

## TEWKESBURY TOWN COUNCIL

### MINUTES OF THE BUILDINGS & MOORINGS COMMITTEE MEETING HELD ON WEDNESDAY 20<sup>TH</sup> DECEMBER 2017 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 7.00 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 Borough Council
- 3) **To receive dispensations**  
None received.
- 4) **To approve the minutes of the Buildings & Moorings Committee meeting held on 30<sup>th</sup> October 2017**  
The minutes were agreed as a true record. Proposed by Cllr C Brennan, seconded by Cllr Danter. Unanimous, **motion carried.**
- 5) **Matters arising from the minutes – for information only**  
The Locum Clerk reported back on the emergency works identified at the Watson Hall. The non-working electricity meter at the Watson Hall will be replaced on 4<sup>th</sup> January 2018.
- 6) **To review and update the work programmes**  
Deferred until the next meeting.
- 7) **To update the Buildings Risk Report and Moorings Risk Report**  
Deferred until the next meeting.
- 8) **To receive a Payments and Receipt Report for October and November 2017**  
Deferred until the next meeting.
- 9) **To receive a Budget Report for November 2017**  
Deferred until the next meeting.
- 10) **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 an increase of 3.82% was agreed for referral to the Finance & Staffing Committee. Proposed by Cllr Danter, seconded by Cllr Burns. Unanimous, **motion carried.**

- 11) To consider insurance for St. Mary's Lane and Red Lane Moorings**  
Details of insurance to clarified with A.N.T.  
**Action: Locum Clerk to contact A.N.T.**
- 12) To receive a report from Cllr Danter and the Booking Forms Working Group and to discuss the introduction of deposits for booking the Town Hall and Watson Hall**  
Cllr Danter is working with the Administration staff regarding this issue.  
**Action: Cllr Danter to provide an update at the next Committee meeting.**
- 13) To receive the Health & Safety report for the Moorings**  
It was noted that the Caretakers should be undertaking safety checks at the Mooring every fortnight.  
**Action: Locum Clerk to check with Boxer FM that these checks are part of the work schedule and to check with A.N.T. that fortnightly checks are sufficient.**
- 14) To discuss a work programme in response to the Fire Safety reports on the Watson Hall and Town Hall**  
Deferred until the next meeting.
- 15) Updates:**
  - 1. Electrical installations at the Watson Hall** – Deferred until the next meeting.
  - 2. Pole requested by Mr & Mrs Bennett for St. Mary's Road Moorings** - Deferred until the next meeting.
  - 3. Waste bin near the Moorings** – deferred until the next meeting. Additional information required.
  - 4. Purchase of plastic tank for the pump in the Town Hall cellar** – Locum Clerk to arrange for this to be purchased
  - 5. Routing servicing of the alarm system at Watson Hall** – Locum Clerk to check requirements with Security 1 and also to check with Boxer FM that weekly checks are being conducted
- 16) To consider a request for a discretionary rate for the hire of the Watson Hall**  
A 20% discount was agreed.
- 17) To consider a request for a reduction in the hire costs for a booking at the Watson Hall due to the absence of heating**  
A 20% discount was agreed.
- 18) To receive an update on the planning application for Saffron Road toilets**  
Details of the application had to be re-advertised. Today is the closing date for comments.

- 19) **To consider the request to purchase display cabinets for the Town Hall for displaying Tewkesbury in Bloom items**  
The request was agreed in principle, but further discussion is required on the size and siting of the cabinets.
- 20) **To agree a programme of review for the Boxer FM contract**  
**Action: Locum Clerk to contact Alex Brady to obtain details of worksheets**
- 21) **To consider quotes for the replacement of the floor surface in the Corn Exchange room at the Town Hall and agree the preferred contractor**  
Cllr Danter had managed to obtain two quotes. Due to the amount being over £3,00 the Locum Clerk advised that a third quote will need to be obtained before a decision can be made.  
**Action: Cllr Danter to obtain a third quote**
- 22) **To receive an update on urgent repairs required at Tewkesbury Museum and on their 99 year lease with the Council**  
Cllr Brennan offered to liaise with Craig Fletcher regarding the repairs and lease.
- 23) **To note the next steps in relation to the procurement process recently conducted inviting offers to manage the Watson Hall**  
The next steps were noted.
- 24) **To discuss the content of the Facebook pages for the Town Hall and Watson Hall**  
**Action: Locum Clerk to investigate updating the pages for public events.**
- 25) **Cheque list for signing**  
The cheques were signed in accordance with the cheques list
- 26) **Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave during the consideration of the following item on this agenda**  
Proposed by Cllr Danter, seconded by Cllr Brennan. Unanimous, **motion carried.**
- 27) **To discuss the suggested actions from the Moorings Working Group and receive an update on legal proceedings**  
The Locum Clerk was asked to progress items 5 and 7. Locum Clerk to discuss action points further with Cllr Brennan.  
It was resolved to seek the opinion of Counsel in relation to current Moorings legal proceedings. It was noted that this will cost approximately £1,500. Proposed by Cllr Danter, seconded by Cllr Brennan. Unanimous, **motion carried.**

There being no further business the meeting closed at 10.00 pm.

Signature of Chairman upon approval of Minutes ..... 31<sup>st</sup> January 2018

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