



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

T: 01837 53179
E: townclerk@okehampton.gov.uk

Paul R Snell
Town Clerk

14 December 2015

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 21 December 2015 at 8.00 pm, or at the rising of the Policy & Resources Committee, whichever is the later, 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 9 and 30 November 2015.
5. **Matters Arising** –
 - 5.1 **Redundant furniture** - removed to auction.
 - 5.2 **Refurbishment of first floor WC and Kitchen** - work in progress.
 - 5.3 **Fees & Charges** - work in progress.

6. **Property & Equipment Repairs and Updates** - Chairman/Clerk to update.
 - 6.1 **Charter Hall signage** - repair or replace?
7. **Hall Bookings** - Summary of Charter Hall hirings for January 2016.
8. **Electricity Supply Contracts** - New supply contract terms from 1 November.
9. **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.'

10. **Lease Renewals** - Clerk to report.