

AXMINSTER TOWN COUNCIL

The Guildhall,  
West Street,  
Axminster.

24 January 2018

Dear Councillor,

A meeting of Old Courthouse Committee has been arranged to take place at the Guildhall on Monday, 29<sup>th</sup> January 2018 at 4.00 p.m. to consider the following:

1. APOLOGIES:
2. ELECTION OF CHAIRMAN
3. MINUTES: the minutes of the meeting of the Old Courthouse Committee held on 5<sup>th</sup> October 2017 to be signed.
4. PUBLIC FORUM:
5. MATTERS ARISING FROM MINUTES OF 5<sup>TH</sup> OCTOBER 2017:
6. GARDEN MATTERS:
  - a) Letters from Public
  - b) Programme of Works
  - c) Ivy.
7. MAINTENANCE MATTERS:
  - a) Roof and Guttering.
  - b) Other exterior works
  - c) Senior Citizens' Centre
  - d) Arts Cafe – to agree extent of external area to be licensed to tenants.
  - e) Tourist Information Centre
  - f) Former Museum Area.
  - g) To consider any recommendations from Consultant Surveyor.
8. FIRE RISK ASSESSMENT
9. 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.

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

Yours sincerely,

*Hilary Kirkcaldie*

TOWN CLERK