


**TEWKESBURY TOWN COUNCIL
BUILDINGS & MOORINGS COMMITTEE
WEDNESDAY 11TH DECEMBER 2019**

To: Councillors C Danter (Chairman), K Brennan, A. Carter, K. Powell, G. Preedy, S. Raywood, A. Rudge

You are hereby summoned to a meeting of the Buildings & Moorings Committee to be held in the Town Hall, High Street, Tewkesbury, **Wednesday 11th December at 6.00 pm. in the Mayor's Parlour**

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
6th December 2019

AGENDA

1. To receive apologies
2. To receive declarations of interests
3. To receive dispensations
4. To approve the minutes of the Buildings & Moorings Committee meeting held on 23rd October 2019
5. Matters arising from the minutes – for information only
6. To receive correspondence relating to the Buildings & Moorings Committee
7. Public Participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person.)*
8. To receive the committee finance report for October
9. To review the draft committee budget for 2020/21
10. Payments list for approval
11. To review recent works undertaken, current and planned including recent fire risk assessments
12. To receive an update from the Town Clerk in relation to leases:
 - i. Back of Avon to Avon Navigation Trust
 - ii. Lease/licence of the garden behind the Watson Hall (relating to 2 Saffron Road)

13. To consider quotes for the electrical work required on the electrical circuits in the Council Chamber and to undertake an electrical inspection in the Town Hall
14. To approve retrospectively the purchase of vinyl flooring for events requiring reduced noise on the stage at the Watson Hall at a cost of £350
15. To approve the installation of speakers in the Tudor Room at the Watson Hall
16. To consider quotes for upgrading the CCTV system in the Watson Hall and to consider whether to install additional cameras outside
17. To note the use of emergency powers in respect of the following:
 - i. Repairs/replacement of the gates at the rear of the Watson Hall (opening onto Saffron Road)
18. To review the net position of the Tudor Bar from March 2019
19. To receive an update on the planning application to re-instate moorings at Prior's Court
20. To consider the request to erect a plaque on the wall at the Back of Avon detailing information about the Alleycat sculpture

MINUTES
of the
Buildings & Moorings Committee meeting held on 23rd October 2019
In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury

Present: Cllrs C Danter (Chair); A Rudge; S Raywood & K Brennan

In attendance: D Hill (Town Clerk)

The meeting commenced at 15:30

B&M.19.071 To receive apologies

Apologies were received from Cllr Carter (business).
Cllr Powell & Cllr Preedy were not present.

B&M.19.072 To receive declarations of interest

None received.

B&M.19.073 To receive dispensations

None received.

B&M.19.074 To approve the Minutes of the Buildings & Moorings Committee meeting held on 19th September 2019

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

B&M.19.075 Matters arising from the Minutes – for information only in relation to matters not on the agenda

B&M 18.173 Town Hall clock – ongoing – refer back to Cumbria Clock Company
The clock will be stopped for Remembrance from 9am on 8/11/19 to 9am on 11/11/19

B&M 18.185 Condition Reports – ongoing.

B&M 18.187 Back of Avon wall - ongoing.

B&M 19.015 Garden Room – ongoing.

B&M 19.016 Drone Images – ongoing.

B&M 19.037 3 Saffron Road – complete

B&M 19.039 Tudor Bar Window – complete – final cost £528.72

B&M.19.076 To receive correspondence relating to the Buildings & Moorings Committee

Two pieces of correspondence were received, one regarding Moorings issues and one regarding a piano for the Watson Hall.

B&M.19.077 Public Participation

There was no public participation.

B&M.19.078 To receive the committee finance report for September

The committee finance report was received.

