



Okehampton Town Council

Town Hall
Fore Street
Okehampton
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Paul R Snell
Town Clerk

29 June 2015

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 6 July 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 meeting held on 27 April 2015.
5. **Matters Arising** -
 - 5.1 **Council Chamber Furniture** - Tables order supplied.

- 5.2 **Town Centre Wi-Fi Proposal** - Nothing to report.
- 5.3 **Condition Report & Energy Saving Review** - Chairman to report.
- 6. **Disposal of redundant tables and chairs** - Clerk to advise on items available for disposal.
- 7. **Refurbishment of First Floor Toilet and Kitchen** - Clerk to report.
- 8. **Property & Equipment Repairs and Updates** - Chairman/Clerk to update.
- 8.1 **Downpipe at front of building.**
- 8.2 **Replacement of CD player.**
- 8.3 **Council Chamber windows.**
- 8.4 **Repainting of corridors, landing and stairways** - in-house work progressing.
- 8.5 **Leak in ground floor corridor.** Clerk to report.
- 8.6 **Possible foul drain fracture below offices** - Clerk to report.
- 8.7 **Charter Hall Roof** - Initial meeting with building contractor. Is more comprehensive solution advisable? Chairman/Clerk to report.
- 9. **Hall Bookings** - Summary of Charter Hall hirings for July/August 2015.
- 10. **Members' Reports/Reminders for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council:
- 10.1 **Museum of Dartmoor Life** - Councillor Mrs J Goffey.