



*Okehampton Town Council*

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Paul R Snell  
Town Clerk

24 August 2015

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 7 September 2015 at 7.45 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 6 July 2015.
5. **Matters Arising** -

6. **Disposal of redundant furniture** - Clerk to report on items of furniture 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 Chimney pot protection and replacement of register plate in Registrar's Office.
  - 8.3 Council Chamber windows.
  - 8.4 Repainting.
  - 8.5 Leak in ground floor corridor.
  - 8.6 Possible foul drain fracture below offices.
  - 8.7 Charter Hall Roof - Appointment of surveyor/architect to draw up specification for repair.
9. **Measurement of wall cracks in Archive Room** - Councillor Leech to report.
10. **Hall Bookings** - Summary of Charter Hall hirings for September/October 2015.
11. **Members' Reports/Reminders for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council:
  - (i) **Museum of Dartmoor Life** - Councillor Mrs J Goffey.

## **PART TWO**

Items which may be taken in the absence of the press and public.

The Committee is recommended to pass the following resolution:-

'Resolved that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as they involve the likely disclosure of sensitive and confidential information.'

12. **Merlin Cinema Lease Renewal and associated Business Extension Proposal** - Town Clerk to report on meeting with Merlin Cinema's MD and proposal for third screen.