



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

T: 01837 53179
E: townclerk@okehampton.gov.uk

Paul R Snell
Town Clerk

11 November 2014

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 17 November 2014 at 8.15 pm or at the rising of the Planning Committee (whichever is later) in the Council Chamber, Town Hall, Fore Street, Okehampton.

Yours faithfully

Paul R Snell
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 13 October 2014.

5. **Matters Arising** -
 - 5.1 **Open Afternoon** – Wednesday 29 October.
6. **Council Chamber Furniture** - To consider further options for boardroom table configurations and finishes.
7. **Property Repairs and Updates** - Chairman/Clerk to update.
 - 7.1 **Council Chamber windows.**
 - 7.2 **Boiler tap in kitchen.**
 - 7.3 **Downpipe at front of building.**
8. **Energy Efficiency measures** - To review the updated summary report based on DARE Report May 2012 – discussion of procedure for taking forward recommendations and establishing priorities for action.
9. **Hall Bookings** - Summary of Charter Hall hirings for November-December 2014.
10. **Budget Preparation** – Consideration of specific repairs and capital projects for inclusion in Budget Preparation Meeting (1 December 2014)
11. **Fees and Charges – Hall & Room Hire** – Consideration of fee structure, noting that bookings are currently being made for 2015-16.
12. **Members’ Reports/Reminders for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council:
 - 12.1 **Battle of the Bands** - Councillor A Leech, Councillor Mrs J Yelland.
 - 12.2 **Museum of Dartmoor Life** - Councillor Mrs J Goffey.
 - 12.3 **Town Twinning Association** - Councillor Mrs J Goffey.