

AXMINSTER TOWN COUNCIL

The Guildhall,  
West Street,  
Axminster.

20 September 2017

Dear Councillor,

A meeting of Old Courthouse Committee has been arranged to take place at the Guildhall on Monday, 25<sup>th</sup> August 2017 at 3.45 p.m. to consider the following:

1. APOLOGIES:
2. MINUTES: the minutes of the meeting of the Old Courthouse Committee held 22<sup>nd</sup> August 2017 to be signed.
3. PUBLIC FORUM:
4. MATTERS ARISING FROM MINUTES OF 22<sup>nd</sup> AUGUST 2017:
5. GARDEN MATTERS:
6. MAINTENANCE MATTERS:
  - a) General:
    - i. Roof and Guttering.
    - ii. Other exterior works.
    - iii. Plumbing.
    - iv. Electrical matters.
  - b) Senior Citizens' Centre
  - c) Arts Cafe – to consider letters from Axminster Arts.
    - i. Awning
    - ii. Roof Repair
  - d) Tourist Information Centre
  - e) Devon County Council Office
  - f) Former Museum Area.
    - i.
7. FIRE RISK ASSESSMENT
8. MATTERS OF URGENCY

If appropriate, Deputy Chairman to propose that under the provisions of the Public Bodies (Admission to Meetings ) Act 1960, (as amended by the Local Government Act 1972 the public, (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

9. TO CONSIDER ANY FURTHER PROPOSALS FOR FUTURE USE OF MUSEUM AREA AND TOURIST INFORMATION OFFICE
10. TO REVIEW LEASES AND CHARGES GENERALLY
11. TO CONSIDER ANY QUOTATIONS FOR WORKS RELATING TO MAINTENANCE.

Yours sincerely,

*Hilary Kirkcaldie*

TOWN CLERK