

OTTERY ST MARY TOWN COUNCIL

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Dear Councillors

I hereby give you notice that the **Station Hub Management Committee Meeting of Ottery St Mary Town Council** will be held at **The Station** on **MONDAY 25TH APRIL 2022 AT 6.15PM.**

All members of the Committee are hereby summoned to consider the matters detailed on the Agenda below.

Yours faithfully

Kerry Kennell

Deputy CEO

20th April 2022

The meeting is open to the press and public. Our Risk Assessment requires that anyone who wishes to attend the meeting in person, contacts the Deputy CEO in advance to ensure social distancing and attendance protocol are fully understood and adhered to.

Note: Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Mayor has the power to control public recording and/or reporting so it does not disrupt the meeting

Mobile Phones, Pagers and Similar Devices – All persons attending this meeting are required to turn off Mobile Phones, Pagers and Similar Devices. The Mayor may approve an exception to this request in special circumstances

A G E N D A

1. To receive apologies for absence
2. To receive Declarations of interest for items on the Agenda and receipt of requests for new Disclosable Pecuniary Interests (DPIs) dispensations for items on the Agenda
3. In consideration of the Public Bodies (Admission to Meetings) Act 1960 (publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted): to agree any items to be dealt with after the public and press have been excluded
4. To receive the Minutes of the Ottery Hub Management Committee of 28th March 2022 (minute refs *OH22/03/01 – OH22/03/13*) and to approve the signing of the Minutes by the Chair as a correct record
5. Update from Buildings and Land Use regarding statement of works

- a. Update regarding the new door entry system which came into effect on 11th April
 - b. Update of actions taken in relation to the Fire Risk Assessment report
 - c. To consider (and approve if appropriate) quotations to decorate the downstairs of the building
6. To receive an update regarding the recruitment process for SPACE
 7. To receive an update regarding existing hirers of the building and to consider (and make a decision if appropriate) regarding the nights that the SPACE sessions will be held
 8. To receive quotation from Clear Utility Solutions and to consider (and make a decision if appropriate) regarding energy suppliers
 9. To consider (and make a decision if appropriate) regarding marketing and branding of the Station Community Hub
 10. Any further recommendations from members
 11. To receive Councillors' questions relating to Station Community Hub matters

Date of next meeting: To be confirmed