

**MINUTES OF THE MEETING OF THE BUILDINGS COMMITTEE
HELD AT 6.00pm ON WEDNESDAY 20th APRIL 2016**

Present: Councillors P. Workman (Chairman), J. Badham, Miss K. Brennan, Mrs C. Danter, Mrs P. Clatworthy, R. Mills, K. Powell and S. Raywood

1. Apologies

Councillor A. Smith

2. Declarations of interest.

| Name | Interest |
|--------------------|-------------------------------|
| Councillor Workman | Tewkesbury Borough Councillor |
| | |

3. Dispensations.

Councillor Workman – Family business houses the Town Band currently. There is no financial benefit, however Councillor Workman discussed the Town Band proposal but did not vote.

4. Minutes of the previous meeting.

RESOLVED: - that the minutes of the meeting held on 24th February 2016 be agreed as a correct record.

5. The Work Programme

- i. Town Hall Electrics – The Clerk reported that this project is now complete.
- ii. Wooden doors in the Court Room to be adjusted.
- iii. Automatic door closer to be added to the public toilet in the Town Hall.
- iv. Notice Boards on the Town Hall to be updated regularly. Notice Board at Mitton items for display put into Cllr Powell’s tray and he will update. Newtown Notice Board Cllr Aldridge to update. Prior’s Park (Jubilee 2) send to Councillor Greening at the Borough Council.
- iv. Ladder access to the loft at the Watson Hall (above Balcony) the present arrangement doesn’t meet health and safety requirements. Clerk to purchase a ladder.
- vi. Councillors could not identify “commissioned repairs” to roof damage at the Watson Hall as previous Clerk’s Report had suggested. Clerk to contact previous Clerk for details and update the Committee at the next meeting.
- vii. The Clerk updated the Committee on the boiler replacement project.

6. Risk Report

Clerk to look at the format and summarise bringing urgent risks to the next Agenda.

7. Watson Hall Maintenance Works

- a. Boiler - Arrange for engineer to visit and prepare a specification.
- b. Floor – The restoration of the wooden floor is now complete.
- c. Severn Trent – The isolation of the dual supply is now complete and a meter has been attached to accurately record water usage.

8. Extension to Number 3 Saffron Road

Clerk to contact the structural engineer employed by the owner to request a structural survey and report back at the next meeting.

9. Budget Position

Final accounts for 2015/16 and new cost centre breakdown for 2016/17 were noted.

10. Registration of 64 and 64A Barton Street

Clerk to send a cheque to solicitors for registration.

11. Arts in Rural Gloucestershire

Councillors Danter and Mills requested to attend the meeting on 11th May and will report back at the next meeting.

12. Flower Club request for a discount

The Committee decided that the Club should pay the usual charge rate for the hall. However, they agreed to use their services for the upcoming Mayor Making ceremony, the value of the flowers required being £250. Clerk to request an invoice from the Club.

13. Keyholder for Watson Hall/Town Hall

Clerk to analyse the existing quotes and make a recommendation at the next meeting for a key holding service.

14. Business Rates Review at the Watson Hall

Chairman to complete TBC Rate Review Form.

15. Underpinning at Watson Hall

Clerk to contact the buildings department at the Borough Council to request that this completed work be signed off.

16. Alley way near Potters Court

Proposal was to close the alley way due to anti social behaviour and evidence of drug use. However, the alley way cannot be closed but the Committee suggested that the Clerk contact the Police and the drug users support centre to alert them to the problem. Also the possible future purchase of this building may be a deterrent. Clerk to write to the resident who complained and update what is to be done.

17. Tewkesbury War Memorial Group Minutes

The Committee noted the minutes and it was requested that Tewkesbury in Bloom be contacted with regard to not keeping flower pots on the war memorial. Clerk to arrange signatories for the cheque book.

18. Town Hall Defibrillator

Clerk to check with the conservation officer at the Borough Council if the Defibrillator can be attached to the front of the Town Hall. Councillor Sztymiak has previously suggested that there are funds available to purchase a Defibrillator.

EXCLUSION OF PRESS AND PUBLIC

19. Cleaning and Maintenance Contract Specification

After a lengthy discussion it was proposed by Councillor Badham and seconded by Councillor Mills that the Council consider bringing the maintenance role in house. Clerk to write a job description and collate costs. The suggestion is £20,000 annual salary for a full time maintenance person. This proposal is to be forwarded to the Finance Committee for further discussion.

20. The Floating Globe Proposal

The Chairman described the deal being offered by the Floating Globe. He detailed costings and timescale. Councillor Badham proposed to agree in principal to this project and this was seconded by Councillor Mills. Clerk to investigate via legal adviser and have contracts drawn up to be considered at the next Finance Committee and then by Full Council. One item to be clarified would be "would the Council be required to get two other quotes for this management opportunity or having been approached by the Floating Globe would this be necessary?"

21. Town Band Meeting

The Chairman summarised by describing how Tewkesbury Town Band belongs to the Town Council and they are responsible for their instruments. The Band helps up to 60 local children with music lessons. A report written by the Town Band was read by the Committee. Councillors asked for clarification on the contingency suggested at the Band's dissolution and the storage of its instruments. They requested legal advice on

this and confirmation of the insurance specification. Councillor Mills proposed to agree in principle that the £25,000 figure be accepted and this was seconded by Councillor Brennan. Clerk to check all details with the legal adviser and gain written inventory of musical instruments. This item to be progressed to the Finance Committee and after draft Leases have been written the item to go to full Council.

The meeting ended at 8:20 pm.