

# 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 Community Hub, OSM, EX11 1AH** on **MONDAY 29<sup>TH</sup> AUGUST 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  
23<sup>rd</sup> August 2022

The meeting is open to the press and public. Attendees are requested to wear a face mask until seated; to wear suitable clothing as the room will be ventilated with open windows/door; not to attend if they are suffering from any covid symptoms or have tested positive for covid.

If you wish to comment on an item on this agenda (but don't wish to speak at the meeting) please submit this in writing by **12 noon Friday 26<sup>th</sup> August 2022.** This will be read out under public participation for members to consider.

**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 allow members of the public present to submit questions/comments for consideration *Individual contributions will be limited to 3 minutes*

5. To receive the Minutes of the Station Community Hub Management Committee of 26<sup>th</sup> July 2022 (minute refs SH22/07/01 – SH22/0712) and to approve the signing of the Minutes by the Chair as a correct record
6. To receive an update following meeting held with SPACE
7. Update from Buildings and Land Use regarding statement of works
  - a. To consider (and approve if appropriate) purchasing of any internal furniture or equipment required
  - b. To consider (and approve if appropriate) whether any further internal works are required
  - c. To consider (and approve if appropriate) a plan of works for future improvements which can be considered at the next Property and Land Committee meeting (including the type of preferred heating).
8. To consider (and make decisions if appropriate) increasing the services available at The Station through Action East Devon
9. Any further recommendations from members
10. To receive Councillors' questions relating to Station Community Hub matters

**Date of next meeting: To be confirmed**