



Okehampton Town Council

Town Hall
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Paul R Snell
Town Clerk

31 August 2016

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 5 September 2016 at 7.00 pm in the Council Chamber, Town Hall, Fore Street, Okehampton.

Yours faithfully

Paul R Snell
Town Clerk

AMENDED 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 13 June 2016.
5. **Matters Arising**

6. **Property & Equipment Repairs and Updates** - Chairman/Clerk to update.
- 6.1 Electricity contract renewed with effect from 5 August - 1 year
- 6.2 Local contractor availability for small works
- 6.3 Kitchen Wall units purchased
- 6.4 Timer control for Town Hall heating
7. **Hall Bookings** - Summary of Charter Hall hirings for September and October 2016.
8. **Redecoration of Town Hall paintwork** - To schedule repainting of external windows for 2017. Clerk to report.
9. **Charter Hall Signage** - To report on further contractor correspondence.
10. **Fire Risk Assessment** - Clerk to report.
11. **Cinema** - To consider plans received re third screen and works to toilets and agree a response in advance of meeting with Managing Director, Merlin Cinemas, on 6 September.
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.