



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

Emma James
Town Clerk

5th March 2018

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 12th March 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 22nd January 2018
5. **Matters Arising**
 - 5.1 Asbestos Management Plan – To note the plan is in the process of being produced
6. **Property & Equipment Repairs and Updates** - Chairman/Clerk to update.
 - 6.1 New Carlton Cinema – Review of responses to questions posed and consider approval of the proposal
 - 6.2 Charter Hall Kitchen – canopy clean undertaken
 - 6.3 Chamber Ceiling – Moisture readings to be undertaken in the spring
 - 6.4 Office Floor Repairs – Loose parquet flooring in the offices to be restuck by the Caretakers
 - 6.5 Charter Hall – Quote for new stage lighting options being sought
 - 6.6 Charter Hall Ceiling tiles/roof

7. **Bookings** –
 - 7.1 Summary of Charter Hall hiring's for April and May 2018 for noting
 - 7.2 Review of Booking Form, Terms and Conditions of Hire and Hire Charges
8. **Charter Hall Staging** – Clerk to report - Consideration of options for improvement to the staging surface
9. **Display Boards for Charter Hall** – Clerk to report on comments from Charter Hall users and options available
10. **Sunday Market Proposal** – Review of a proposal and agreement of any action/response to be made
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 Lease Agreements** – Situation update and review of amendments
12. **Town Hall small courtyard roof/water leak** – Consideration of quotations received
13. **Doors Maintenance Contract** – Consideration of quotations
14. **Insurance** –
 - 14.1 Consideration of renewal quotations
 - 14.2 Consideration of advice regarding storage of items