

**TEWKESBURY TOWN COUNCIL
BUILDINGS & MOORINGS COMMITTEE
WEDNESDAY 29TH JANUARY 2020**

To: Councillors C Danter (Chairman), K Brennan, A. Carter, K. Powell, 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 29TH December at 6.00 pm. in the Mayor's Parlour**

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
23rd January 2020

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 11th December 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 budget reports
9. Payments list for approval
10. To review and agree the work programme including Watson Hall fire risk assessment
11. To agree to form a working group to prepare a management plan for the Watson Hall buildings
12. To review the net position of the Tudor Bar from March 2019
13. To agree to purchase six poseur tables for the Watson Hall
14. To agree to install a door call system to link up to the new CCTV system
15. 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)

16. To agree to install an inline fan system to serve the two toilets in the Town Hall

17. To consider the quotes for the tree work in the Town Hall garden and to agree the preferred contractor

18. To receive an update on the planning application to re-instate moorings at Prior's Court

19. To consider the request to erect a plaque on the wall at the Back of Avon detailing information about the Alleycat sculpture

20. To agree to purchase a jet washer for use at the Moorings

21. To consider options for pest control at the Moorings and at the Museum

MINUTES
of the
Buildings & Moorings Committee meeting held on 11th December 2019
In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury

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

In attendance: D Hill (Town Clerk)

B&M.19.106 To receive apologies

Apologies were received from Cllr Carter.

B&M.19.107 To receive declarations of interest

None received.

B&M.19.108 To receive dispensations

None received.

B&M.19.109 To approve the minutes of the Building & Moorings Committee meeting held on 23rd October 2019

It was RESOLVED to approve the minutes for the Building & Moorings Committee meeting held on 23rd October 2019. Proposed by Cllr Brennan, seconded by Cllr S Raywood.

B&M.19.110 Matters arising from the minutes

B&M.18.173 – Town Hall Clock. Action: Town Clerk to speak to Neil Davis re: recent visit from Cumbria Clock Company. Ongoing – add to the work programme.

B&M.19.081 – War Memorial Inspection: Complete

B&M.19.081 – Moorings Inspection: Ongoing – add to the work programme

B&M.19.083 – ‘At risk’ registration for Museum: Ongoing

B&M.19.094 – Grounds maintenance: Ongoing – Town Clerk to chase up email.

B&M.19.111 To receive correspondence relating to the Buildings & Moorings Committee

Letter received regarding recycling at the Town Hall.

B&M.19.112 Public Participation

There was no public participation.

B&M.19.113 To receive the committee finance report for October

The committee finance report was received.

B&M.19.114 To review the draft committee budget for 2020/21

The draft budget was reviewed. **Action:** Running costs for the Museum to be renamed projects.

B&M.19.115 Payments list for approval

There was no payments list.

- B&M.19.116 To review recent works undertaken, current and planned, including recent fire risk assessments**
Deferred to the next meeting.
- B&M.19.117 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)**
- Deferred to the next meeting.
- B&M.19.118 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**
It was RESOLVED to appoint Gloucestershire Electrical Services to undertake the work at a cost of £3,950. Proposed by Cllr Brennan, seconded by Cllr Rudge.
- B&M.19.119 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**
It was RESOLVED to retrospectively approve the purchase of vinyl flooring for events requiring reduced noise on the stage at the Watson Hall at a cost of £350. Proposed by Cllr Rudge, seconded by Cllr Danter.
- B&M.19.120 To approve the installation of speakers in the Tudor Room at the Watson Hall**
It was RESOLVED to approve the installation of speakers in the Tudor Room at the Watson Hall at a cost of around £1,450. Proposed by Cllr Rudge, seconded by Cllr S Raywood.
- B&M.19.121 To consider quotes for upgrading the CCTV system in the Watson Hall and to consider whether to install additional cameras outside**
It was RESOLVED to upgrade the CCTV system in the Watson Hall and to install three additional cameras outside at a cost of around £4,020. Proposed by Cllr Brennan, seconded by Cllr Rudge.
- B&M.19.122 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 on to Saffron Road)**
- The use of emergency powers was noted.
- B&M.19.123 To review the net position of the Tudor Bar from March 2019**
Deferred to the next meeting.
- B&M.19.124 To receive an update on the planning application to reinstate moorings at Prior's Court**
Deferred to the next meeting.
- B&M.19.125 To consider the request to erect a plaque on the wall at the Back of Avon detailing information about the Alleycat sculpture**
Deferred to the next meeting.

