

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