



Okehampton Town Council

Town Hall
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Devon
EX20 1AA

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Emma James
Town Clerk

27th January 2025

You are summoned to attend a meeting of the Property Committee to be held on Monday 3rd February 2025 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 D McNeill	
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 meetings held on 2nd September, 4th November and 2nd December 2024.
6. **Facility Hire**
 - 6.1 **Bookings** - To note a summary of bookings for January, February and March 2025
 - 6.2 **Hire Fees and Charges** – To note the inclusion of the room hire cost for Civic Partnerships and Ceremonies on the schedule as previously resolved, the charges being applicable up to 31st March 2026.
7. **Town Hall**
 - 7.1 **Boiler** – To consider if work to the water outlet by Cllr Colman as previously approved by the Committee is still required to be undertaken
 - 7.2 **Chimney** – To note that 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.
8. **Charter Hall**
 - 8.1 **Alcohol Sales** –
 - a) 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:
 - Royal British Legion Quiz Night on 2 November 2024
 - Abba Tribute Band on 30th November 2024
 - Courtney Players for their performances in January and February 2025
 - Pete's Dragons music event on 18th January 2025
 - Okehampton Young Farmers Cider and Pasty Quiz on 15th February 2025
 - b) To consider approval of the following application to sell alcohol under the Premises Licence:
 - Mayor's Charity Quiz on 28th March 2025
9. **Lower Market Hall, 1/F Office** – To note an update on progress in relation to decorating work, a quotation for flooring is required to be obtained. To consider, in Part 2 additional quotations.
10. **Fire Door Work** – To receive an update on progress
11. **Window Replacement and Repair Work** – To consider an update on progress
12. **Finance** – To resolve to approve the payment schedule.
13. **Committee Terms of Reference** – To consider the ToR for the 2025/26 Mayoral Year and make recommendation to Full Council for consideration at the appropriate meeting
14. **Members Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council:
 - 14.1 Devon Communities Together (Cllr Leech)
 - 14.2 North Dartmoor Search & Rescue Team (Cllr Colman)
 - 14.3 Okehampton Carnival Committee (Cllr Fisher)

PART TWO – CONFIDENTIAL ITEMS

15. **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.'

16. **Lower Market Hall, 1/F Office** - To consider a quotations for additional work, if available
17. **Electrical Work** – To consider a quotation for rectification work arising from recent electrical inspections
18. **Cinema Lease** - To consider a response from the Solicitor 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.