arrangements to be considered						
8	Both sets of toilets require maintenance, particularly market street with replacement locks and woodwork repairs						
9	Redecoration and other work on completion of roofing work						
10	Repairs to ceiling and redecoration needed						
11	Projector and screen replaced. Address system will need reviewing						
12	Funds diverted to Charter Hall Roofing work project in 2023/24						
13	Windows are beginning to deteriorate. Building is Grade II listed and in a conservation area meaning windows will have to be specially made						
	Highlighted figure added to budget requirement						
	2024/25 figure will equal year end figure, plus any addition where indicated						