There being no further business, the meeting closed at 7.10pm

Signature of Chairman upon approval of the minutes 29th January 2020

Detailed Income & Expenditure by Budget Heading 23/01/2020

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Building & Moorings</u>							
<u>Moorings</u>							
Moorings Income	144	4,154	5,500	1,346			
Moorings :- Income	144	4,154	5,500	1,346			0
Maintenance	23	2,497	3,000	503		503	
Rates	69	1,080	1,500	420		420	
Mooring Leases	0	100	100	0		0	
Projects - Moorings	0	88	5,000	4,913		4,913	
Moorings :- Indirect Expenditure	92	3,765	9,600	5,835	0	5,835	0
Net Income over Expenditure	52	389	(4,100)	(4,489)			
<u>Museum</u>							
Maintenance	0	152	4,000	3,848	12,849	(9,001)	
Museum Projects	0	0	8,000	8,000		8,000	
Sundries	0	0	1,749	1,749		1,749	
Museum :- Indirect Expenditure	0	152	13,749	13,597	12,849	749	0
Net Expenditure	0	(152)	(13,749)	(13,597)			
<u>Town Hall</u>							
Garden Income	0	70	50	(20)			
Town Hall Income	701	13,993	14,000	7			
Town Hall :- Income	701	14,063	14,050	(13)			0
Maintenance	8	13,158	22,000	8,842		8,842	
Rates	0	3,712	4,000	288		288	
Water	0	519	675	156		156	
Electric	0	465	1,500	1,035		1,035	
Gas	0	1,172	2,500	1,328		1,328	
Garden Expenditure	0	430	250	(180)		(180)	
Equipment	0	136	0	(136)		(136)	
Sundries	0	0	1,166	1,166		1,166	
Town Hall :- Indirect Expenditure	8	19,592	32,091	12,499	0	12,499	0
Net Income over Expenditure	693	(5,529)	(18,041)	(12,512)			
<u>War Memorial</u>							
Fundraising	0	0	50	50			
Other Income	600	700	1	(699)			
War Memorial :- Income	600	700	51	(649)			0

Detailed Income & Expenditure by Budget Heading 23/01/2020

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Maintenance	0	0	250	250		250	
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>	<u>0</u>
Net Income over Expenditure	<u>600</u>	<u>700</u>	<u>(1,365)</u>	<u>(2,065)</u>			
Building & Moorings :- Income	1,445	18,917	19,601	684			
Expenditure	100	23,509	56,856	33,347	12,849	20,498	
Movement to/(from) Gen Reserve	<u>1,345</u>	<u>(4,592)</u>					
Grand Totals:- Income	1,445	18,917	19,601	684			
Expenditure	100	23,509	56,856	33,347	12,849	20,498	
Net Income over Expenditure	<u>1,345</u>	<u>(4,592)</u>	<u>(37,255)</u>	<u>(32,663)</u>			
Movement to/(from) Gen Reserve	<u>1,345</u>	<u>(4,592)</u>					

