

**MINUTES OF THE BUILDINGS & MOORINGS COMMITTEE HELD ON
WEDNESDAY 14TH DECEMBER 2016, AT 6PM**

Present: Councillors P Workman (Chairman), K Brennan, P Clatworthy, J Badham, H Burns, C Danter, S Raywood, C Monk, S Carter and A Smith. Cllr K Brennan left early.

1. Apologies

- i. Cllr R Mills – illness
- ii. Cllr S Raywood – expected to be late to the meeting

2. Declarations of Interests

- i. P Workman - Tewkesbury Borough Council

3. Dispensations

None

4. To approve the minutes of the Buildings & Moorings Committee meeting held on 9th November 2016

Councillor approved the minutes as a true and accurate record.

5. To review and update the Work Programmes

Councillors made a number of amendments to the Work Programme to reflect completed work and asked that improvement works to the windows of the Town Hall be placed onto the next agenda for further consideration.

6. To note the Risk Report

Councillors received and noted the Risk Report.

7. To receive the Budget Position

Councillors received and noted the Budget Position update. Councillors asked about the breakdown of a number of individual costs and the Clerk suggested that they attend the office to check the accounting system for further details.

8. To receive an update from the Registration of Moorings working group

A report from the working group was not available due to Cllr Mills being absent from the meeting.

9. To consider matters relating to Tewkesbury Museum

An update from Sally McFadden was presented. Councillors requested an explanation of 'Trustees' who own the Watson Hall. It was agreed that a working group be set up headed by Cllr H Burns who will organise the meeting which will explore the legality of the trustees of the Watson Hall.

10. Care of Paintings in the Town Hall

The Clerk informed councillors that Simon Chorley would send an estimate on how much it will cost to produce a report on the value of paintings in the Town Hall.

11. Councillor guided tours of the Watson and Town Hall

Councillors agreed to guided tours at midday on the 6th January and 6pm on the 7th January.

12. Updates from Clerk

The Clerk gave a number of updates on outstanding work. She was instructed to settle the accounts with Shackleton & Wintle with regards to the Watson Hall boiler work. She was also asked to set up a working group for trustees of the Watson Hall. The Clerk also reported that the Town Band will be setting themselves up as a charity.

13. To receive an update on maintenance issues at the Watson Hall

Councillors received and noted an update on existing maintenance issues at the Watson Hall.

14. To discuss an electrical wiring upgrade at the Watson Hall. To consider the preparation of a specification of works by a suitably qualified independent expert

Cllr Burns said that a grant is available for 50% of the cost from Gloucestershire Environment Trust. The Clerk was asked to find a spec writer for rewiring to factor in new stage lighting. Councillor agreed to proceed with the project provided that the Clerk explore cost saving measures such as LEDs and solar panels.

15. To discuss a Health & Safety Checklist prepared by the office on the instruction of Councillor Aldridge

Cllr Aldridge proposed that the Buildings & Moorings committee performs the checks once a year in the Summer to help with planning for future maintenance issues in both buildings. This was approved by the committee.

16. To note an inventory of the Watson Hall prepared by Councillor Aldridge and to include this information with the asset management project

Councillors requested that the inventory be transferred to the Finance & Staffing committee for further action.

The meeting closed at 7:45pm