



*Okehampton Town Council*

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Emma James  
Town Clerk

28<sup>th</sup> January 2019

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 4<sup>th</sup> February 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 meetings held on 3<sup>rd</sup> and 10<sup>th</sup> December 2018
5. **Matters Arising**
  - 5.1 Charter Hall Kitchen status – To receive an update
6. **Property & Equipment Repairs and Updates** - Chairman/Clerk to update
  - 6.1 New Carlton Cinema – Update on progress of the alterations including completion of the refurbishment of the foyer toilets
  - 6.2 Chamber Ceiling – Update on the re-emergence of the roof leak
  - 6.3 Charter Hall – Update on 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 – Completed in January
- 6.7 Water Testing – To review the report following recent testing and risk assessment, if received
- 6.8 Charter Hall kitchen – Annual cooker canopy duct and fan cleaning arranged
- 6.9 Charter Hall External Sign – To receive an update following repairs to the sign
- 6.10 Charter Hall and Chamber – Projector and projection screen installation update for consideration

7. **Bookings** –

- 7.1 Summary of Charter Hall hiring's for February and March 2019 for noting
- 7.2 To review Charter Hall and Town Hall hire fees for the period 31 March 2019 to 1<sup>st</sup> April 2020

- 8. **Annual Servicing of the Charter Hall Ventilation System** – To note that the annual service has been undertaken and some repairs are required, to consider quotations if available
- 9. **Fire Risk Assessment Visit** – To note that the assessment was undertaken in January and consider requirements highlighted in the report
- 10. **Town Hall External Door** – To receive a report from the Clerk and to consider action required
- 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. **Fairplace Toilets** – To consider the provision of the cleaning and maintenance of the facility when the asset is transferred to the Town Council, including draft documentation
- 14. **Review of Lease Agreement** – To consider the reletting of a lease agreement which expires on 31<sup>st</sup> March 2019
- 15. **Security** – To consider a report from the Town Clerk