



*Okehampton Town Council*

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Emma James  
Town Clerk

24<sup>th</sup> August 2017

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 4<sup>th</sup> September 2017 at 7.30pm (or at the arising of Planning Committee meeting, whichever later) in the Council Chamber, Town Hall, Fore Street, Okehampton.

Yours faithfully

Emma James  
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 26<sup>th</sup> June 2017.
5. **Matters Arising**
  - 5.1 Purchase of new Crockery – Update on the purchase of crockery

6. **Property & Equipment Repairs and Updates** - Chairman/Clerk to update.
  - 6.1 Charter Hall signage – Quotation from Eagle Signs for supply and installation
  - 6.2 New Carlton Cinema – Meeting pending with Merlin Cinemas MD to discuss 3<sup>rd</sup> screen and toilets project to be noted.
  - 6.3 Replacement of ceiling tiles – Charter Hall
  - 6.4 Installation of picture hanging rail to non-window side of Charter Hall
  - 6.5 External woodwork repair and repainting
  - 6.6 Boiler Service – completed, some remedial works may be required
  - 6.7 Town Hall chimney leadwork replaced along with some slates
7. **Hall Bookings**
  - 7.1 Summary of Charter Hall hirings for September and October 2017.
  - 7.2 Booking for wedding in August not adequately cleaned and tidied, invoice being sent to hirers
8. **Display of Artworks in the Charter Hall** – Consideration of a proposal by Ocmuntune – Cllr Vachon
9. **Food and Drink Music Festival** – Consideration of a request to borrow tables for the festival from the Charter Hall, 2<sup>nd</sup> or 16<sup>th</sup> December, date TBC
10. **Market Proposal** – Consideration of a proposal for a regular market in the Charter Hall