

**TEWKESBURY TOWN COUNCIL  
BUILDINGS & MOORINGS COMMITTEE  
WEDNESDAY 18<sup>th</sup> JULY 2018**

**MINUTES**

**The meeting commenced at 18:00.**

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

**In attendance:** D. Hill (Town Clerk)

**Absent without Apologies:** Councillor K. Powell.

**Absent with Apologies:** None.

**1. To receive apologies.**

No apologies for absence were received. Cllr. K. Powell was absent from the meeting without giving his apologies. Cllr. C. Danter gave notice that she may need to leave the meeting early.

**2. To receive declarations of interests.**

Cllr. P. Workman (Item 13) – Member of Tewkesbury Borough Council.

**3. To receive dispensations.**

No requests for dispensations were received.

**4. To approve the minutes of the Buildings & Moorings Committee meetings held on 6th June 2018.**

**Proposed:** Cllr C. Danter. **Seconded:** Cllr S. Franklin.

It was **resolved** that the minutes of the Buildings and Moorings Committee meeting held on the 6<sup>th</sup> June 2018 were **Approved**.

**5. Matters arising from the minutes – for information only.**

The following updates were given by the Clerk:

- Item **B&M.18.007** – The Boiler at the Town Hall has been serviced and the resulting recommendation has been addressed. A number of jobs have been identified for Sweets including work on the Town Hall Office Toilet window which is outstanding. Quotes for the lagging of the heating system pipework at the Town Hall need to be sourced. The hand driers had been ordered but have not yet been fitted. The Clerk is seeking additional quotes for the work required on the Gas Cooker at the Watson Hall which is complicated due to the complications of this being a Commercial Cooker. Two more quotes are also awaited for electrical inspections on the Town Hall and the Watson Hall.
- Item **B&M.18.010** – The tree surgeon had undertaken work on the tree located in the garden of 2 Saffron Road which had fallen onto the roof of the Rehearsal Rooms.
- Item **B&M.18.012** – The new flooring of the Corn Exchange has been installed.
- Item **B&M.18.013** – It was reported that there had been no adverse comment on the decision of the Committee to not reserve a Toilet at the Town Hall for the sole use of traders hiring the Hall.
- Item **B&M.18.015** – The development of a rota for regular Councillor Health and Safety checks is still outstanding.

#### **6. To review and update the work programme and risk report.**

The work programme and risk report was reviewed by the Committee and updates were provided by the Clerk in relation to a number of items.

#### **7. To receive a payments and receipts report for June 2018.**

The Committee received a report on the payments and receipts which occurred in June 2018. During this item the costs associated with utilities at the Watson Hall and Business Rates associated with the Moorings were queried. It was reported that the situation in relation to water supplies and billing was being

looked at and the same officer would be asked to look into Business Rates associated with the Moorings.

**8. To receive a Budget Report to 30th June 2018.**

The Committee received a budget report for the financial year to the 30<sup>th</sup> June 2018 and there was a short discussion on the current position following the conclusion of Financial Year 2018/19 Q1.

There was a related discussion on the Watson Hall Income and it was agreed that Cllr. T. Walker should lead and Cllr. S. Franklin would also participate in the Watson Hall Working Group.

**9. To note the use of emergency powers by the Clerk in relation to electrical works at the Town Hall and repairs to the cooling system in the bar cellar at the Watson Hall.**

The Committee noted that the Clerk had used emergency powers in relation to electrical works at the Town Hall and to organise repairs to the cooling system in the bar cellar at the Watson Hall. The final cost of these works was not yet known at the time of the meeting.

**10. To receive an update on moorings at the Back of Avon.**

An update on the Moorings at the Back of Avon was received by the Committee. The Town Council moorings located on the Back of Avon previously allocated as forty-eight-hour moorings have been reassigned as long-term moorings as demand is currently higher for this type of mooring. Interest has been expressed in Long-Term Moorings managed by the Town Council. It was also reported that there has been some alleged unauthorised short-term use of the Moorings overnight which should be discouraged by the use of the Back of Avon as Long-Term Moorings.

