



Okehampton Town Council

Town Hall
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Paul R Snell
Town Clerk

17 February 2015

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 23 February 2015 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 meetings held on 1 December 2014 and 5 January 2015.

5. **Matters Arising** -
6. **Council Chamber Furniture** - To consider quotations for boardroom table configurations and finishes with a view to making final recommendation to full Council.
7. **Town-Centre Wi-Fi Proposal** - To consider a proposal on behalf of the Chamber of Trade and Camping Connect involving the installation of equipment at the Town Hall.
8. **Condition Report and Energy Saving Review** - Chairman to update:
 - 8.1 **Last Buildings Condition Report**
 - 8.2 **Energy Saving Measures Report** - Working Group report.
 - 8.3 **Display Energy Certificate** - updated requirements. Clerk to report.
 - 8.4 **Feasibility Study Application** - consideration of inclusion of Council-owned properties.
9. **Installation of Washbasin Facility** - Introduction of handbasin and associated plumbing in storage area of Charter Hall. Clerk to introduce.
10. **Property Repairs and Updates** - Chairman/Clerk to update.
 - 10.1 **Downpipe at front of building.**
 - 10.2 **Council Chamber windows.**
 - 10.3 **Valance replacement.**
 - 10.4 **Repainting of corridors, landing and stairways** - in-house work progressing.
11. **Hall Bookings** - To note summary of Charter Hall hirings for February & March 2015.
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.