

6 January 2014

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 13 January 2014 at 7.00 pm 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. **Minutes** - To confirm, approve and sign the minutes of the Property Committee meetings held on 2 December and 9 December 2013.

5. **Matters Arising** -
 - 5.1 **Council Chamber Furniture** - To receive an update.
 - 5.2 **Open Day** - To consider the way forward for the display of the Council's artefacts.
6. **Premises Work including Roof above Cinema** - Clerk to update.
7. **Charter Hall Hire by Dog Club** - To agree ongoing charges and requirements of hirer.
8. **Lease Renewal - First Floor Office, Lower Market Hall** - To agree terms for renewal of lease due 1st April 2014.
9. **Members' Reports** - To receive reports from Members attending other organisations on behalf of the Council:
 - (i) Chamber of Trade - Councillor Mrs C Marsh.
 - (ii) Town Twinning Association - Councillor Mrs J Goffey.
 - (iii) Simmons Homes Charity - Councillors M Davies, Mrs C Marsh.
 - (iv) Charities of Holditch - Councillors M Davies, Mrs C Marsh, C Letchford.
 - (v) Museum of Dartmoor Life - Councillor Mrs J Goffey.
 - (vi) Battle of the Bands - Councillors A Leech, R Boyce.