



TEWKESBURY TOWN COUNCIL

MINUTES

of the

Buildings & Moorings Committee meeting held on 19th December 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.18.086 To receive apologies
Cllr Walker.

B&M.18.087 To receive declarations of interest
Cllr Brennan re: item 27 – Payment to Tewkesbury in Bloom.

B&M.18.088 To receive dispensations
None received.

B&M.18.089 To approve the Minutes of the Buildings & Moorings Committee meeting held on 7th November 2018
Proposed by Cllr Franklin, seconded by Cllr Danter. Subject to one small amendment to item 18.082 it was RESOLVED to approve the minutes.

Cllr Raywood arrived at this juncture.

B&M.18.090 Matters arising from the Minutes – for information only in relation to matters not on the agenda
The Clerk reported that a meeting had been held with DW Safety to discuss the risk assessments.

B&M.18.091 To receive a payments and receipts report for September and October 2018
The payments and receipts reports were received and noted.

B&M.18.092 To receive the Budget Report
The budget report was received and noted.

B&M.18.093 To receive an update from the Town Clerk in relation to leases:
i. Town Band - An update was provided regarding the queries raised by the Town Band with the solicitor



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ii. **Avon Navigation Trust** - The Deed of Surrender has been prepared and the lease is virtually complete, but clarification is required on insurance responsibility.

B&M.18.094 To agree to commence the process of changing the Trust status of the Watson Hall

It was RESOLVED to recommend to Full Council that the Trust status of the Watson Hall be changed. Proposed by Cllr Franklin, seconded by Cllr Powell.

B&M.18.095 To note the use of emergency powers by the Clerk in relation to the ceiling tiles at the Watson Hall

The use of emergency powers by the Clerk in relation to the ceiling tiles at the Watson Hall was noted.

Action: Visual checks to be carried out at the Watson Hall on a regular basis

B&M.18.096 To retrospectively agree additional expenditure in relation to the installation of the water heater at the Watson Hall

It was RESOLVED to agree the additional expenditure of £380 in relation to the installation of the water heater at the Watson Hall. Proposed by Cllr Danter, seconded by Cllr S Raywood.

B&M.18.097 To discuss a request for storage at the Watson Hall

Action: It was agreed the Cllr Franklin will meet the applicant to discuss further.

B&M.18.098 To discuss and agree hire rates for the Town Hall and the Watson Hall

Deferred to the next meeting.

B&M.18.099 To discuss and agree the requirement for Energy Performance Certificates / Statements for the Rehearsal Rooms, Town Hall and Watson Hall

It was RESOLVED to obtain an energy performance certificate for the Watson Hall and obtain further advice regarding the Town Hall. Proposed by Cllr Workman, seconded by Cllr S Raywood. It was noted that the Town Band will obtain an Energy Performance Certificate for the Saffron Road Rehearsal Room.

B&M.18.100 To agree the monitoring of the fire alarm system at the Town Hall.

It was RESOLVED that Allcooper Group monitor the fire alarm system at the Town Hall.

Proposed by Cllr Powell, seconded by Cllr S Raywood.

B&M.18.101 To discuss and agree the reinstatement of the CCTV system and the entry system at the Town Hall

It was RESOLVED to reinstate the entry system with a video entry system at the Town Hall.

Proposed by Cllr Franklin, seconded by Cllr Powell.



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Action: Town Clerk to check with planning regarding any restriction in respect of the unit to be placed on the outside of the building.

B&M.18.102 To agree repairs to the guttering and upstairs kitchen window in the Town Hall

It was RESOLVED to delegate authority to the Town Clerk to arrange repairs to the guttering and windows showing signs of rotting in the Town Hall. It was noted that by arranging this work now it should avoid the need to completely replace the windows.

Proposed by Cllr S Raywood, seconded by Cllr Workman.

B&M.18.103 To discuss and agree the emergency lighting improvements at the Town Hall.

It was RESOLVED to agree the emergency lighting improvements at the Town Hall at a cost of £2,465.

Proposed by Cllr S Raywood, seconded by Cllr Franklin.

Action: Town Clerk to check the status of the emergency lighting in the room at the bottom of the stairs.

B&M.18.104 To review and agree quotes for lagging the pipes at the Town Hall

This will be added to the work programme for 2019/20

B&M.18.105 To agree to install an electric point in the front porch at the Town Hall

This will be added to the work programme for 2019/20

B&M.18.106 To discuss and agree the repairs to the Town Clock

It was RESOLVED to agree the repairs to the Town Clock at a cost of £3,765 and for the clock to be serviced annually thereafter.

Proposed by Cllr Franklin, seconded by Cllr S Raywood.

B&M.18.107 To agree the payment of £8000 to the Museum for running costs and to discuss requirement repairs required

It was RESOLVED to make a payment of £8000 to the Museum for running costs.

Proposed by Cllr Workman, seconded by Cllr Brennan.

B&M.18.108 To discuss and agree a commercial rate for the moorings

It was resolved to charge an additional 10% for commercial moorings.

Proposed by Cllr Franklin, seconded by Cllr Powell.

Action: Improvements to the moorings to be added to the next agenda

B&M.18.109 To discuss the letter from Severn Leisure Cruises regarding the 2019 season

The letter was discussed and it was agreed that the Clerk should discuss detail regarding the operating schedule for 2019, bookings, service standards and the increase in the mooring fee with the existing operator.



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Action: Town Clerk to liaise with Severn Leisure Cruises and report back to the next B&M committee meeting.

B&M.18.110 To discuss the progress in relation to the reinstatement of moorings at Priors Court and to approve expenditure of £446 in relation to the application to the Environment Agency for a work permit

It was RESOLVED to approve the expenditure of £446 in relation to the application to the Environment Agency for a work permit.

Proposed by Cllr Brennan, seconded by Cllr Workman

B&M.18.111 To approve next steps for the facilities management contract

It was RESOLVED to recommend to Full Council the approval of this committee to a two year contract from 1st April 2019 with G.A.B. Services.

Proposed by Cllr Franklin, seconded by Cllr Brennan.

B&M.18.112 To approve the payments list

It was RESOLVED to approve the payments list. Proposed by Cllr Franklin, seconded by Cllr Brennan.

There being no further business the meeting closed at 20:24

Signature of Chairman upon approval of the minutes 6th February 2019