



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
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Emma James
Town Clerk

26th November 2018

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 3rd December 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 1st October 2018
5. **Matters Arising**
 - 5.1 Charter Hall Kitchen status – Investigation 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
 - 6.3 Charter Hall – Update on the levelling of the stage surface and to note that work is required to the railings of the stage steps
 - 6.4 Charter Hall Ceiling tiles/roof – ongoing
 - 6.5 Charter Hall – Chair Store, toilet and other water leaks
 - 6.6 Gutter Cleaning – Scheduled for early December

- 6.7 Water Testing – Postponed until 17th December, when the foyer toilet alteration work should be complete
- 6.8 Charter Hall Stage Lighting - Complete
- 6.9 Emergency Lighting Repairs – Complete
- 6.10 Heating Boiler – Replacement complete
- 6.11 Town Hall Kitchen – To approve the purchase of a replacement fridge

7. **Bookings** –

- 7.1 Summary of Charter Hall hiring's for December 2018 and January 2019 for noting
- 7.2 To consider a request from Courtney Players to use the 1st floor Town Hall rooms in conjunction with a performance booked in the Charter Hall in February 2019
- 7.3 To consider a booking request for a Cabaret event in March 2019

8. **Market Charter** - To further consider a response to a query regarding the Market Charter

9. **Annual Asbestos Inspection** – To note that the annual reinspection has been undertaken

10. **Fire System Inspection** – To note the recent 6 monthly visit report and requirements following changes to the layout of the buildings and regulations

11. **Budget 2019/20** - To consider projects and particular purchases for inclusion in the first draft budget for financial year 2019/20

12. **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)

13. **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.’

14. **Renewal of Lease Agreement, Lower Market Hall** – To note the tenants preferred term of the lease due for renewal on 1st January 2019 as previously agreed

15. **Charter Hall and Council Chamber Projector Screens** – To review and consider quotations for projectors and screens in both locations