- B&M.19.079 To review the valuation report on the Town council's buildings and to resolve to recommend increases / decreases as required to buildings sums insured to the Finance Committee**
Councillors discussed agreed to the recommendations within the valuation report. It was RESOLVED to increase the building sums insured as per the recommendations of the valuation report. Proposed by Cllr Danter, seconded by Cllr Brennan.
- B&M.19.080 To receive an update on the recently installed RBS bookings system**
The Town Clerk provided an updated on the recently installed bookings system. It was noted that the booking form will be updated to enable a better understanding of event set up times as well as the actual event times.
- B&M.19.081 To discuss and agree committee work programmes including fire risk assessments, condition reports and inspection of the War Memorial**
The committee work programme was reviewed.
Action: Town Clerk to circulate the moorings inspection reports.
Action: Fire Risk Assessment for the Watson Hall – most recent assessment to be added to the next meeting.
Action: GAB Services to visually check War Memorial once flowers are removed.
- B&M.19.082 To receive an update on the planning application for tree works in the Town Hall garden**
An update was received on the quotation for the tree works in the Town Hall garden. It was agreed to obtain two more quotations.
- B&M.19.083 To agree to register the Museum on the 'at risk' register with Historic England**
It was RESOLVED to register the Museum on the 'at risk' register with Historic England. Proposed by Cllr Brennan, seconded by Cllr Rudge.
- B&M.19.084 To agree to appoint Nick Joyce Architects to project manage the repairs to the side elevation timber frame and window at the Museum at a cost of £1,000 plus out of pocket expenses**
Cllr Danter proposed an amendment to accept the quotation for the original plan to instruct and engage Croft Buildings & Conservation Limited.
It was RESOLVED to instruct and engage Croft Buildings & Conservation Limited to repair the side elevation timber frame and window at the Museum.
Proposed by Cllr Danter, seconded by Cllr Rudge.
- B&M.19.085 To note the use of emergency powers in respect of the following**
- i. Purchase of shelving (£400.00) in the cellar due to health & safety reasons and the replacement of the glass washer (£679.00) at the Tudor Bar, Watson Hall
 - ii. Alterations to the desk in the reception area due to health & safety to ensure comfortable working environment
 - iii. Replacement of the door from the garden of 2 Saffron Road onto the highway to ensure safe exit in the event of an emergency and evacuation through the fire exit on the stage at the Watson Hall
- The use of emergency powers in respect of the above was noted.

- B&M.19.086 To review the net position of the Tudor Bar since the Town Council took over responsibility for the bar operation**
Deferred to the next meeting.
- B&M.19.087 To agree to dispose of the non-operational piano at the Watson Hall**
It was RESOLVED to dispose of the non-operational piano at the Watson Hall.
Proposed by Cllr Rudge, seconded by Cllr Brennan.
- B&M.19.088 To receive an update from Cllr Rudge on support volunteers at the Watson Hall**
An update was received from Cllr Rudge.
- B&M.19.089 To receive an update on the planning application to re-instate moorings at Prior's court**
The Town Clerk provided an update.
- B&M.19.090 To consider the request to erect a plaque on the wall at the Back of Avon detailing information about the Alleycat sculpture**
Action: Town Clerk to request details of the plaque for consideration.
- B&M.19.091 Payments list for approval**
It was RESOLVED to approve payments totalling £133.90.
Proposed by Cllr Rudge, seconded by Cllr Brennan.
- B&M.19.092 To discuss and agree a draft committee budget for 2020/21 and to consider the budget requirements for 2021/22 and 2022/23**
This item to be discussed at an extraordinary meeting to be held in November.
- B&M.19.093 Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave during the consideration of the following item on this agenda**
It was RESOLVED that pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be 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.19.094 To review the grounds maintenance quotations for St Mary's Lane mooring and the Town Hall garden and to appoint a grounds maintenance contractor for the period April 2020 – March 2023**
Action: Town Clerk to request additional information from contractor.

