



*Okehampton Town Council*

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Paul R Snell  
Town Clerk

2 November 2015

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 9 November 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 7 September 2015.
5. **Matters Arising** –
  - 5.1 **Redundant furniture** - removed to auction.
  - 5.2 **Refurbishment of first floor WC and Kitchen** - work in progress.

6. **Property & Equipment Repairs and Updates** - Chairman/Clerk to update.
- 6.1 **Council Chamber windows.**
- 6.2 **Repainting** - external and internal - in progress.
- 6.3 **Foul water CCTV survey** - ground floor.
- 6.4 **Charter Hall Roof** - Initial opinion on specification for repair.
- 6.5 **Charter Hall signage** - repair or replace?
  
7. **Hall Bookings** - Summary of Charter Hall hirings for November/December 2015.
  
8. **Gas Supply Contract** - Change of supplier from 18 December - Clerk to Report.
  
9. **Procedure for appointment of Non-Domestic Energy Assessor** - Arrange for Display Energy Certificate.
  
10. **Budget 2016-17** - Preliminary consideration of provision for projects and additional requirements.
  
11. **Fees and Charges for Room & Hall hire from 1 April 2016** - Consideration of maintenance of current fee structure.
  
12. **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 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.'

13. **Lease Renewals** - Consideration of current room and office lease renewal arrangements - Clerk to report.