



*Okehampton Town Council*

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Okehampton  
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EX20 1AA

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Emma James  
Town Clerk

30<sup>th</sup> July 2018

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 6<sup>th</sup> August 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 4<sup>th</sup> June 2018
5. **Matters Arising**
  - 5.1 Charter Hall Kitchen status - update
6. **Property & Equipment Repairs and Updates** - Chairman/Clerk to update
  - 6.1 New Carlton Cinema – Update on progress of the alterations
  - 6.2 Chamber Ceiling – Moisture readings report (Cllr Leech)
  - 6.3 Charter Hall – Levelling of the stage surface
  - 6.5 Charter Hall Ceiling tiles/roof – ongoing
7. **Bookings** – Summary of Charter Hall hiring's for August and September 2018 for noting

8. **HM Land Registry Notification** – To note correspondence received
9. **Emergency Lighting** – To note that quotations are awaited for repairs to some of the emergency lights
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)
  - ii) Museum of Dartmoor Life (Cllr Goffey/Weekes)
11. **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.’**

12. **Review of Lease Agreement, Lower Market Hall** – Clerk to provide an update
13. **Water Testing** – To consider quotations received for a water risk assessment to be undertaken for the Town Hall, Charter Hall and Parks buildings.
14. **Charter Hall Stage Lighting** – To consider quotations and options received for replacement stage lighting  
*(Councillors to note that the paperwork is available in the Clerk’s office should they wish to view the details prior to the meeting)*