

MINUTES OF THE BUILDINGS & MOORINGS COMMITTEE HELD ON
WEDNESDAY 31st MAY 2017, AT 6PM

Present: Councillors P Workman (Chairman), H Burns, C Danter, S Raywood, K. Brennan

1. Apologies

- i. Cllr R Mills
- ii. Cllr A Smith
- iii. Cllr P Clatworthy

2. Declarations of Interests

- i. Cllr P Workman - Tewkesbury Borough Council

3. Dispensations

None

4. To nominate the chairman of the Buildings & moorings committee

Cllr Brennan nominated Cllr Workman, this was seconded by Cllr Danter. All in favour.

The chairman welcomed Craig Fletcher from Tewkesbury Museum and proposed to bring forward Item 19 on the agenda to discuss the CIO for Tewkesbury Museum immediately after the minutes of the previous meeting had been noted. The committee agreed to this.

5. To agree the minutes of the Buildings & moorings committee held on 19th April 2017

The minutes were agreed as a true record.

6. To consider a draft Constitution for the Charitable Incorporated Organisation status of the Trustees of Tewkesbury Museum

Craig Fletcher explained that the proposal is to change to a CIO which will assist their bid to the Heritage Lottery Fund. The museum has completed a model constitution and have chosen the Foundation Charity status so that trustees vote on everything. Other decisions are required such as the name of the charity, objects, names of the trustees and appointment terms. Members asked questions about trustees. Craig also explained that the museum needs a Treasurer, a Fundraiser and a Volunteer Co-ordinator who would need to give at least one day per week. There are lots of policies and procedures required for the museum to stay accredited and the work load is very large and needs to be shared.

The committee decided that, having each read the document, they would recommend it to Full Council for approval at the June Meeting.

7. To review and update the Work Programme

Cllr S. Raywood will ask Cllr M. Poxon to create a new format similar to that of the Environment & Amenities committee.

8. To update the Buildings Risk Report and Moorings Risk Report

The committee made changes to the report, the Clerk will amend the report and bring to the next meeting for approval.

9. To receive a Payments and Receipts Report for April 2017

The receipts included a payment from a new user of the Watson Hall, the Grand Royale Theatre Company. The clerk noted that she had received a letter of thanks from the director. The committee requested that this be brought to the next meeting.

10. To receive a Budget Report for April 2017

The report was noted.

11. To receive a report from lead members of the Watson Hall and Town hall

Cllr Burns is not clear what a lead member is and nor is Cllr Danter. The clerk had prepared files for both members to keep information in but they were returned to the office. Cllrs Burns and Danter will write some draft Terms of Reference for a 'lead member' and bring to the next meeting.

Cllr Burns will no longer update the council on grants available for the Watson Hall. She had prepared the following report:

Lead Member Report;

I have received the following information relating to the George Watson Hall;

- A request for a view in regard to the hire of the Hall for a Roller Disco.
- Maintenance and H & S Issues arising from the TTC Community Event.

I have referred 3rd party and indirect issues received. In the absence of a 'correspondence' Item on the Agenda I presume that there were no follow up and therefore no matters arising. At the time of writing there is to be a Trustee meeting on Tuesday 30th May.

As reported previously GET has a dormant grant application on their books for which the 3 quotes need updating before resubmission, <http://ge-trust.org.uk/>

Tewkesbury Borough Council Grants Officer – Martha Munday

Funding Central lists Grants available; <https://www.fundingcentral.org.uk/>

At the time of writing there is to be a Trustee meeting on Tuesday 30th May.

12. To receive a report from Cllr Danter and the Booking Forms Working Group

Cllr Danter had emailed a suggested form to committee members but had received no feedback. The working group will now finalise the booking form and bring it to the next meeting.

13. Updates from the Clerk:

1. The clerk updated the committee on the wiring at the Watson Hall. The committee agreed to go ahead with an electrical inspection of the building. The stage lighting cannot be updated until a structural engineer has inspected the fabric of the building. The committee noted that a structural engineer's report had been requested.
2. There has been no further communication from solicitors representing a former moorings tenant.
3. The clerk reported the costs to update fire alarm monitoring at the Watson Hall and the committee agreed to go ahead with this work.
4. The clerk reported that the taps in the ladies and gents toilets at the Watson Hall had been updated and the sink behind the bar area replaced, including new drainage pipes and work surface. Photographs will be sent to all committee members.
5. The clerk reported a new, urgent requirement to replace the main control panel supplying the security and fire alarms in the Town Hall. An estimate to replace the existing panel was received for £725 + VAT and due to the urgent nature of the problem the committee agreed to go ahead with this work.

14. To receive and update on Tewkesbury Town Band's rental of the Saffron Road Toilet block

The clerk updated the committee on her work to arrange a bat survey and to have three floor plans designed. These form part of the application currently being prepared to Tewkesbury Borough Council's Planning Department for a change of use

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

The Trustee Working group has ceased to exist and the Trustees have now met. The meeting included Cllrs Workman, Danter, Raywood, Clatworthy and Poxon. Cllr Poxon minuted the meeting. The Trustees have decided to write to the Buildings & Moorings committee of Tewkesbury Town Council to ask them to continue managing the building.

16. To receive a report from Cllr Danter on the improvement of the Town Hall floor

Cllr Danter has received one quote and the company left samples of flooring which the committee looked at. Other companies have not responded. The quote received has recommended that the 12.7m X 9m floor of the Town Hall Corn Exchange be resurfaced with a flooring on a roll which is glued down. This work would mean the closure of the room for two days and would cost around £4700. Cllr Danter will obtain two more quotes for a similar flooring preparation and bring them to the next meeting.

17. To agree the Terms of Reference for the combined Buildings & Moorings committee

Members discussed the document combining the two committee, made alterations and then accepted it. The clerk will update the new document.

18. To discuss the provision of extra rubbish bins at the Moorings

The committee considered putting another bin near the exit to the Back of Avon moorings jetty. The likely cost would be £150. It may be a requirement of the Riverside Walk area to have a 'Heritage Bin' and this would cost more. The clerk is to investigate and to ask the council's maintenance contractors, Boxer FM, if they would empty it and if so what the charge would be. The clerk will report back at the next meeting.

19. To consider an offer of help to develop the potential of the Watson Hall from a professional musical events organiser

Correspondence from the company will be forwarded to each member of the committee. The clerk will then arrange a meeting between the director and members to be held at the Watson Hall.

20. To consider a request from HOPP to host a free Jumble Sale at the Town Hall

The committee agreed that if the sale was to raise money for the Warwick Place park development the venue would be available for free. The money raised is to be donated to TTC for their park development budget.

21. To resolve an urgent safety issue in the cellar of the Town Hall reported by DW Safety

The Committee agreed to follow the advice of their H&S Consultant and purchase a new pump for the cellar.

22. To discuss urgent repairs required at the Museum and to take action to remedy them

The committee agreed to erect scaffolding to fix the chimney flashing and paint the fascia.

23. To discuss a proposal by Cllr Clatworthy for the formation of a Repairs Club

In the absence of Cllr Clatworthy this item will be transferred to the next Buildings & Moorings committee meeting.

24. Cheque list for signing

Cheques relating to the Buildings & Moorings budget were signed.

The meeting closed at 8:17 pm

Signed, Chairman...../...../.....