



Okehampton Town Council

Town Hall
Fore Street
Okehampton
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Paul R Snell
Town Clerk

2 December 2014

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 8 December 2014 at 7.00 pm 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 17 November 2014.
5. **Matters Arising** -

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 **Downpipe at front of building.**
 - 7.2 **Council Chamber windows.**
 - 7.3 **Valance damage.**
 - 7.4 **Roof – water ingress.**

8. **Hall Bookings** - To note summary of Charter Hall hirings for December 2014 – January 2015.

9. **Members' Reports/Reminders for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council:
 - 9.1 **Battle of the Bands** - Councillor A Leech, Councillor Mrs J Yelland.
 - 9.2 **Museum of Dartmoor Life** - Councillor Mrs J Goffey.
 - 9.3 **Town Twinning Association** - Councillor Mrs J Goffey.