



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

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TO MEMBERS OF THE ESTATES AND PROPERTIES COMMITTEE:

Councillors: Cllrs Rotchell, Burgis, Hewlett, Elford, Shaw

Staff: E Greig (Town Clerk), John Gilbert (Maintenance and Grounds Manager).

Dear Members

I hereby give you notice that Estates and Properties Committee will meet on **Friday 15th December 2023 – Town Hall at 10am.**

All Members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours sincerely,

Esther Greig

Esther Greig, Town Clerk.

Press and Public are invited to attend. Meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.

1. **To note Councillors present**
2. **To receive Apologies for absence with reasons**
3. **To receive Declarations of Interest & Approve Dispensations**
4. **Public question time** (15 minutes allowed for this)
5. **To receive and approve the Minutes of 3rd November 2023:**

6. **To receive Clerk's report**

Community hub progress — emergency lighting still to be moved – 3rd electrician visited last week – awaiting quotes. Repair to Churchfield wall in new year. Cormac quotation for Clease, Churchfield paint and barriers and OCM drainage. Have moved expenditure in budget between uplift and OCM reserves to pay for the tarmac levelling at OCM and ensure spend of the uplift budget by March 2024. Bench boards have been ordered – 8-week delivery time.

7. **To receive Grounds Manager's report**

8. **Agenda items**

- a. To **discuss** CCTV, Tourist information point, and electric/data cabling in Churchfield car park
- b. To **discuss** Broadwood path – fallen tree.

9. **To receive portfolio holder reports**

Play Areas/OCM.

Enfield Park

Car Parks

Cemetery & Orchard – orchard update

Allotments & Footpaths

Town Hall

10. Date & Items for next meeting.
Tbc.