

OTTERY ST MARY TOWN COUNCIL

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Dear Councillors

I hereby give you notice that an **Ottery Hub Management Committee Meeting of St Mary Town Council** will be held at **The Station** on **THURSDAY 29TH JULY 2021 AT 6.00PM.**

Yours faithfully

Kerry Kennell

Deputy CEO

23rd July 2021

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 (DPs) 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 25th May 2021 (minute refs OH21/05/01 – OH21/05/13) and to approve the signing of the Minutes by the Chair as a correct record
5. To receive and approve the signing of the notes of the informal meeting held on 22nd June 2021

6. Update regarding existing users of the building:
 - a. Checking of current items to confirm actual storage space required
 - b. Mark three parking spaces rented by RIO
 - c. Investigate solutions to separate utilities usage
 - d. Investigate possibility of solar panels and using a greener ethical electricity supplier.
 - e. Feedback from meeting with Ottery Help Scheme
 - f. Review of Risk Assessment following lifting of restrictions on 19th July
7. Update from Buildings and Land Use regarding statement of works
 - a. Door entry system including the possibility of an electronic gate
 - b. New fire and alarm system
 - c. Replacement lighting
 - d. Arrange Fire Risk Assessment
8. Branding - agree brief for tender
9. Update regarding engagement with professionals/groups to help shape our future strategy of young people and community services
10. To consider the use of the Ottery Hub for flu vaccinations
11. Any further recommendations from members
12. To receive Councillors' questions relating to Ottery Hub matters

Date of next meeting: TBC

