



Okehampton Town Council

Town Hall
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Penny Clapham
Locum Town Clerk

19th June 2017

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 26th June 2017 at 7pm in the Council Chamber, Town Hall, Fore Street, Okehampton.

Yours faithfully,

Penny Clapham
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Locum 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 3rd April 2017.
5. **Property & Equipment Repairs and Updates** - Chairman to update.

- 5.1 Inspection of electrical installation
- 5.2 Charter Hall signage - awaiting Conservation Officer response for pre-application development
- 5.3 New Carlton Cinema - meeting pending with Merlin Cinemas MD to discuss 3rd screen and toilets project. To be noted.
- 5.4 Replacement of ceiling tiles - Charter Hall
- 5.5 Installation of picture hanging rail to non-window side of Charter Hall

- 6. **Hall Bookings** - Summary of Charter Hall hirings for June, July and August 2017.
- 7. **External Woodwork Repainting** - Scheduled to erect phased scaffolding 11 May for painting work week beginning 15 May. Update on painting schedule.
- 8. **Maintenance of Automated Sliding Doors** - Consideration of inclusion of Charter Hall entrance automated sliding doors in regular maintenance contract.
- 9. **Purchase of new Crockery** - To note the phased replacement of crockery for Charter Hall kitchen – cups and saucers. Cutlery and side plates now required.