



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

Emma James
Town Clerk

15th January 2018

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 22nd January 2018 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 meeting held on 4th December 2017.
5. **Matters Arising**
 - 5.1 Office Furniture – To note the old unit purchase by Cllr Leech
 - 5.2 Millennium Quilt – To note information sourced regarding potential fading of the quilt and its location
6. **Property & Equipment Repairs and Updates** - Chairman/Clerk to update.
 - 6.1 New Carlton Cinema – Progress and documentation regarding the new 3rd screen and toilets project to be noted and commented upon if necessary
 - 6.2 Town Hall small courtyard roof/water leak – Clerk to update
 - 6.3 Office Floor Repairs – To note the replacement of the carpet in the Clerk's office
 - 6.4 Chamber Ceiling – To note the recent moisture test readings

7. **Hall Bookings**
 - 7.1 Summary of Charter Hall hirings for February and March 2018
 - 7.2 To consider a request to book the Charter Hall for a Cabaret style event – Clerk to report
8. **Valuation of Specific Items** – To note the revaluation
9. **Asbestos Survey** – To note the completion of the survey on 22nd November 2017 and to consider acceptance of fee for the production of asbestos management plan
10. **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)

PART TWO

Items which may be taken in the absence of the press and public.

The Committee is recommended to pass the following resolution:-

‘Resolved that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as they involve the likely disclosure of sensitive and confidential information.’

11. **Review of Rental Agreements and Leases** – Review of leases and rates
12. **Town Hall and Charter Hall Cleaning Contract** - To consider cleaning contract quotations
13. **Intruder Alarm Contract** – Renewal of the alarm monitoring and maintenance contract