



Okehampton Town Council

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Paul R Snell
Town Clerk

31 January 2017

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 6 February 2017 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 November 2016.
5. **Matters Arising** -
 - 5.1 Mayors' listings tablets - report on developments.

6. **Property & Equipment Repairs and Updates** - Chairman/Clerk to update.
 - 6.1 Charter Hall door lock repaired
 - 6.2 Inspection of electrical installation contracted
 - 6.3 Charter Hall signage - awaiting Conservation Officer
 - 6.4 Painting of external wall to Lower Market Hall completed
 - 6.5 Leak in Lower Market Hall investigated
 - 6.6 New Carlton Cinema - Meeting pending with Merlin Cinemas MD to discuss 3rd screen and toilets project
 - 6.7 Periodic cleaning of kitchen extractor and ducting to be undertaken
 - 6.8 Emergency exits lights and light fitting replaced - LED replacement.
7. **Hall Bookings** - Summary of Charter Hall hirings for February and March 2017.
8. **External Woodwork Repainting** - Scheduled to erect phased scaffolding 11 May for painting work week beginning 15 May. Quotations awaited - request delegated authority to scaffolding contract to be determined by Chairman (Property Committee) and Clerk.
9. **Consideration of Purchase of Folding Screen** - Committee to consider advantage of purchasing a folding screen as temporary room divider. See Briefing Paper.
10. **Periodic Report on Measurements Recording, Archive Room** - Cllr Leech to report.
11. **Changes to Construction Design Management Regulations** - Implications for carrying out building works. Cllr Leech to report.
12. **Millennium Quilt** - Discussion on future location plan. Chairman to introduce.
13. **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.'

14. **Review of Rental Agreements and Leases** - Committee to consider annual review of current leases and rates.