

**MINUTES OF THE EXTRAORDINARY BUILDINGS & MOORINGS COMMITTEE**  
**HELD ON MONDAY 28<sup>TH</sup> NOVEMBER 2016, AT 6PM**

**Present:** Councillors P Clatworthy (Chairman), J Badham, H Burns, C Danter, R Mills, C Monk, and S Raywood.

**1. Apologies**

- i. Cllr K Brennan
- ii. Cllr A Smith
- iii. Cllr P Workman

**2. Declarations of Interests**

*None*

**3. Dispensations**

*None*

**4. To carry out budget planning for the 2017/18 Financial Year**

The Clerk provided information on current budgets and actual income and expenditure for the Town Hall, Watson Hall, War Memorial and Museum from April 2016 to November 2016.

Cllr Monk asked for 12 months' worth of figures from the last financial year. The Clerk explained that as councillors have created new cost centres since last year it would be difficult to make year on year comparisons. The Clerk however returned to her office to print out the reports from last year and provided them for the committee. Cllr Monk concurred that it was not easy to compare the figures due to the cost centres being different.

He therefore suggested that the committee use the same budget plan for this year as last year and look to begin a 5-year plan for each building for the future. He expressed his frustration that projects were not being planned and budgeted for. The lead member for the Watson Hall is Cllr Helen Burns and the lead member for the Town Hall is Cllr Chris Danter and the committee will look to them to provide guidance on this. Councillors also agreed that the review by Barbara Pond and guided tours of the buildings will also help to highlight and building issues.

After discussion the following decisions were made:

- i. The £10,000 in the budget for this year for the development of Priors Court moorings should be transferred to the next year and £10,000 added to make a £20,000 budget for work to commence once the land has been registered in the Town Council's name.
- ii. Any funds left over from the Watson Hall's £20,000 R&M budget should be earmarked for use next year to have the wiring in the Watson Hall overhauled. A specification must be written and 3 quotes obtained. This decision was made due to ongoing electrical problems at the hall which recently culminated in a total power failure during the pantomime performance.

- iii. A specification should also be written and quotes obtained for the stage lighting to be updated. This should be funded by the contingency cost centre.

Cllr Mills finally proposed that the Buildings & Moorings committee cost centre budgets should remain the same for next year and that decisions i, ii, and iii should be accepted. This was seconded by Cllr Clatworthy and all voted in favour.

## **5. To decide the final specification and contract value for the cleaning & maintenance of Tewkesbury Town Council's assets during 2017/2018**

The Clerk had provided the committee in advance with the following information:

- i. Previous and Existing specifications
- ii. Weekly work sheets completed by maintenance staff
- iii. The Environment & Amenities committee's analysis that had concluded 40% of this contract should be charged to their cost centre. They collated 35 hours of work.

The Clerk had made the following recommendations to Council:

- i. The existing contract was reduced to one full time and one part time staff member. This has impacted on locking/unlocking the buildings and time available to repair building fabric.
- ii. The contract value would need to return to the previous level of 2 full time members of staff to address this situation.
- iii. The weekly work sheets should continue to be completed for periodic monitoring by this committee.
- iv. As Proper Officer and RFO of the Council my preference is for an outside contractor to provide cleaning and maintenance services to all assets of the Town Council, including public toilets. My skills are better employed managing the contract and reporting any issues back to members.

After discussion councillors agreed the hours required for cleaning, setting up, caretaking and locking/unlocking of the Town Hall and Watson Hall would be 15 hours per week per building – total 30 hours per week.

They stated that the Town Clerk's office and administration office should be swept every other day. The Town Clerk and Administration Support Officers are required to clean the desks and phones and wash up crockery used in the building at meetings held there.

Councillors also agreed that a further 15 hours would be required to perform general maintenance tasks on the buildings and to maintain the moorings.

*The meeting closed at 8.15pm*