

**MINUTES OF THE BUILDINGS & MOORINGS COMMITTEE HELD ON
WEDNESDAY 15TH FEBRUARY 2017, AT 6PM**

Present: Councillors P Workman (Chairman), H Burns, C Danter, R Mills, S Raywood

1. Apologies

- i. Cllr K Brennan
- ii. Cllr P Clatworthy
- iii. Cllr C Monk (attending another meeting)
- iv. Cllr A Smith (unwell)

2. Declarations of Interests

- i. Cllr P Workman - Tewkesbury Borough Council

3. Dispensations

None

4. To approve the minutes of the Buildings & Moorings Committee meeting held on 14th December 2016

There were two alterations to Item 4 and Item 9. Councillors then approved the minutes as a true and accurate record.

5. To review and update the Work Programmes

Item ref. Priors Court:- Confirmation of ownership is required. Cllr R Mills will pursue this with the Registration of Moorings working group.

Item ref. New Radiators:- Members decided that 3 radiators need to be replaced. It was recommended the Clerk contact County Heaters to prepare a report on their findings and of the problem radiators.

Booking Process Working Group:- The group need to have a report available at the next meeting.

Future Agendas:- Each assigned Lead Member will now give a report at each meeting.

6. To note the Risk Report

Councillors reviewed the Moorings & Buildings Risk Report created by The Clerk's predecessor and noted the contents.

7. To receive the Budget Position

Councillors received and noted the Budget Position update.

8. To receive an update from the Registration of Moorings Working Group

Cllr Mills reported that David Greer at Thomson & Bancks Solicitors has not progressed the case. Cllr Mills will ask Cllr Brennan and A Purkiss to contact the solicitors in writing, reminding them of the urgency of this requirement.

9. To consider matters relating to Tewkesbury Museum

The Clerk has met with solicitors and work has begun to prepare a 99 year lease for the museum.

10. Care of Paintings in the Town Hall

The Clerk informed councillors that some paintings have been moved from their position, on the verbal advice of Simon Chorley (ASFAV). The large painting from reception has been moved to the Mayor's Parlour and stored behind the display cabinet.

The Committee has also received quotes to restore 2 paintings from Simon Chorley Auctioneer and Valuer.

Members agreed to go ahead with the £350 contract to include the valuation of mirrors, Georgian staves and produce a report on the position of the pictures.

The Clerk to cancel the insurance on the maces as these are insured by TBC and remove them from the asset register.

11. Updates from Clerk

- i) The Clerk to chase up the boiler specification writer who should have put a caveat to inform the Council that if it was a single pipe system then thermostats may not be suitable.
- ii) There has been no response from the former mooring tenant's solicitor and no estimate of losses or notice of court action received.
- iii) Cllr Danter reported back on her meeting with Barbara Pond. It was recommended to take out a Public Works Fund to make improvements to the Watson Hall and to start more marketing activities.
Cllr Danter explained that Barbara Pond from Gloucestershire Rural Community Council will make a presentation on the role of trustees at the next Full Council meeting on 13th March 2017.
The Town Council will also have a 'Volunteers Day' for promoting the Watson Hall and Cllr Danter, Cllr Burns, Cllr Clatworthy and Cllr Brennan will arrange this.
Cllr Burns, as Lead Member of the Watson Hall has agreed to source grants from Tewkesbury Borough Council and others, to help fund the volunteer open day and other promotional activities.
- iv) The Clerk updated the Committee on works to the moorings and reported that the old pontoon has now been removed.
- v) The Clerk has arranged to meet with the Town Band on Tuesday 21st February 2016 at 10am to discuss their options, now that they are a Charitable Incorporated Organisation (CIO)
Furthermore, the process to register a change of usage of the Saffron Road toilets will begin and Cllr Raywood will email the relevant forms to the Clerk.

12. To receive from the Watson Hall Trustee Working Group

The Trustee Working Group have not met and Cllr Burns is awaiting a Parish Priority Tool Kit from Barbara Pond. This was proposed to be updated at the next meeting.

13. 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. Obtaining GET Grant

Clerk to contact Tombs & Crilly to confirm the extent of electrical works that were completed in 2011.

Clerk also to ask Xmark Productions to provide a quote for a specification.

14. Request by Cllr Burns to bring Sunday Hall Charges into line with the Daily Rate

The current rate for the Town Hall is £19.20 per hour (inclusive of VAT) at the weekend.

The Watson Hall is £30 per hour (inclusive of VAT) at the weekend.

Propose to charge the Monday to Friday rates on a Sunday for both halls. The Committee discussed the Caretaker and cleaning costs. It was agreed that the website should now say 'Price on Application' for a Sunday booking and each application is to be considered by the Committee on its merit. This was approved by the Committee however Cllr Burns abstained.

15. Discuss Replacement/Improvement of the Town Hall floor and Recommend Suitable Flooring Contractors

Cllr Danter would like to invite flooring contractors in to assess the floor of the Town Hall and to consider options for improvement. Members agreed this was a good plan and to have an update at the next meeting.

16. Decide who to Instruct to Service the Town Hall Boiler

The Clerk should go ahead with County Boilers and have investigations done regarding the current problem. Members also asked the clerk to obtain 3 quotes for a boiler service agreement for the future.

17. Security of Halls

There have been no recent problems

18. To Discuss idea by Cllr Clatworthy to use the Fire Brigade to help with Safeguarding our Buildings

The Clerk is to invite the fire brigade to do a fire check on the Watson Hall and Town Hall and at the same time discuss their safeguarding service.

19. To Review Communication about the Maintenance of the Halls

Office staff were reminded that spare dates in the Town Hall are to made available to Cllr Burns for hire. The committee also agreed that the office must receive a booking form at least the day before the event.

J Wilks has written a letter requesting an extension to the Northern Soul live music event booked at the Watson Hall on Saturday 24th June 2017. The Committee agreed to an extension to 1am to be arranged through Andy Jones' Bar, the current licence holder.

Note: The next scheduled Buildings & Moorings meeting would be in 3 weeks' time, due to the fact this meeting was delayed. It was therefore agreed to cancel the 8th March meeting and hold the next meeting on 19th April 2017.

The meeting closed at 8:50pm

DRAFT