



*Okehampton Town Council*

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Emma James  
Town Clerk

27<sup>th</sup> November 2017

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 4<sup>th</sup> December 2017 at 7pm in the Council Chamber, Town Hall, Fore Street, Okehampton.

Yours faithfully

Emma James  
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 meetings held on 6<sup>th</sup> November 2017.
5. **Matters Arising**
  - 5.1 Purchase of new Crockery – Update on the purchase of crockery
  - 5.2 Display of Artworks in the Charter Hall by Ocmundtune – Update on progress (Cllr Vachon)
  - 5.3 Millennium Quilt – To note that the quilt has been moved

6. **Property & Equipment Repairs and Updates** - Chairman/Clerk to update.
  - 6.1 Charter Hall signage – Complete
  - 6.2 New Carlton Cinema – Progress on new 3<sup>rd</sup> screen and toilets project to be noted.
  - 6.3 Installation of picture hanging rail to non-window side of Charter Hall – in progress
  - 6.4 Town Hall small courtyard roof/water leak – quotes awaited
  - 6.5 Council Chamber ceiling tiles – quotes for repair/painting about to be obtained
  - 6.6 Charter Hall and Town Hall water filter replacement – completed
  - 6.7 Office Furniture – to note that a new shelving unit has been purchased for the Clerk's office on approval of the Chair of the Property Committee, and to consider disposal method of the old unit
7. **Hall Bookings**
  - 7.1 Summary of Charter Hall hirings for January 2018 and February 2018
  - 7.2 To consider a request by the Tavonians to use the Council Chamber for a performance in February 2018
8. **Asbestos Survey** – Completed 22<sup>nd</sup> November
9. **Lift** - Consideration of the undertaking of supplementary tests as recommended at the service visit in January.
10. **Budget 2018/19** - To consider projects and particular purchases for inclusion in the first draft budget for financial year 2018/19.
11. **Town Council Buildings and Structures** – Consideration of the move of responsibility for all buildings and structures to the Property Committee
12. **Members Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council:
  - i) Okehampton Carnival Committee (Cllr Carpenter)