



*Okehampton Town Council*

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Emma James  
Town Clerk

29<sup>th</sup> May 2018

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 4<sup>th</sup> June 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 12<sup>th</sup> March 2018
5. **Matters Arising**
  - 5.1 Ocmundtune – Cllr Vachon to provide an update on the project and consideration of any requests
6. **Property & Equipment Repairs and Updates** - Chairman/Clerk to update
  - 6.1 New Carlton Cinema – Update on progress of the alterations and consideration of information
  - 6.2 Chamber Ceiling – Moisture readings to be undertaken in the spring
  - 6.3 Charter Hall – Quote for new stage lighting options being sought
  - 6.4 Charter Hall – Options and quotations for the levelling of the stage surface being sought
  - 6.5 Charter Hall Ceiling tiles/roof - ongoing

- 6.6 Charter Hall Lift – To note replacement of the drive belts required following inspection
- 6.7 Portable Appliance Testing - Completed
- 6.8 Radon Testing – To note results from recent tests undertaken

7. **Bookings** –

- 7.1 Summary of Charter Hall hiring's for June and July 2018 for noting
- 7.2 Wrestling Event – To consider request to hold a wrestling match in the Charter Hall

8. **Band Room** – Consideration of a request by Okehampton Excelsior Silver Band to carry out alteration work to the room

9. **Charter Hall Kitchen Status** – To note that investigation into the feasibility and implication of upgrading the status of the kitchen from 'holding/serving' to 'full preparation'

10. **Committee Terms of Reference** – To review and update the Terms of Reference

11. **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)
- ii) Museum of Dartmoor Life (Cllr Goffey/Weekes)

12. **Payment of Invoices** – To approve payment of invoices as per the schedule

**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.'

13. **Review of Lease Agreement, Lower Market Hall** – Review of situation and consider lease renewal

14. **Office Key-Holders and Access** – To review the list of authorised Town Hall key holders

15. **Invoice** – Consideration of payment of an invoice received for work undertaken in the 2016/17 financial year