Detailed Income & Expenditure by Budget Heading 23/01/2020

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Watson Hall							
<u>Watson Hall</u>							
Watson Hall Income	2,756	15,997	15,000	(997)			
Leases	0	20,135	20,150	15			
Tudor Bar Income	897	22,938	1	(22,937)			
Events Income	0	5,889	1	(5,888)			
Watson Hall :- Income	<u>3,653</u>	<u>64,959</u>	<u>35,152</u>	<u>(29,807)</u>			<u>0</u>
Health & Safety	0	315	0	(315)		(315)	
Events & Services	0	7,715	1	(7,714)	2,937	(10,651)	
Maintenance	20	10,374	8,000	(2,374)		(2,374)	
Water	0	502	500	(2)		(2)	
Electric	192	3,577	1,000	(2,577)		(2,577)	
Gas	0	698	2,500	1,802		1,802	
Projects	0	9,317	15,000	5,683		5,683	
Tudor Bar	0	10,942	1	(10,941)		(10,941)	
Bar Wages	462	2,789	0	(2,789)		(2,789)	
Equipment	100	1,171	0	(1,171)		(1,171)	
Tudor Bar Equipment	0	57	0	(57)		(57)	
Sundries	28	28	1,166	1,138		1,138	
Watson Hall :- Indirect Expenditure	<u>802</u>	<u>47,488</u>	<u>28,168</u>	<u>(19,320)</u>	<u>2,937</u>	<u>(22,257)</u>	<u>0</u>
Net Income over Expenditure	<u>2,851</u>	<u>17,472</u>	<u>6,984</u>	<u>(10,488)</u>			
Watson Hall :- Income	3,653	64,959	35,152	(29,807)			
Expenditure	802	47,488	28,168	(19,320)	2,937	(22,257)	
Movement to/(from) Gen Reserve	<u>2,851</u>	<u>17,472</u>					
Grand Totals:- Income	3,653	64,959	35,152	(29,807)			
Expenditure	802	47,488	28,168	(19,320)	2,937	(22,257)	
Net Income over Expenditure	<u>2,851</u>	<u>17,472</u>	<u>6,984</u>	<u>(10,488)</u>			
Movement to/(from) Gen Reserve	<u>2,851</u>	<u>17,472</u>					

Buildings and Moorings Work Programme & Risk Report updated January 2020					
Category	Item	Date on Agenda	Action Task	Action Status	Risk Impact
MOORINGS					
Inspections	Maintenance and Health & Safety	19/12/2018	Check list required	Inspection report to be reviewed.	H
Priors Court	Re-instatement of moorings	08/04/2019	Planning application submitted. Flood Risk Assessment required and existing Design & Access Statement to be amended to include details that would normally be required by a Landscape and Visual Impact Assessment.	Quotes to be sought for required reports.	L
St Mary's Lane	Partial collapse of mooring	13/05/2019	Repair/replacement albeit the mooring is now beyond life expectancy and has already been repaired.	End of mooring has collapsed. The area has been cordoned off and a notice erected to advise the mooring is unsafe. Awaiting work to commence - originally scheduled for August 2019.	H
PC & SML	Fencing		Consider upgrading fencing		M
Back of Avon	Survey wall			Appoint surveyor	M
BUILDINGS					
Wataon Hall	Front Door		Door does not fit and gaping space apparent at top of door. Seek quotes.	Seek quotes?	M
Watson Hall	Storage space		Seek quotes to make secret garden space into a store cupboard.	Seek quotes?	M
Watson Hall	Lease of garden area behind the stage		Licence is void and needs reviewing and agreeing	Thomsson & Bancks have been instructed	H
Watson Hall	Corridors flooring		The flooring in the toilet corridor has been made safe but needs replacing. Refit of the corridor areas to make it less utilitarian and warmer (new flooring and addition of heating to the corridor from hal to bar).	Seek quotes?	H

Watson Hall	Bar extension			Seek quotes to extend bar area. Should be considered with above as will impact part of corridor area.	Seek quotes?	L
Watson Hall	Balcony			Load test		H
Watson Hall and Town Hall	Asbestos survey			Only on areas not previously surveyed	Appointing contractor - in progress	M
Town Hall	Heating controls		06/06/2018	Instruction to go ahead with work - plumber and electrician need to co-ordinate	Awaiting final electrical work	M
Town Hall	Pipe lagging		06/06/2018	Third quote required due to spend level.	OUTSTANDING	M
Town Hall	Electrical Inspection		06/06/2018	Two further quotes required	Quote has been accepted and work planned for February 2020	H
Town Hall	New electric board for circuit serving Council Chamber			One quote received	As above	H
Town Hall	Electric points in Council Chamber			New board required to resolve thermostat issue with sockets.	As above	H
Town Hall	Repairs to lighting in Council Chamber				Seek quotes?	M
Town Hall	Electric to outside lighting and socket			Disabled due to water ingress into supply that was causing circuit to trip and drain down alarm battery.	Work scheduled for February 2020	M
Town Hall	Blinds/covering for ceiling in Corn Exchange				Quote received - high	M
Town Hall	Rear door is a health & safety risk and is not fire compliant				Seek quotes?	H
Town Hall	Purchase of stair climber			Explore options for grant funding	Apply for grant from Barnwood Trust	M
Town Hall	Toilets			Inline extractor fan system to be installed	On agenda 29/1/20	H
Town Hall	Window Cleaning			Windows require cleaning		M
Town Hall	Picture			Picture to left of fireplace in Mayor's Parlour requires attention		L
Museum	Repairs		25/09/2018	Repairs to window.	Contractor appointed - awaiting start date	H

