



Okehampton Town Council

22nd July 2019

Dear Councillor

You are summoned to attend an extraordinary meeting of the Property Committee to be held on Monday 29th July at 8pm (or at the arising of the full Council meeting, whichever later) in the Council Chamber, Town Hall, Fore Street, Okehampton.

Yours faithfully

Emma James
Town Clerk

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

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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. **Charter Hall, Cinema and Chair Store Roof Replacement** – To receive a report from the Clerk following attendance at a DALC hosted Contract and Procurement training session, and to resolve to seek quotations for professional services to design and manage all aspects of the project for the replacement of the Charter Hall, Cinema and Chair Store roofs