



TEWKESBURY TOWN COUNCIL

MINUTES

of the

Buildings & Moorings Committee meeting held on 7th November 2018

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

Present: Cllrs K Brennan (Chair); C Danter (Mayor); P Workman; S Franklin; S Raywood; K Powell

In attendance: D Hill (Town Clerk)

B&M.18.064 To receive apologies
Cllr T Walker.

B&M.18.065 To receive declarations of interest
None received.

B&M.18.066 To receive dispensations
None received.

B&M.18.067 To approve the Minutes of the Buildings & Moorings Committee meeting held on 25th September 2018
Proposed by Cllr C Danter, seconded by Cllr S Franklin. It was RESOLVED to approve the minutes.

B&M.18.068 Matters arising from the Minutes – for information only in relation to matters not on the agenda
Moorings checklist back to committee in January 2019.
Leases Saffron, Museum & ANT
Mooring posts
Cllrs Danter & Franklin have met to discuss the Town Hall & Watson Hall hiring rates to be implemented from April 2019. **Action:** Hire rates on next agenda.

B&M.18.069 To review and update the work programme and risk report
The work programme and risk reports were reviewed.

B&M.18.070 To receive a payments and receipts report for September and October 2018

The payments and receipts reports were received and noted.

B&M.18.071 To receive the Budget Report

The budget report was received and noted.

B&M.18.072 To discuss and agree on a draft committee budget for Financial Year 2019/20 and to consider the budget requirements for 2020/21 and 2021/22

The draft committee budget for the financial year 2019/20 and the budget requirements for 2020/21 and 2021/22 were discussed and agreed for referral to the Finance Committee.

Cllrs Powell and Workman left the meeting at this juncture.

B&M.18.073 To note the use of emergency powers by the Clerk in relation to the intruder alarm at the Town Hall

The use of emergency powers was noted in respect of the takeover and servicing of the intruder alarm.

B&M.18.074 To discuss the maintenance and possible monitoring of the fire alarm at the Town Hall

It was resolved to appoint Allcooper Security Systems to takeover and service the fire alarm system. Proposed by Cllr Danter, seconded by Cllr Brennan.

Action: Town Clerk to obtain quote to link the fire alarm system to the intruder alarm system.

B&M.18.075 To discuss the re-instatement of the CCTV system at the Town Hall

Action: Town Clerk to investigate the options.

B&M.18.076 To agree to renew the contract for the automatic door at the Town Hall with Dorma UK Ltd

It was RESOLVED to renew the contract for the automatic door at the Town Hall with Dorma UK Ltd. Proposed by Cllr Danter, seconded by Cllr S Raywood.

B&M.18.077 To review the results of the emergency lighting inspection at the Town Hall

The results of the emergency lighting inspection at the Town Hall were reviewed.

Action: Town Clerk to obtain quotes for this work.

B&M.18.078 To review the results of the fire risk assessments at the Town Hall and Watson Hall

The results were discussed. **Action:** Town Clerk to set up a meeting with DW Safety.

B&M.18.079 To receive an update on the cooker and extractor installation and agree the installation of an electricity supply and the purchase of a new cooker at the Watson Hall.

It was RESOLVED to install a new three phase electricity supply at a cost of up to £3,300 and to purchase a new cooker at a cost of £1,942 from Carlton Services.

Proposed by Cllr Brennan, seconded by Cllr Franklin.

It was RESOLVED to suspend Standing Orders to enable full consideration of all agenda items.

B&M.18.080 To agree repairs required by the Museum

This was deferred to the next meeting.

B&M.18.081 To receive an update on progress in relation to applications for the work to be undertaken at Priors Court

The Town Clerk provided a progress update. The Town Clerk is arranging a meeting with the Environment Agency to discuss requirements for the work permit. It was noted that a flood risk assessment may be required.

B&M.18.082 To receive an update on the Town Council's moorings

The proposition was agreed in principle and the Council will look to bringing in services. The possibility of bringing services to Prior's Court was discussed and the committee agreed to look into this further. The Town Clerk had a meeting recently with a third party who may be making a proposition for the moorings to the Town Council.

B&M.18.083 To discuss the submission of a full application for LEADER funding in respect of Riverside Projects.

The Town Clerk gave an update. It is hoped to submit the application at the end of December / beginning of January.

B&M.18.084 To discuss unpaid mooring rental income in 2018/19

Delegated authority was given to the Town Clerk to take appropriate action in respect of unpaid invoices.

B&M.18.085 Payments list for approval

Proposed by Cllr Brennan, seconded by Cllr S Raywood.

There being no further business the meeting closed at 22:15

Signature of Chairman upon approval of the minutes 19th December 2018