



*Okehampton Town Council*

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Penny Clapham  
Locum Town Clerk

19<sup>th</sup> June 2017

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 26<sup>th</sup> June 2017 at 7pm in the Council Chamber, Town Hall, Fore Street, Okehampton.

Yours faithfully,

*Penny Clapham*  
Penny Clapham  
Locum Town Clerk

## **AGENDA**

**Declarations of Interest - Members are reminded that they should declare any relevant interest regarding items on the agenda.**

**Urgent items - items for information only can be brought to the attention of the Committee at the discretion of the Chairman at the end of the meeting.**

**No decision can be taken on items not detailed on the published agenda.**

1. **Apologies for Absence** - To receive apologies for absence from those Members unable to attend.
2. **Deferment of Business** - For comment by the public.
3. **Members' Questions** - To receive questions from Members regarding the workings of the Committee.
4. **Minutes** - To confirm, approve and sign the minutes of the Property Committee meeting held on 3<sup>rd</sup> April 2017.
5. **Property & Equipment Repairs and Updates** - Chairman to update.

- 5.1 Inspection of electrical installation
- 5.2 Charter Hall signage - awaiting Conservation Officer response for pre-application development
- 5.3 New Carlton Cinema - meeting pending with Merlin Cinemas MD to discuss 3<sup>rd</sup> screen and toilets project. To be noted.
- 5.4 Replacement of ceiling tiles - Charter Hall
- 5.5 Installation of picture hanging rail to non-window side of Charter Hall

- 6. **Hall Bookings** - Summary of Charter Hall hirings for June, July and August 2017.
- 7. **External Woodwork Repainting** - Scheduled to erect phased scaffolding 11 May for painting work week beginning 15 May. Update on painting schedule.
- 8. **Maintenance of Automated Sliding Doors** - Consideration of inclusion of Charter Hall entrance automated sliding doors in regular maintenance contract.
- 9. **Purchase of new Crockery** - To note the phased replacement of crockery for Charter Hall kitchen – cups and saucers. Cutlery and side plates now required.