

TEWKESBURY TOWN COUNCIL

MINUTES OF THE BUILDINGS & MOORINGS COMMITTEE MEETING HELD ON 6TH JUNE 2018 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 6.00 PM

Present: Cllrs K Brennan (Chairman), C Danter, S Franklin, S Raywood, P Workman, K Powell,
D Hill (Town Clerk), A Durn (Asst Town Clerk).

Not Present: Cllr T Walker

B&M.18.001 To receive apologies
None received.

B&M.18.002 To receive declarations of interests
None received.

B&M.18.003 To receive dispensations
None received.

B&M.18.004 To approve the minutes of the Buildings & Moorings Committee meeting held on 8th February 2018 and 26th April 2018
RESOLVED:
The Minutes for the meeting on 8th February 2018 were approved.
The Minutes for the meeting on 26th April 2019 proposed amendment: Cllr P Workman was not present and had given his apologies. Approved with amendment.

B&M.18.005 Matters arising from the minutes – for information only
Cllr Burns to be asked for an update on progress on Watson Hall
The Clerk and Cllr Danter are working on the booking rates.
CAMRA have been offered a 10% discount because of their hiring issues.

B&M.18.006 To receive correspondence
a. To agree a response to a letter received regarding a partial refund in relation to a mooring space
The mooring let had been cancelled. The request was discussed in detail. It was RESOLVED to offer the refund of the rent for the first quarter of 2018/19 as a goodwill gesture.

B&M.18.007 To review and update the work programme and risk report
The work programme was reviewed in detail. Risk Impact had been added. The wording to be proof read and corrected. The following updates were given:
Saffron Road – lease is being reviewed. To be brought to a future committee.
Boilers are now being serviced.
Alarms – clarity of the contracts are in progress.

Toilets – quotations received but are being clarified.

Museum – Roof repairs have been completed. Further works are in progress.

It was RESOLVED that the Works Programme for 2018/19 needs to be updated. Councillors to be asked to send in proposed actions for discussion and agreement at a future meeting.

B&M.18.008 To receive a Payments and Receipt Report for January to May 2018

The report was discussed, a query was raised on authorisation, Clerk to check the previous Minutes for clarification. It was RESOLVED to retrospectively approve payment for the WW1 plaques. There was a discussion on the total spend on cleaning. A Quarter 1 budget and payments report on cleaning services will be brought to a future Committee.

B&M.18.009 To receive a Budget Report for 2017/18 and for April to May 2018

The report was received. There is a review of Mooring rates. The Clerk to review the 2018/19 budget figures on the report for accuracy.

B&M.18.010 To note the appointment by the Clerk under emergency powers of a tree surgeon to make safe branches of a tree in the garden of 2 Saffron Road that had fallen onto the roof of the Rehearsal Room

Noted.

B&M.18.011 To receive an update on the running and associated administration of the Watson Hall

The accounts to be split and a separate bank account to be set up as per the Auditor report recommendation. VAT has not been included in booking charges from 1st April 2018. A Working Group of councillors to be set up. Clerk to email all councillors requesting membership. Terms of Reference to be reviewed and agreed.

B&M.18.012 To consider the quotes for the replacement of the floor surface and any impact on the use of tables and chairs in the Corn Exchange and to agree the preferred supplier

The quotes were reviewed in detail. It was RESOLVED to offer the contract to Gloucester Flooring as it was felt the quote offered value for money.

B&M.18.013 To consider a request to reserve a toilet at the Town Hall for the sole use of traders

The request was discussed in detail. It was RESOLVED to not agree to the request as it was not practical.

B&M.18.014 To note that Risk Assessments including Fire Risk Assessments are due and will be conducted by the Town Council's preferred supplier

Noted. Councillors to be notified of the dates of the assessments as they may wish to attend with the contractor.

B&M.18.015 To consider a rota for regular Councillor Health and Safety checks

The health and safety checks carried out by staff to be circulated to councillors as they may wish to attend with the staff.

B&M.18.016 To discuss work required at the Watson Hall and Town Hall and agree the next steps and appropriate measures to address the following:

B&M/18/2

- a. **Electrical work requested in the office and upstairs toilet at the Town Hall.**
It was RESOLVED to: install electric hand driers in the public toilets and move the paper hand towels to the Mayor's toilet.
- b. **Repair the window in the office toilet that does not close**
It was RESOLVED to add to the builders' schedule of works.
- c. **Work required to the heating system to enable the heating controls to operate correctly, to lag the hot water pipes in the basement and to address the work required as identified at the annual servicing all at the Town Hall.**
It was RESOLVED to agree to the quote for the works on the ignition electrode and heating controls; and to obtain 3 quotes for the lagging and to bring to Full Council.
- d. **Works required at the Watson Hall following the electrical safety inspection.**
It was RESOLVED to obtain 3 quotes and to bring to Full Council.
- e. **Electrical inspection at the Town Hall**
It was RESOLVED to accept the quote for the emergency lighting and to obtain quotes for the general electrical inspection and to bring to Full Council.
- f. **To note the recommendations contained in the report issued following the service of the gas cooker at the Watson Hall**
The report was noted. It was RESOLVED to obtain a quote for the works and to delegate to the Clerk a budget of £1000 to carry out the necessary works.

B&M.18.017 To discuss considering a business lease for the Moorings where appropriate
There was a discussion on the lease arrangements. It was RESOLVED for the Clerk to obtain legal advice on the lease and report back to Committee.

B&M.18.018 To consider a recent application and other interest for mooring space, possibly at the Back of Avon
It was RESOLVED to agree to the mooring space request and to inform the Lock Keeper of the new tenants.
It was RESOLVED to meet with Avon Navigational Trust to discuss arrangements for moorings including usage, costs, income, and proposed works. The Clerk was asked to set up a meeting.

B&M.18.019 To receive an update from Avon Navigation Trust (ANT) on the work required at Priors Court
ANT wish to carry out works which may need Planning permission and an Environmental Agency permit. It was RESOLVED to include on the agenda at the ANT meeting which is to be arranged by the Clerk.

B&M.18.020 To note the registration for participation in Heritage Open Days is now open and to discuss possible participation in this event by Tewkesbury Town Council in September 2018
It was RESOLVED to allow the participation of the Town Crier and to include the Council Chamber and Mayor's Parlour. The basement would be not permitted access due to health and safety considerations. The date to be confirmed.

B&M.18.021 To consider the use of Town Hall by the Tewkesbury Medieval Festival
It was RESOLVED to participate in the Medieval Festival and allow the use of the Town Hall.

B&M.18.022 To discuss the use of the Town Hall as a Water Refill point as part of the national Refill campaign

The campaign and the possible inclusion of the Town Hall was discussed. It was RESOLVED that it was not practical to include the Town Hall as a Water Refill point.

B&M.18.023 For this committee to note the revised quote for the IT and Telephony support contract

An update was given on the report which had been agreed at Full Council. The quote discussed was not like for like therefore a new quote had been obtained. As this was for an increased amount the report would go back to Full Council.

B&M.18.024 To approve the cheque list and sign cheques

The payment for the roofing works was deleted as the work had not been completed and signed off.

It was RESOLVED to approve the payments list with the deletion for the roofing works.

The meeting closed at 7.42 pm.

Signature of Chairman upon approval of Minutes

Date