



Tewkesbury Town Council

MINUTES

of the

Buildings & Moorings Committee meeting held on 25TH September 2018

In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury

Present: Cllrs K Brennan (Chair); C Danter (Mayor); T Walker (Deputy Mayor); S Franklin; S Raywood; K Powell

In attendance: D Hill (Town Clerk), Cllrs H Burns, S Carter, J Raywood and one member of the public

B&M.18.039 To receive apologies

Cllrs P Workman.

B&M.18.040 To receive declarations of interest

None received.

B&M.18.041 To receive dispensations

None received.

B&M.18.042 To approve the Minutes of the Buildings & Moorings Committee meeting held on 18th July 2018

Proposed by Cllr S Franklin, seconded by Cllr C Danter. It was RESOLVED to approve the minutes.

B&M.18.043 Matters arising from the Minutes – for information only in relation to matters not on the agenda

Minute B&M.18.015 – Health and safety checks. Review the Moorings checklist and bring to the next Buildings & Moorings Committee meeting.

Buildings – Cllrs C Danter and S Franklin are lead members for the Town Hall and Watson Hall respectively.

An update was given on leases:

Rehearsal Room, Saffron Rad, the Town Clerk is awaiting the engrossed version for signing.

Tewkesbury Museum - no update available.

Moorings lease to Avon Navigation Trust – Town Clerk to chase Solicitor as this needs to be resolved as a priority.

B&M.18.044 To review and update the work programme and risk report

The Town Clerk gave an update.

- B&M.18.045 To receive a payments and receipts report for July and August 2018**
The payments and receipts reports were received and noted.
- B&M.18.046 To receive a Budget Report to 31st August 2018**
The budget report was received and noted.
- B&M.18.047 To discuss the budgeting process for 2019/20**
The Town Clerk confirmed that a new spreadsheet is being prepared and that committees will be required to consider the budget for the next three years.
- B&M.18.048 To note the use of emergency powers by the Clerk in relation to lighting electrical works at the Watson Hall**
The use of emergency powers was noted.
- B&M.18.049 To consider options for work in relation to the electrical sockets in the Council Chamber**
The options were reviewed. It was RESOLVED to obtain two further quotes for option 4.
- B&M.18.050 To consider urgent electrical repairs at the Watson Hall in relation to upgrading the electric supply to the stage area, upgrade of the emergency lighting and ad hoc electrical issues and to consider the quotes received for this work**
The urgent electrical works required to Watson Hall and quotes were reviewed. Proposed by Cllr S Franklin, seconded by Cllr S Raywood. It was RESOLVED to action as follows:
- I. The quotes for upgrading the electrical supply to the stage were reviewed and it was agreed to budget for this work in 2019/20
 - II. The quotes for the emergency lighting upgrade were reviewed and it was agreed to spend up to £10,800 on the upgrade but that the committee will need to request to vire £4,000 from Contingency in order to complete this work fully. Clerk to add to next Full Council agenda.
 - III. To spend up to £1000 on category C2 items in the building identified as needing attention in relation to safety issues
- B&M.18.051 To discuss the replacement of the floor surface and painting in the Tudor Bar at the Watson Hall**
It was RESOLVED to spend up to £250 for the replacement of the floor surface and painting in the Tudor Bar at Watson Hall
- B&M.18.052 To receive an update on applying for a premises licence and to discuss applying for a wedding licence at the Town Hall**
Proposed by Cllr S Franklin, seconded by Cllr C Danter. It was RESOLVED to apply for a premises licence for the Town Hall.
There was a discussion on PRS licences. It was RESOLVED for the Clerk to investigate the cost of a PRS licence. The cost of applying for a wedding licence to be added to the budget for 2019/20.

B&M.18.053 To receive an update on the venue hire rates
The hire rates and conditions were discussed. It was RESOLVED to remove the 20% discount to charities and instead give 20% discount for local people living within the Tewkesbury Town Parish. Cllrs C Danter, S Franklin and the Town Clerk will review the venue hire rates and report back to the Buildings & Moorings Committee.

B&M.18.054 To receive an update on varying the premises licence at the Watson Hall
An update was given.

B&M.18.055 To agree repairs required by the Museum
The repairs were discussed. It was RESOLVED to ask Steve Goodchild, Trustee of Tewkesbury Museum to obtain three quotes and bring back to Buildings and Moorings Committee.

One member of the public left the meeting

B&M.18.056 To receive an update on the meeting held on 18th September 2018 of the Back of Avon & Riverside Working Group (a working group of Tewkesbury Town Regeneration Partnership)
An update was received including a discussion of funding options, extension of fencing for the riverside walk and the erection of a feature on the historic side of the Quay.

B&M.18.057 To agree to install rise and fall posts (as required based on advice from A.N.T.) at St Marys Lane mooring
Proposed by Cllr C Danter, seconded by Cllr K Brennan. It was RESOLVED to request A.N.T. to install two posts.

B&M.18.058 To receive an update on progress in relation to applications for the work to be undertaken at Priors Court
The drawings were reviewed. It was RESOLVED to submit planning application to Tewkesbury Borough Council as soon as possible. Cllr S Raywood offered to assist with the wording of the design and access statement.

B&M.18.059 To discuss a proposal in relation to the Old Ferry Mooring
It was RESOLVED to offer a 50% discount to the Sea Cadets on this mooring in return for repairs and maintenance to this mooring. Proposed by Cllr S Raywood, seconded by Cllr T Walker.

B&M.18.060 To review moorings fees for 2019/20
It was RESOLVED to review as part of the 2019/20 budget process.

B&M.18.061 Payments list for approval
Proposed by Cllr S Franklin, seconded by Cllr K Brennan.

B&M.18.062 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 items on this agenda

It was RESOLVED the public and press leave the meeting. Proposed by Cllr Franklin, seconded by Cllr K Brennan.

B&M.18.063 To consider estimates to replace equipment (bottle cooler, ice machine(s) and glass washer) in the Tudor Bar at the Watson Hall

The ownership of the equipment as detailed in the inventory in the Tudor Bar was discussed. The Town Clerk to liaise with the bar services provider to confirm ownership and also to confirm insurance arrangements.

There being no further business the meeting closed at 21:20

Signature of Chairman upon approval of the minutes 7th November 2018