

25 November 2013

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 2 December 2013, at the rising of the Parks Committee, in the Council Chamber, Town Hall, Fore Street, Okehampton.

Yours faithfully

Jane Gillard
Acting Town Clerk

AGENDA

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

Items requiring urgent attention - to consider those items which, in the opinion of the Committee Chairman, should be considered by the meeting as matters of urgency (if any). To be taken at the end of the meeting.

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. **Budget 2014/2015** - To formulate the budget for the Property Committee for the financial year 2014/2015 (draft enclosed).