There being no further business, the meeting closed at 5.45pm

Signature of Chairman upon approval of the minutes 11th December 2019

Detailed Income & Expenditure by Budget Heading October 2019

Month No: 7

Buildings & Moorings Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Building & Moorings</u>						
<u>200 Moorings</u>						
1300 Moorings Income	301	3,409	5,500	2,091		
Moorings :- Income	301	3,409	5,500	2,091		
4450 Maintenance	23	1,702	3,000	1,298		1,298
4460 Rates	125	873	1,500	627		627
4470 Mooring Leases	0	100	100	0		0
4480 Projects	0	4	5,000	4,996		4,996
4590 Projects	0	88	0	(88)		(88)
Moorings :- Indirect Expenditure	148	2,767	9,600	6,833	0	6,833
Net Income over Expenditure	152	642	(4,100)	(4,742)		
<u>210 Museum</u>						
4450 Maintenance	0	152	4,000	3,848	12,849	(9,001)
4500 Running Costs	0	0	8,000	8,000		8,000
4990 Sundries	0	0	1,749	1,749		1,749
Museum :- Indirect Expenditure	0	152	13,749	13,597	12,849	749
Net Expenditure	0	(152)	(13,749)	(13,597)		
<u>220 Town Hall</u>						
1400 Garden Income	0	70	50	(20)		
1410 Town Hall Income	3,899	10,693	14,000	3,307		
Town Hall :- Income	3,899	10,764	14,050	3,286		
4450 Maintenance	360	10,707	22,000	11,293	345	10,948
4460 Rates	412	3,300	4,000	700		700
4550 Water	159	349	675	326		326
4560 Electric	147	287	1,500	1,213		1,213
4570 Gas	25	578	2,500	1,922		1,922
4580 Garden Expenditure	6	430	250	(180)		(180)
4960 Equipment	39	121	0	(121)		(121)
4990 Sundries	1	8	1,166	1,158		1,158
Town Hall :- Indirect Expenditure	1,150	15,780	32,091	16,311	345	15,966
Net Income over Expenditure	2,750	(5,016)	(18,041)	(13,025)		

Detailed Income & Expenditure by Budget Heading October 2019

Month No: 7

Buildings & Moorings Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
230 War Memorial						
1450 Fundraising	0	0	50	50		
1990 Other Income	0	50	1	(49)		
War Memorial :- Income	<u>0</u>	<u>50</u>	<u>51</u>	<u>1</u>		
4450 Maintenance	0	0	250	250		250
4990 Sundries	0	0	1,166	1,166		1,166
War Memorial :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,416</u>	<u>1,416</u>	<u>0</u>	<u>1,416</u>
Net Income over Expenditure	<u>0</u>	<u>50</u>	<u>(1,365)</u>	<u>(1,415)</u>		
Building & Moorings :- Income	4,200	14,223	19,601	5,378		
Expenditure	1,298	18,699	56,856	38,157	13,194	24,963
Movement to/(from) Gen Reserve	<u>2,902</u>	<u>(4,476)</u>				
Grand Totals:- Income	4,200	14,223	19,601	5,378		
Expenditure	1,298	18,699	56,856	38,157	13,194	24,963
Net Income over Expenditure	<u>2,902</u>	<u>(4,476)</u>	<u>(37,255)</u>	<u>(32,779)</u>		
Movement to/(from) Gen Reserve	<u>2,902</u>	<u>(4,476)</u>				

Detailed Income & Expenditure by Budget Heading October 2019

Month No: 7

Watson Hall Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
600 Watson Hall						
1800 Watson Hall Income	4,198	11,703	15,000	3,297		
1810 Leases	135	20,135	20,150	15		
1820 Tudor Bar Income	4,613	18,272	1	(18,271)		
1830 Events Income	978	5,795	1	(5,794)		
Watson Hall :- Income	9,924	55,905	35,152	(20,753)		
4280 Events & Services	816	7,476	1	(7,475)	2,937	(10,413)
4450 Maintenance	241	9,416	8,000	(1,416)		(1,416)
4550 Water	17	380	500	120		120
4560 Electric	0	1,264	1,000	(264)		(264)
4570 Gas	62	165	2,500	2,335		2,335
4590 Projects	0	9,284	15,000	5,716		5,716
4950 Tudor Bar	2,538	7,093	1	(7,092)		(7,092)
4955 Bar Wages	0	2,327	0	(2,327)		(2,327)
4960 Equipment	15	191	0	(191)		(191)
4990 Sundries	1	340	1,166	826		826
Watson Hall :- Indirect Expenditure	3,690	37,935	28,168	(9,767)	2,937	(12,704)
Net Income over Expenditure	6,235	17,970	6,984	(10,986)		
Grand Totals:- Income	9,924	55,905	35,152	(20,753)		
Expenditure	3,690	37,935	28,168	(9,767)	2,937	(12,704)
Net Income over Expenditure	6,235	17,970	6,984	(10,986)		
Movement to/(from) Gen Reserve	6,235	17,970				