

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 23rd SEPTEMBER 2021 AT 5.30PM.**

Yours faithfully

Kerry Kennell

Deputy CEO

17th September 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 (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 29th July 2021 (minute refs *OH21/07/01 – OH21/07/12*) and to approve the signing of the Minutes by the Chair as a correct record
5. Update regarding existing users of the building:
 - a. Storage space required - feedback from Brownies and Guides

- b. Update on electricity supply and utilities usage
- 6. Update from Buildings and Land Use regarding statement of works
 - a. To consider tenders received regarding the door entry system and (if applicable) to appoint a supplier
 - b. New fire and alarm system
 - c. Replacement lighting
 - d. Arrange Fire Risk Assessment
- 7. Branding - agree brief for tender
- 8. Update regarding engagement with professionals/groups to help shape our future strategy of young people and community services
- 9. Any further recommendations from members
- 10. To receive Councillors' questions relating to Ottery Hub matters

Date of next meeting: TBC