PART C

FIRE RISK ASSESSMENT – SUMMARY SHEET

PART B - CONTROL MEASURES IN PLACE - Actions Already Taken to Reduce the Risks

Are arrangements and procedures for ensuring the reduction of the risk of fire occurring in place and adequate?

ADEQUATE

Summarise your findings from the previous sections.

Yes

No

1.0 Management Arrangements

x

- Policy

x

- Emergency Plan

x

- Information & Training

x

- Maintenance, Testing & Record Keeping

x

- Inspections and Fire Hazard Control Measures

x

2.0 Means of Raising Alarm - Communication

x

3.0 Means of Escape

x

4.0 Means of Restricting Spread of Fire

x

5.0 Means of Fighting Fires

x

Considering the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the risk to life in the event of fire would be:

INITIAL ASSESSMENT OF OVERALL RISK

LOW

MEDIUM

HIGH

x

FIRE RISK RATING	RISK RATING = HAZARD + SEVERITY x LIKELIHOOD	
	SEVERITY of injury/disease	LIKELIHOOD of occurrence
HIGH	Extreme Harm	Certain or near certain to occur
MEDIUM	Moderate Harm	Reasonably likely to occur
LOW	Slight Harm	Unlikely to occur

ADDITIONAL MEASURES NEEDED TO REDUCE FIRE RISK – IF APPLICABLE		
Existing control measures that require amending or additional control measures that will reduce the risks further require to be listed.		
ADDITIONAL CONTROL MEASURES	RESPONSIBLE PERSON	COMPLETION DATE
List any additional control measures that should be introduced to reduce the risk, either below or on the Action Plan.		
Complete all actions in RED in this report. The ones below are the higher risk items.		
Fire warden training to be completed.	Debbie Hill/Becky	Straight away
Ensure checks of all fire provisions are completed at the recommended intervals. These need to be record within a fire logbook. Record on the new activation, inspection sheet. Number all fire provisions and record on the new activation, inspection sheet.	Debbie Hill/Becky	Straight away
Install emergency lighting (Garden area and rear of the bar).	Debbie Hill/Becky	1 month
Review of all fire related signage, fire site plan and fire action notices to be put in place. Site plan should show location of all relevant items. Call points, firefighting equipment, detection equipment	Debbie Hill/Becky	1 month
Door inspection and report to be completed.	Debbie Hill/Becky	Straight away
Pat testing to be completed	Debbie Hill/Becky	Straight away
Fixed electrical inspection to be completed for unit that has expired.	Debbie Hill/Becky	Straight away
Mount firefighting equipment.	Debbie Hill/Becky	Straight away
Considering the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, including the additional control measures identified above, it is considered that the risk to life in the event of fire would be.		

RESIDUAL ASSESSMENT OF OVERALL RISK	LOW	x	MEDIUM	HIGH
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RISK ASSESSMENT CIRCULATION LIST:			
Visitors/Tenants	x	Management	x
Contractors			
Other – Specify:			
Signature of responsible person:			Date:
Assessor:	Darren Wright	Signature:	<i>Darren Wright</i>
Date Assessed:	14/10/2019	Review Date:	14/10/2020

Tudor Bar Net Position

	Bar Sales	Bar Costs	Bar wages	
2018/19	£3,703.00	£5,955.00		
2019/20	£22,938.00	£10,942.00	£2,789.00	
	£26,641.00			£19,686.00
Net position	£6,955.00			