

**MINUTES OF THE BUILDINGS & MOORINGS COMMITTEE HELD ON
WEDNESDAY 19TH APRIL 2017, AT 6PM**

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

1. Apologies

- i. Cllr K Brennan
- ii. Cllr R Mills
- iii. Cllr A Smith

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 15th February 2017

Cllr Danter proposed that the minutes were a true record. This was seconded by Cllr Raywood.

The Chairman Cllr Workman announced that he has met with Paul Cronin and the current ferry meets and exceeds the safety requirements required. ANT has issued a licence already. He has taken these steps as Chairman to get an assurance from ANT over all the issues raised recently by a Councillor.

5. To review and update the Work Programmes

1. The Clerk is to contact the Company who fitted the Town Hall Central Heating and ask why the office radiators aren't included in the timer circuit.

2. Modern Heating has been awarded the annual service for the Town Hall Boiler at a cost of £96 plus VAT. Clerk to get company information and references.

3. Watson Hall It will be £90 to fix 2 radiators from County Boiler Services. Clerk also to go ahead and fix the stage radiator.

4. Watson Hall Plumbing and Maintenance Work The Clerk read out the specification and 3 quotes. The Committee agreed to Quote 2. Councillors asked that the names of the companies be provided in the future.

5. Museum Steve Goodchild explained his ongoing maintenance problems with the painted fascia. Also a roof leak is causing problems again. This will be put onto the next Agenda for discussion and onto the Work Programme. There was an update from Sally McFadden on a 99 year lease which is required.

6. To note the Risk Report

The Risk Report was noted. It needs to be updated at the next meeting along with the Moorings Risk report.

7. To receive the Budget Position

Councillors received and noted the Budget Position update.

8. To receive the Net Position Report for Year End 2016/17 budget

Received and used for earmarked reserves identification.

9. To agree 'earmarked reserves' from the 2016/17 budget to be brought forward to the 2017/18 budget.

To move £130 from Museum Repairs & Maintenance to 2017/18.

To move £250 from Town Hall Garden expenditure to 2017/18.

To move £9,894.23 from Moorings, Priors Court to 2017/18.

10. To receive an update from the Registration of Moorings working group from Cllr Brennan

Cllr Brennan did not attend the meeting. The Clerk updated the Councillors with reference the plan suggested by Sally McFadden. This needs to be followed up with Sally.

11. To receive a report from lead members of the Watson Hall & Town Hall. Including an update from Cllr Burns on grants available for the Watson Hall.

Cllr Burns reported that the trustees working group has not yet met. Grants can only be applied for once the trustees have met. Cllr Danter said there was nothing to report in general. Cllr Danter will collate some ideas and bring to each meeting.

12. To receive a report by Simon Chorley Auctioneer and Valuer

Simon Chorley has suggested metal shelves above the radiators and remove the glass from the picture. The curtains in the Council Chamber should be closed during periods of not being in use. The Committee agreed to get prices for metal shelves and ask the handyman to fit them. The Clerk to ask if wood is ok? A copy of an electronic version of the report will be put onto T Drive.

13. To receive a report from Cllr Danter on the Booking Forms Working Group

Cllr Danter reported that she had met with Cllr Burns to discuss bookings. The Clerk gave the requirements of the office administration team to Cllr Danter to take to the next meeting. A Report will be brought to the next meeting.

14. Updates from the Clerk

Electrical wiring and stage lighting at the Watson Hall

1. Xmark will attend the Watson Hall on 25th April 2017 to prepare a quote to produce a specification for a re-wire of the whole building and a specification to update the stage lighting. The Committee also requested that PIR's are fitted to the external spotlights of the Watson Hall. The Clerk also to get immediate checks for the Town Hall and Watson Hall to update electrical inspections.

Legal proceedings by a former moorings tenant

2. The Clerk updated the Committee on legal proceedings.

Fire Alarm provision at the Watson Hall

3. Security 1 to take over. The Committee agreed this was an urgent situation to be addressed as soon as possible.

15. To discuss Tewkesbury Town Band's rental of Saffron Road toilets. Proposed Lease and Drawings

The Committee looked at plans and agreed them. The change of use application forms are to be submitted by the Clerk at the Borough Council as soon as possible. The address is Saffron Road and not Barton Street. Need to check the rateable value address. The Committee decided that with a change of address. The heads of terms were acceptable.

16. To review the existing Insurance schedule's information on 'Regalia'.

The Committee looked at the Buildings contents at the Town Hall to include the £20,000 mirrors. Happy with £11,288 on Regalia including £2,500 on the Staves. The Mayor and Deputy Mayor's chains need to be valued. Also the Town Crier's bell and uniform. Also 16 gowns, hats and gloves. Try to use a local jeweller. Go ahead with paying the cost.

17. To receive an update from the Watson Hall Trustee Working Group from Cllr Burns

This was done in the Watson Hall report.

18. To receive a report from Cllr Danter on the replacement/improvement of the Town Hall floor and recommend suitable flooring contractors.

Cllr Danter reported that she was struggling to find relevant flooring contractors. She has found 3. The contractors have requested information on the floor. The first contractor from Stouport on Severn will attend the Town Hall on 20th April 2017 to assess the floor. Swindon Company and Denbighshire Company will also attend. Cllr Danter will report again at next meeting.

19. To agree the new terms of reference for the combined Buildings and Moorings Committee

The Committee looked at existing terms of reference for Buildings Committee & Moorings Committee. They agreed to blend the Committee's terms of reference for the now. The quorate number will be 4. A strategic vision for the buildings should be added. At the first meeting of the new Council it is suggested that Moorings goes to Environment & Amenities and public toilets come to Buildings Committee.

20. To discuss Saffron Road lighting

The light in the old toilets has been removed which it is believed had generated this complaint which Cllr Poxon noted on Facebook.

21. Cheque list for signing.

The Committee looked at an invoice from ANT with reference to the repairs to the moorings. Cllr Brennan to provide the minute reference identification to the RFO before payment. The other two cheques were signed.

22. To consider requests for discretionary rates

Cllr Aldridge's request was turned down. The request by the Museum will be discounted by 50%.

23. To consider a request by Town Hall market traders for an extractor fan in the Town Hall kitchen.

We will need to check with the Conservation Officer where we could put it. Maybe through the clock tower? In the window pane? Have a charcoal filter hood? Are we able to open the top window? The Committee agreed to consider this at the next meeting.

24. Correspondence with reference to the Moorings

Ask the Lock keeper as there are some moorings on the Severn which the boat users can use to get into Tewkesbury. Or check at the boathouse.

The meeting closed at 8:30 pm