



*Okehampton Town Council*

Town Hall  
Fore Street  
Okehampton  
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EX20 1AA

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Emma James  
Town Clerk

24<sup>th</sup> September 2018

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 1<sup>st</sup> October 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 6<sup>th</sup> August 2018
5. **Matters Arising**
  - 5.1 Charter Hall Kitchen status - Ongoing
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 – Update on the re-emergence of the roof leak and additional possible leak
  - 6.3 Charter Hall – Levelling of the stage surface
  - 6.5 Charter Hall Ceiling tiles/roof – ongoing
  - 6.6 Charter Hall – Chair Store, toilet and other water leaks

- 6.7 Charter Hall Sign – Consideration to be given to hard wiring the sign and associated timer (Clerk to report)
- 6.8 Water Testing – Postponed until the foyer toilet alterations work is complete
- 7. **Bookings** – Summary of Charter Hall hiring's for October and November 2018 for noting
- 8. **Teenage Markets** – To note the upcoming initiative being held in Tavistock and to consider the organisation of a similar event in Okehampton
- 9. **Market Charter** - To consider a response to a query regarding the Market Charter
- 10. **Electricity Meter Upgrade** – Consideration of a request by electricity supplier to upgrade the meter in the Market Street Offices
- 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. **Renewal of Lease Agreement, Lower Market Hall** – To consider and agree the renewal of the lease which expires at the end of 2018
- 14. **Gutter Cleaning Quotation** – To consider a quotation for the cleaning of the Town Hall and building associated guttering
- 15. **Charter Hall Stage Lighting** – To consider the recommendation of the working group for the replacement stage lighting
- 16. **Charter Hall and Council Chamber Projector Screens** – To review and consider options for projector screens in both locations
- 17. **Emergency Lighting** – To consider quotations received
- 18. **Heating Boiler** –
  - 18.1 To consider options and quotations for the replacement of the boiler which is irreparable and any other information received
  - 18.2 To consider options and quotations for the hire of temporary heaters for the Charter Hall and Town Hall