**11. To receive an update on the work required to provide moorings at Priors Court.**

The following update was received on the work required to reinstate moorings at Priors Court:

- The Committee was informed that due to the proposed arrangement of the new moorings in comparison to the old finger-post mooring layout Planning Permission and Environment Agency approval would be required prior to the commencement of works. The target date for the submission of a Planning Application is the end of August 2018.
- It has been confirmed that the quote from the Avon Navigation Trust included in the report pack for this meeting was still valid until the end of the year.
- The Clerk has approached the Architect used by the applicant for proposed café and moorings development adjacent to the Priors Court Mooring site. It was confirmed that due to the nature of the work to be completed that three quotes would not be required.
- It was suggested that the Avon Navigation Trust should be added to the Retained Contractors list.

Following a discussion it was agreed that final approval of this work should be referred to Full Council ensure that there no question over approval of this spend unless an audit of minutes demonstrates that there is sufficient approval in place.

## **12. To receive an update on leases**

### **i. Rehearsal Rooms**

An engrossed version of the lease has been received since the agenda was issued. The Clerk is to source an electronic copy and distribute to the Committee in advance of a meeting of the Committee.

### **ii. Tewkesbury Museum**

Thomson and Bancks and the Chairman of the Trustees of the Museum are still in discussion in relation to this lease. Work on the finalisation of this lease is still ongoing.

**iii. Moorings opposite Red Lane**

The Lease with the Avon Navigation Trust has been received and the Clerk is waiting on Thomson and Bancks to review and scrutinise the agreement.

**13. To agree a recommendation to Full Council that the Town Council will be the authority to send out formal correspondence on behalf of the Back of Avon & Riverside Working Group (a working group of Tewkesbury Town Regeneration Partnership).**

The Chairman provided the Committee with background for this agenda item including the existence of the Working Group which was looking into the use of land at the Hangings. There was a discussion related to the participation of the Clerk in the Back of Avon & Riverside Working Group and the use of Town Council authority to support groups carrying out projects within Tewkesbury.

Cllr. P. Workman abstained from voting on this item due to his membership of Tewkesbury Borough Council.

**Proposed:** Cllr. K. Brennan. **Seconded:** Cllr. S. Franklin.

It was **resolved** that the Committee recommends to Full Council that Tewkesbury Town Council should send out formal correspondence on behalf of the Back of Avon & Riverside Working Group.

**14. To note that Risk Assessments including Health & Safety and Fire Risk Assessments have been undertaken and to form a task/finish group to review the findings of the reports.**

It was noted that the Health and Safety and Fire Risk Assessments have been undertaken and that a Task and Finish Group should form to review the findings of the report. It was identified that there currently was no Lead Member for the Watson Hall to participate in the Task and Finish Group.

**Proposed:** Cllr. K. Brennan. **Seconded:** Cllr. T. Walker.

It was **resolved** that that Cllr. S. Franklin would be the Lead Member for the Watson Hall.

It was agreed that the Task and Finish Group would comprise of the two Lead Members for the Town Hall and Watson Hall Cllr. C. Danter and Cllr. S. Franklin, respectively. The Clerk is also part of this task and Finish Group.

#### **15. Training requirements in relation to Councillors of this committee.**

It is necessary for the committee to identify and advise the Finance Committee of its requirements for training. It was suggested that Health and Safety, Food Hygiene Training and First Aid Training should need to be considered when training strategies and budgets are being reviewed.

Cllr. C. Danter left the meeting during consideration of this item.

#### **16. Cheque list for signing.**

Following a discussion it was determined that the payment of an instalment of the £8,000.00 annual funding for the Tewksbury Museum would need to be brought to the Full Council Meeting.

**Proposed:** Cllr. T. Walker. **Seconded:** Cllr. K. Brennan.

It was **resolved** that the Cheque List is approved for signing and consequently, the Cheques were signed by Cllr. P. Workman and Cllr S. Raywood.

**With no further business to be conducted the meeting concluded at 19:22.**