



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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Emma James
Town Clerk

1st April 2019

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 8th April 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 4th February 2019
5. **Matters Arising**
 - 5.1 Charter Hall Kitchen status – To receive an update
 - 5.2 Water Risk Assessment – To receive an update from the Clerk
6. **Property & Equipment Repairs and Updates** - Chairman/Clerk to update for information and/or consideration
 - 6.1 New Carlton Cinema – Update on progress of the alterations
 - 6.2 Chamber Ceiling – Roof leak resolved
 - 6.3 Charter Hall – Update on the stage surface and steps improvements and consideration of a quotation
 - 6.4 Charter Hall Ceiling tiles/roof – ongoing
 - 6.5 Charter Hall and Chair Store Roof – Cllr Leech to report
 - 6.6 Charter Hall External Sign – Repaired and reinstalled

- 6.7 Charter Hall and Chamber – Projector and projection screen installation update for consideration
 - 6.8 Ventilation System – Repairs complete
 - 6.9 Town Hall External Door – Repairs awaited
 - 6.9 Security – Issues resolved, Clerk to report
7. **Bookings** – Summary of Charter Hall hiring's for April and May 2019 for noting
 8. **Fire Risk Survey** – To review recommendations in conjunction with the recent risk assessment and resolve to approve work required to be undertaken, if the report is available
 9. **Charter Hall Foyer**
 - 9.1 To note that a quote has been sought for repair of lights in the Foyer and electrical supply to the display screen
 - 9.2 To note that redecoration of the foyer is required following recent alteration work
 - 9.3 To consider the removal of the internal doors in the centre of the foyer
 10. **Carpet Shop and Offices** – Consideration of a quotation for the refurbishment and redecoration of 2 external windows and the side entrance door
 11. **Display Screen Risk Assessments** – To note that the risk assessments recently undertaken highlighted the need for a new blind in the admin office and a replacement desk. Resolution to be reached regarding the disposal of the existing desk
 12. **Fairplace Toilets** –
 - 12.1 To note that transfer of the asset from WDBC to the Council is complete and the cleaning contract, managed by WDBC, is in place
 - 12.2 To receive an update regarding requested financial contribution to the running costs of the facility
 13. **Insurance Re-evaluation and Renewal** – To note that the a rebuild re-evaluation of the Councils assets has been undertaken and to approve the insurance renewal quotation, which includes Cyber Insurance, noting that this is the 2nd year of a 3 year agreement.
 14. **Sanitary Waste Disposal Contract** – To receive a report from the Clerk and to note that a new contract for the has been agreed, to commence in August 2019
 15. **Members Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council:
 - 15.1 Okehampton Carnival Committee (Cllr Carpenter)
 - 15.2 Museum of Dartmoor Life (Cllr Goffey/Weekes)
 16. **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.'

17. **Cinema Lease** – To note the requirement for the lease to be renewed following the alteration works and to resolve to appoint a solicitor to prepare the documentation.