

## TEWKESBURY TOWN COUNCIL

### MINUTES OF THE BUILDINGS & MOORINGS COMMITTEE MEETING HELD ON THURSDAY 5<sup>TH</sup> OCTOBER 2017 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 6.55 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

- 1) To receive apologies**  
Apologies were received from Cllr A Smith.
- 2) To receive declarations of interests**  
None received.
- 3) To receive dispensations**  
None received.
- 4) To approve the minutes of the Buildings & Moorings Committee meeting held on 12<sup>th</sup> July 2017**  
Item 5 was amended by removing the sentence "Permission will be sought from the Town Council". Item 6 was amended by replacing reference to Watson Hall to Museum. The minutes were agreed as a true record. Proposed by Cllr C Danter, seconded by Cllr S Raywood. Unanimous, **motion carried.**
- 5) To review and update the work programmes**  
Item deferred to the next meeting of the committee.
- 6) To update the Buildings Risk Report and Moorings Risk Report**  
Item deferred to the next meeting of the committee.
- 7) To receive a Payments and Receipt Report for July 2017**  
The report was received. It was noted that an up to date report covering August and September will be required.
- 8) To receive a Budget Report for July 2017**  
The report was not available. Item deferred to the next meeting of the committee.
- 9) To discuss lead members roles for the Watson Hall and Town Hall**  
The draft lead member role profile was reviewed and agreed. Proposed by Cllr C Danter, seconded by Cllr P Clatworthy. Unanimous, **motion carried.** The Lead Member role profile document is appended to the minutes as Appendix A.

- 10) To receive a report from Cllr Danter and the Booking Forms Working Group**  
Cllr H Burns reported that the booking terms and conditions had been reviewed and one small amendment was identified. **Action: Cllr H Burns to circulate a copy of the Terms & Conditions.** Cllr P Workman stated that the current bookings issues were a short term problem that needs to be resolved on an interim basis. It was agreed to print two pads of booking forms at a cost of £43.40 plus VAT. Proposed by Cllr C Danter, seconded by Cllr P Clatworthy. Unanimous, **motion carried.**
- 11) To receive the new Health & Safety report for the Moorings**  
Item deferred to the next meeting of the committee.
- 12) To discuss a work programme in response to the Fire Safety reports on the Watson Hall and Town Hall**  
It was agreed that Lead Members and any other volunteers will undertake a walkaround assessment with the Handyman in order to identify tasks that can be completed by the Handyman and also to identify the remaining items that need to be completed by a third party.
- 13) Updates from the Clerk:**
- 1. Electrical wiring and stage lighting at the Watson Hall**
  - 2. Moorings legal proceedings**
  - 3. Waste bin near the moorings**
  - 4. Repairs to flooding in the Town Hall cellar**
- Item deferred to the next meeting of the committee.
- 14) To receive an update on the Tewkesbury Town Band's rental of Saffron Road toilets**  
A noise assessment has been undertaken and a report is awaited. Once received this will need to be submitted urgently to the Planning Department at Tewkesbury Borough Council.
- 15) To receive a report from Cllr Danter on the improvement of the Town Hall floor**  
Cllr Danter reported that she is obtaining quotes for the floor replacement. To date, two quotes have been received. **Action: Cllr C Danter to obtain a third quote.** The quotes will be reviewed at the next meeting of the committee.
- 16) To receive an update on urgent repairs required at Tewkesbury Museum and on their 99 year lease with the Council**  
It was noted that the Clerk has chased A G Boniface & Sons Ltd. regarding the urgent repairs required. The Clerk and Steve Goodchild will meet with the solicitor to discuss the lease.
- 17) To receive an update from Cllr Burns on her meeting with Kate Cody to discuss recycling advice for users of the Watson Hall**  
Cllr H Burns reported that she has contacted the Waste Management department at Tewkesbury Borough Council and that laminated posters will be provided. **Action: Cllr H Burns to ensure that these posters are displayed.**
- 18) To review details of the Licensee Contract at the Watson Hall**  
Item deferred to the next meeting of the committee.

**19) To discuss the procurement process recently conducted inviting offers to manage the Watson Hall**

Cllr P Workman has recently spoken with Paul O’Neil and advised the committee that a letter from the Clerk is awaited. **Action: Clerk to produce a letter to Paul O’Neil as soon as possible requesting additional information and ideally also a business plan relating to the proposal to manage the Watson Hall.** Two additional expressions of interest have been received but these were received after the deadline had passed. The committee agreed that these additional two expressions of interest should be considered. **Action: Cllr C Danter to circulate the two additional expressions of interest.** A meeting will need to be arranged with all interested parties on a suitable date.

**20) Cheque list for signing**

The cheques were signed with the exception of the cheque to Patrol & Protect Ltd.

There being no further business the meeting closed at 8.25 pm.

Signature of Chairman upon approval of Minutes ..... 30<sup>th</sup> October 2017

## APPENDIX A

### WATSON HALL & TEWKESBURY TOWN HALL

#### LEAD MEMBER ROLE

Is a member of the Buildings & Moorings Committee and reports back to the Chairman of that committee

Is elected from Buildings & Moorings Committee to be the Lead Member

Has an overview of the budget

To receive from the office, notification of all bookings (as with Boxer FM)

To know which staff are responsible for what duty i.e. bookings, cleaning, caretaking, locking/unlocking, maintenance etc.

Be informed of any issues, compliments or complaints from users of the buildings

Instigate an investigation into complaints regarding any aspect of the building

Be aware and help manage work programmes and timescales

Plan future works, either necessary or aspirational and seek advice

With additional Members or consultants, carry out the following:

Timetable of checks i.e.

Internal and external inspections of building condition, as far as possible, recommended any actions from these

Fire safety, with use of check sheets at least twice a year

Health & Safety and Hygiene, with use of check sheets at least twice a year

Equipment checks and plan for any renewal