



Okehampton Town Council

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Paul R Snell
Town Clerk

27 March 2017

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 3 April 2017 at 8.15 pm (or at the rising of the Planning Committee, whichever 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 28 November 2016 and 6 February 2017.
5. **Matters Arising** -
 - 5.1 Mayors' listings tablets - report on developments.
6. **Property & Equipment Repairs and Updates** - Chairman/Clerk to update.
 - 6.1 Folding screen purchased
 - 6.2 Inspection of electrical installation

- 6.3 Charter Hall signage - awaiting Conservation Officer response for pre-application development
 - 6.4 Leak in Lower Market Hall addressed
 - 6.5 New Carlton Cinema - meeting pending with Merlin Cinemas MD to discuss 3rd screen and toilets project
 - 6.6 Periodic cleaning of kitchen extractor and ducting completed and certified
 - 6.7 Replacement of ceiling tiles - Charter Hall
 - 6.8 Installation of picture hanging rail to non-window side of Charter Hall
7. **Hall Bookings** - Summary of Charter Hall hirings for April and May 2017 and to review room hire charges for 2017-2018.
 8. **External Woodwork Repainting** - Scheduled to erect phased scaffolding 11 May for painting work week beginning 15 May. See also Part Two item for day-work arrangement.
 9. **Maintenance of Automated Sliding Doors** - Consideration of inclusion of Charter Hall entrance automated sliding doors in regular maintenance contract with Dorma.
 10. **Purchase of new Crockery** - To note the phased replacement of crockery for Charter Hall kitchen - cups and saucers and consideration for disposal of obsolete stock.
 11. **Ear Marked Reserves** - To note and endorse recommended increases of property-related ear-marked reserves as per schedule.
 12. **New Projects** -
 - 12.1 **Mayor's Car Space** - Purchase of bollard - Cllr Goffey to introduce.
 - 12.2 **Coloured lighting scheme for Charter Hall** - Cllr Weekes to introduce.
 - 12.3 **Mayoral photo record and framing project** - Cllr Weekes to report.
 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.'

8. **External woodwork Repair and Painting** - To confirm selected painting contractor and to consider recommendation for initial project expenditure cap - Clerk to report.
14. **Review of Rental Agreements and Leases** - Committee to note update on current leases and rents.