

OTTERY ST MARY TOWN COUNCIL

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Dear Councillors

20th May 2021

I hereby give you notice that an **Ottery Hub Management Committee Meeting of St Mary Town Council** will be held at **The Station** on **TUESDAY 25TH MAY 2021 AT 6.30PM.**

Yours faithfully
Kerry Kennell
Deputy CEO

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. Confirm Terms of Reference and members
5. Decision on purchasing equipment from previous trustees:
 - a. Agree which equipment should be retained
 - b. Agree the offer to be presented to the Station Charity Trustees

6. To confirm arrangements for existing users/tenants of the building:
 - a. Agree whether ongoing storage agreements can continue
 - b. Confirm parking arrangements for RIO
 - c. Agree method of charging tenants for utilities
7. Update from Buildings and Land Use regarding statement of works – fabric of building and alarm and access system
8. To consider Booking system and online diary
9. Branding - agree brief for tender
10. To agree best way of upgrading existing WiFi
11. Engagement with professionals/groups to help shape our future strategy of young people and community services - next steps
12. Any further recommendations from members
13. To receive Councillors' questions relating to Ottery Hub matters

Date of next meeting: TBC

