



**TEWKESBURY TOWN COUNCIL**

**MINUTES**

*of the*

**Buildings & Moorings Committee meeting held on 7<sup>th</sup> 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 25<sup>th</sup> 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 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 ..... 19<sup>th</sup> December 2018