

TEWKESBURY TOWN COUNCIL

MINUTES OF THE BUILDINGS & MOORINGS COMMITTEE MEETING HELD ON MONDAY 30TH OCTOBER 2017 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 6.00 PM

Present: Cllrs P Workman (Chairman), K Brennan, H Burns, P Clatworthy, C Danter and S Raywood
D Hill (Locum Clerk)

Observing: Cllr J Raywood (for part of the meeting)

1) To receive apologies

Apologies were received from Cllr A Smith.

2) To receive declarations of interests

Cllr Workman, Tewkesbury Town Council
Cllr Clatworthy, agenda item 15 i

3) To receive dispensations

None received.

4) To approve the minutes of the Buildings & Moorings Committee meeting held on 5th October 2017

The minutes were agreed as a true record. Proposed by Cllr C Danter, seconded by Cllr S Raywood. Unanimous, **motion carried.**

5) Matters arising from the minutes – for information only

Item 19: Cllr Danter reported that two additional expressions of interest to manage the Watson Hall had been received and that these will be circulated. A letter needs to be sent to all interested parties. Cllr Workman to assist the Locum Clerk to produce the letter.

Item 10: Cllr Burns to send the terms & conditions to the Locum Clerk for onward circulation and publication on the website.

Item 9: The Lead Member role needs to be discussed with office staff for implementation as soon as possible.

Item 17: Recycling posters to be delivered to office and passed to Handymen to display at the Watson Hall.

6) To receive a report from Cllrs J Raywood and S Raywood concerning the condition of the kitchen at Watson Hall

The report was noted. **Action: the Locum Clerk was asked to use emergency powers to arrange a service for the gas hob, portable appliance testing, the provision of cleaning equipment and signage requesting waste cleaning water to be emptied into the outside drain.**

- 7) **To review and update the work programmes**
The work programme was reviewed and updated. **Action: the Locum Clerk was asked to contact Tewkesbury Borough Council to check whether a letter had been sent to Mr Hunt concerning Moorings. The Locum Clerk was asked to obtain quotes for portable appliance testing.**
- 8) **To update the Buildings Risk Report and Moorings Risk Report**
The Buildings & Moorings Committee risk report was updated. **Action: the Locum Clerk was asked to arrange a meeting of the American Garden Trust at the end of the Full Council meeting on Monday 13th November.**
- 9) **To receive a Payments and Receipt Report for August and September 2017**
The report was received. **Action: the Locum Clerk was asked to telephone Scottish Power regarding the non-working electricity meter at the Watson Hall.**
- 10) **To receive a Budget Report for September 2017**
The report was received and noted.
- 11) **To discuss and agree on a draft committee budget for Financial Year 2018/19 for referral to the Finance & Staffing Committee**
The draft Buildings & Moorings Committee budget was discussed and agreed for referral to the Finance & Staffing Committee.
- 12) **To receive the new Health & Safety report for the Moorings**
It was understood that this has not yet been completed.
- 13) **To receive a report from Cllr Brennan requesting new signage at the Moorings**
The report was noted. It was agreed to purchase three signs for the three newly registered Moorings at a cost of up to £450. Proposed by Cllr Brennan, seconded by Cllr Danter. Unanimous, **motion carried.**
- 14) **To receive a report from Boxer FM following a site survey at land to the rear of Watson Hall and to note works undertaken under emergency powers and to authorise remaining works to be added to the work programme**
The Locum Clerk reported that she had asked Boxer FM to confirm whether the guttering needed cleaning or replacing. No work had been undertaken under emergency powers at this stage. It was agreed to undertake work to the trees and guttering at a cost of up to £1,000 in line with emergency powers due to the nature of the work required.
- 15) **Updates:**
1. **Stage lighting at Watson Hall** – three quotes are required for repairs to the stage lighting
 2. **Moorings legal proceedings** – correspondence has been received from Thomson Bancks. The Town Council is awaiting further instruction.
 3. **Repairs to flooding in the Town Hall cellar** – plastic loft tank to be purchased from Haywards.
 4. **Planning permission in relation to Saffron Road toilets** – Cllr Workman reported that progress is ongoing and is hopeful that it will be resolved soon.

5. Town Museum repairs and lease – a meeting has been arranged for 9th November at Thomson Banks.

16) Cheque list for signing

The cheques were signed.

The Committee expressed their thanks to the Locum Clerk for her work in assisting the Committee.

There being no further business the meeting closed at 8.30 pm.

Signature of Chairman upon approval of Minutes 20th December 2017