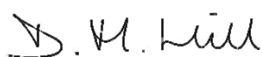


**TEWKESBURY TOWN COUNCIL
BUILDINGS & MOORINGS COMMITTEE
WEDNESDAY 6th JUNE 2018**

To: Councillors K Brennan (Chairman), C Danter (Mayor), T Walker (Deputy Mayor), S Franklin, K Powell, S Raywood, and P Workman.

You are hereby summoned to a meeting of the Buildings & Moorings Committee to be held in the Town Hall, High Street, Tewkesbury, **Wednesday 6th June at 6:00 pm. in the Mayor's Parlour**

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
1st June 2018

AGENDA

1. To receive apologies.
2. To receive declarations of interests
3. To receive dispensations
4. To approve the minutes of the Buildings & Moorings Committee meetings held on 8th February and 26th April 2018
5. Matters arising from the minutes – for information only
6. To receive correspondence:
 - i. To agree a response to a letter received regarding a partial refund in relation to a mooring space
7. To review and update the work programme and risk report
8. To receive a payments and receipt report for January to May 2018
9. To receive a Budget Report for 2017-18 and for April & May 2018-19
10. To note the appointment by the Clerk under emergency powers of a tree surgeon to make safe branches of a tree in the garden of 2 Saffron Road that had fallen onto the roof of the Rehearsal Room
11. To receive an update on the running and associated administration of the Watson Hall

- 12.** To consider the quotes for the replacement of the floor surface and any impact on the use of tables and chairs in the Corn Exchange and to agree the preferred supplier(s)
- 13.** To consider a request to reserve a toilet at the Town Hall for the sole use of traders
- 14.** To note that Risk Assessments including Fire Risk Assessments are due and will be conducted by the Town Council's preferred supplier
- 15.** To consider a rota for regular Councillor Health & Safety checks
- 16.** To discuss work required at the Town Hall and Watson Hall and agree the next steps and appropriate measures to address the following:
 - i. Electrical work requested in the office and upstairs toilet at the Town Hall
 - ii. Repair the window in the office toilet that does not close
 - iii. Work required to the heating system to enable the heating controls to operate correctly, to lag the hot water pipes in the basement and to address the work required as identified at the annual servicing all at the Town Hall
 - iv. Works required at the Watson Hall following the electrical safety inspection
 - v. Electrical inspection at the Town Hall
 - vi. To note the recommendations contained in the report issued following the service of the gas cooker at the Watson Hall
- 17.** To discuss considering a business lease for the Moorings where appropriate
- 18.** To consider a recent application and other interest for mooring space, possibly at the Back of Avon
- 19.** To receive an update from Avon Navigation Trust on the work required at Priors Court
- 20.** To note that registration for participation in Heritage Open days is now open and to discuss possible participation in this event by Tewkesbury Town Council in September 2018
- 21.** To consider the use of Town Hall by the Tewkesbury Medieval Festival
- 22.** To discuss the use of the Town Hall as a Water Refill point as part of the national Refill campaign
- 23.** For this committee to note the revised quote for the IT and telephony support contract
- 24.** Cheque list for signing