

OTTERY ST MARY TOWN COUNCIL

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Dear Councillors

I hereby give you notice that the **OPERATIONS COMMITTEE MEETING of OTTERY ST MARY TOWN COUNCIL** will be held at **The Council Offices, 8 Broad Street, OSM, EX11 1BZ** on **THURSDAY 1ST JUNE 2023 AT 4.30PM.**

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

Yours faithfully
Kerry Kennell
CEO
26th May 2023

The meeting is open to the press and public. 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 Wednesday 31st May 2023.** 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 Chair 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 Chair 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 review Terms of Reference for the Committee

6. To receive the Minutes of the Station Community Hub Management Committee of 27th February 2023 (minute refs SH23/02/01 – SH23/02/12) and to approve the signing of the Minutes by the Chair as a correct record
7. To note report from SPACE for January – April 23
8. To consider providing extra funding for Summer SPACE sessions
9. To receive an update regarding the feasibility report
10. To receive the Minutes of the Property and Land Committee of (minute refs PL23/03/01 - PL23/03/21) and to approve the signing of the Minutes by the Chair as a correct record
11. To receive an update regarding the planning application to replace the Museum window
12. To receive update regarding expression of interest form submitted to EDDC regarding Community Asset Transfer
13. To receive an update regarding the Council Office roof and make decisions (if appropriate) regarding the next steps
14. To consider and approve (if appropriate) quote for replacement fire doors at the Council offices
15. To consider and approve (if appropriate) quote for an asbestos survey on the Council Offices
16. To receive an H&S update from the CEO
17. To receive an update regarding the signing of the lease with the Heritage Society
18. To consider request from Ottery St Mary Bowling Club for a bore hole to be installed
19. To consider how to proceed with Emergency Plan and Community Resilience Plan
20. To note arrangements for maintenance of the Library garden
21. Any further recommendations from members
22. To receive Councillors' questions

Date of next meeting: 25th July 2023