

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 **TUESDAY 30TH JANUARY 2024 AT 5.00PM.**

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

Yours faithfully
Kerry Kennell
Town Clerk
25th January 2024

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 Monday 29th January 2024.** 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 receive the Minutes of the Operations Committee of November 2023 (minute refs O23/11/01 – O23/11/) and to approve the signing of the Minutes by the Chair as a correct record

6. To review one-off inspection of the Council properties
7. Station Hub
 - a. To receive an update regarding SPACE following their staff changes
 - b. To review and make recommendations for SPACE contract from 1st April 2024- 31st March 2026
 - c. To agree short term improvements to the building aesthetics
8. Museum
 - a. To receive an update regarding the Museum window
 - b. To confirm the peppercorn rental for the Museum lease
9. Council Offices
 - a. To review the condition and equipment available in the Meeting Room and Chamber
10. Skatepark
 - a. To note annual safety inspection
 - b. To receive an update regarding improvements to the site
11. To receive an update regarding the Library windows and make a decision (if appropriate)
12. To receive an update regarding the MUGA at Strawberry Lane and to make decisions (if appropriate)
13. To receive an H&S update from the Clerk
14. Any further recommendations from members
15. To receive Councillors' questions

Date of next meeting: To be confirmed