



TEWKESBURY TOWN COUNCIL

MINUTES

of the

**Buildings & Moorings Committee meeting held on 4th March 2019
In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury**

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

In attendance: D Hill (Town Clerk)

B&M.18.129 To receive apologies

Cllr Walker.

B&M.18.130 To receive declarations of interest

Cllr Brennan in respect of item 18.146.

B&M.18.131 To receive dispensations

None received.

B&M.18.132 To approve the Minutes of the Buildings & Moorings Committee meeting held on 6th February 2019

It was RESOLVED to approve the minutes. Proposed by Cllr Workman, seconded by Cllr Danter.

B&M.18.133 Matters arising from the Minutes – for information only in relation to matters not on the agenda

B&M18.101 – Door entry system at the Town Hall

An update was received from the Town Clerk.

B&M18.106 – Repairs to the clock at the Town Hall

Action: Town Clerk to seek an alternative quote.

B&M18.118 – Payment query re: Moorings

Town Clerk advised that there was still moorings money to come in this year.

B&M18.120 – Insurance for Town Band instruments

Ongoing.

B&M18.121 - Work programme

Action: Add step at the back of the museum to the work programme to make it less steep.

B&M.18.134 To receive correspondence relating to the Buildings & Moorings Committee

Correspondence has been received from CAMRA thanking the Council for the efforts of their staff during the Winter Ales Festival.



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B&M.18.135 Public Participation

There was no public participation.

B&M.18.136 To review the work programme and agree the schedule of work

Deferred to the next meeting.

B&M.18.137 To receive committee income and expenditure reports for January 2019

The income and expenditure reports were received and noted.

Action: Vouchers 358 – 388 description will be amended to 'Craft Fayre'.

B&M.18.138 To receive the Budget Report

The budget report was received and noted.

B&M.18.139 To receive an update from the Town Clerk in relation to leases:

i. Town Band – The Town Clerk provided an update regarding insurance of instruments, access to the fire exit and agreed use of the storage room in the Rehearsal Rooms.

ii. Avon Navigation Trust – Action: To be chased. Add to agenda for next meeting.

B&M.18.140 To note the use of emergency powers by the Town Clerk for the following works undertaken at the Watson Hall:

- i. Replacement of cabinets in the bar area at the Tudor Bar £560
- ii. Build and installation of cabinet in the bar corridor area at the Tudor Bar £365
- iii. Three door bottle chiller £470
- iv. Ice maker £400
- v. Programmed electronic cash register and till rolls £392.94
- vi. Decorating materials
- vii. Bar equipment and supplies
- viii. Replacement lighting / bulbs in the bar areas, corridors and stairwell
- ix. Emergency lighting in the basement

The use of emergency powers for the above items was noted.

B&M.18.141 To agree to prepare and re-seal the wooden floor at the Watson Hall at a cost of £1,190 in the next financial year.

It was resolved to prepare and re-seal the wooden floor at the Watson Hall at a cost of £1,190 in the next financial year.

Proposed by Cllr Powell, seconded by Cllr Franklin.

B&M.18.142 To agree to pay for 50% of the replacement / repair costs of the noticeboards at the Watson Hall



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It was RESOLVED to pay £400 for the repair / replacement costs of the noticeboards at the Watson Hall. Proposed by Cllr S Raywood, seconded by Cllr Danter.

B&M.18.143 To discuss the installation of wi-fi at the Watson Hall and to agree the next steps
Add to the next meeting agenda for a decision.

B&M.18.144 To discuss the replacement of the sound and lighting system and facilities at the Watson Hall and to agree next steps
Add to the next meeting agenda for a decision.

B&M.18.145 To agree to delegate authority to the Town Clerk to purchase a buffer and cleaning fluids as recommended by Total Floor Care in the next financial year
It was RESOLVED to delegate authority to the town Clerk to purchase a buffer and cleaning fluids as recommended by Total Floor Care in the next financial year up to a cost of £3000. Proposed by Cllr Franklin, seconded by Cllr Danter.

B&M.18.146 To agree to the installation of a cabinet at the Town Hall for use by Tewkesbury in Bloom.
It was agreed to install a cabinet at the Town Hall for use by Tewkesbury in Bloom, subject to the agreement of the exact location by Cllrs Danter, Brennan and the Town Clerk.

B&M.18.147 To discuss the feedback from the meeting held on 25th February regarding hire rates and terms and conditions for venue hire at the Town Hall and Watson Hall
Feedback was provided and it was agreed to update all Councillors in Full Council as to the decisions made. **Action:** Add to Full Council agenda.

B&M.18.129 To discuss the progress in relation to the reinstatement of moorings at Prior's Court
The planning application has been submitted and it is being validated.
Action: Town Clerk to chase planning at Tewkesbury Borough Council.

B&M.18.130 To discuss additional information received from Severn Leisure Cruises in respect of leisure river trips in 2019
Deferred to next meeting, possibly an extraordinary meeting.
Action: Bunting to be taken down and moorings 1 & 2 to be tidied.

B&M.18.131 Payments list for approval
It was RESOLVED to approve the payments list. Proposed by Cllr Danter and seconded by Cllr Brennan.

B&M.18.132 Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it was resolved that, because of the confidential nature of the business to be



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transacted, the public and press leave during the consideration of the following item on this agenda.

Proposed by Cllr S Raywood, seconded by Cllr Brennan.

B&M.18.133 To receive an update from the Town Clerk regarding the running of the Tudor Bar and to agree any further actions required.

The Town Clerk gave a verbal update on the running of the Tudor Bar. There had been concerns over Health & Safety issues with the previous running of the bar some of the fitments and equipment. The bar has undergone significant improvements throughout February 2019 in order to bring the area up to standard. The Tudor Bar is now being run by the Town Council and all the stock and equipment in the bar (except for the pumps and the lines) belongs to the Town Council. There is now a new Designated Premises Supervisor and the Town Council's license has been updated accordingly. It was noted that there may now be interest in users of the hall wanting to bring in their own wine and request to run a bar from the Theatre Bar. It was agreed that this should be negotiated on an individual basis but as a guide, a corkage charge would be made of £5 per bottle and any request to run a bar from the Theatre Bar would be subject to paying a charge and a guide to this would be around £50-£100 depending on the size of the event.

There being no further business the meeting closed at 19:40

Signature of Chairman upon approval of the minutes 8th April 2019