

## MINUTES

### *of the*

### **Buildings & Moorings Committee meeting held on 31<sup>ST</sup> July 2019 In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury**

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

**In attendance:** D Hill (Town Clerk)  
Two members of the public (including Cllr J Raywood)

The meeting commenced at 18:00

**B&M.19.026 To receive apologies**  
Cllr Carter.

**B&M.19.027 To receive declarations of interest**  
None received.

**B&M.19.028 To receive dispensations**  
None received.

**B&M.19.029 To approve the Minutes of the Buildings & Moorings Committee meeting held on 27<sup>th</sup> June 2019**  
It was RESOLVED to approve the minutes.  
Proposed by Cllr Rudge, seconded by Cllr Danter.

**B&M.19.030 Matters arising from the Minutes – for information only in relation to matters not on the agenda**  
**B&M 18.173 Town Hall clock** – clock has been reset but has slipped again.  
**Action:** Contact Cumbria Clock Company.  
**B&M 18.185 Condition Reports** – condition reports for Town Hall and Watson Hall – ongoing. Town Clerk to attend meeting on condition report on the Museum at a future date.  
**B&M 18.187 Back of Avon wall** – instruct alternative surveyor – ongoing.  
**B&M 19.009 Budget Report** – payment referred to replacement glass in picture.  
**B&M 19.015 Garden Room** – contact Julian Baggs.  
**B&M 19.016 Drone Images** – ongoing.  
**B&M 19.022 Flood Proof Rising Posts** – ANT advise work is scheduled for the end of August. **Action:** letter to be sent to residents advising them of impending works.  
**B&M 19.025 Emergency Keys** – **Action:** key for the Watson Hall key cupboard to be added to the emergency keys and code for Watson Hall key cupboard to be added to emergency plan.

**B&M.19.031 To receive correspondence relating to the Buildings & Moorings Committee**  
No new correspondence had been received.

**B&M.19.032 Public Participation**

Is the Watson Hall operating within the remit of Sole Trustee and requirements of Charities Commission?

- B&M.19.033 To receive the committee income and expenditure reports for June 2019**  
The committee income and expenditure reports for June 2019 were received. Town Hall income was picked up at the finance meeting on 25<sup>th</sup> July 2019. **Action:** Town Clerk to confirm income reported is correct.
- B&M.19.034 To receive the Committee budget report**  
The Committee budget report was received.  
It was RESOLVED to vire the whole of Town Hall Projects to Town Hall R&M. Proposed by Cllr Danter, seconded by Cllr Brennan.  
The overall cost and profit from the bar (since taking it over) was discussed. **Action:** Town Clerk to report on this at the next meeting.
- B&M.19.035 To receive an update on the planning application for tree works in the Town Hall garden**  
The planning application is currently out for consultation.
- B&M.19.036 To note the finding of woodworm in the wooden staircase to the roof space and beams and the presence of pigeons and the health concerns relating to pigeon droppings at the Town Hall and to agree to delegate authority to the Town Clerk to expedite treatment of the woodworm infested areas and to remove the pigeons and secure access points in the roof space.**  
It was RESOLVED to delegate authority to the Town Clerk to expedite treatment of the woodworm infested areas and to remove the pigeons and secure access points in the roof space at a cost of up to £2,465.  
Proposed by Cllr Danter, seconded by Cllr S Raywood.
- B&M.19.037 To receive an update from the Town Clerk on the easement at 3 Saffron Road and to delegate authority to the Town Clerk to liaise with Thomson & Bancks over exercising this right**  
Cllr J Raywood will make enquiries with the Planning Department at Tewkesbury Borough Council. **Action:** depending on response received, the Town Clerk will instruct Thomson & Bancks to send a letter to the property owner.
- B&M.19.038 To nominate a committee member to perform the role of Lead Member for the Watson Hall.**  
It was RESOLVED that Cllr Rudge be the Lead Member for the Watson Hall, with Cllr Powell as Deputy Lead Member.  
Proposed by Cllr Brennan, seconded by Cllr S Raywood.
- B&M.19.039 To note the use of emergency powers by the Town Clerk in respect of replacement windows required in the Town Clerk's office at the Town Hall and the Tudor Bar at the Watson Hall**  
The use of emergency powers was noted. The cost of repairing the office window was £320.00

- B&M.19.040 To agree to carry out a survey on the existing high-level ceiling lighting in the Main Hall, hire of scaffolding and production of a comprehensive report including costings for replacement options at the Watson Hall**  
It was RESOLVED to carry out a survey on the existing high-level ceiling lighting in the Main Hall, hire of scaffolding and production of a comprehensive report including costings for replacement options at the Watson Hall at a cost of £400.  
Proposed by Cllr Brennan, seconded by Cllr Rudge.
- B&M.19.041 To consider a resolution from Cllr Rudge to discuss the formation of a group of volunteers to assist at events, providing a variety of staffing cover and assist in the preparation of the venue for events at the Watson Hall.**  
It was agreed that this would be officer led and the Events Officer will contact Cllr Rudge to discuss further.
- B&M.19.042 To receive an update from the Town Clerk in relation to the lease to Avon Navigation Trust**  
The Town Clerk advised that she is awaiting an update from the solicitor.
- B&M.19.043 To approve the installation of two flood proof rising posts at the Old Ferry mooring.**  
It was RESOLVED to approve the installation of two flood proof rising posts at the Old Ferry mooring at a cost of £800.  
Proposed by Cllr Danter, seconded by Cllr Brennan.
- B&M.19.044 To receive an update on the planning application to reinstate moorings at Prior's Court**  
Cllr S Raywood to provide the Town Clerk with a specification in order to obtain quotes for a Landscape and Visual Impact Assessment and a Flood Risk Assessment.
- B&M.19.045 To note the use of emergency powers by the Town Clerk in respect of repairs required for health and safety reasons at the Back of Avon, St Mary's Lane and Old Ferry Moorings.**  
The use of emergency powers was noted.
- B&M.19.046 Payments list for approval**  
It was RESOLVED to approve payments totalling £1,151.81.  
Proposed by Cllr Danter, seconded by Cllr Brennan.
- B&M.19.047 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 Raywood, seconded by Cllr Powell.
- B&M.19.048 To review the net position following the event held at the Watson Hall on 27<sup>th</sup> July 2019**  
The success of the event was discussed and net figures were shared with Councillors regarding the event.

There being no further business the meeting closed at 19:55

Signature of Chairman upon approval of the minutes .....19<sup>th</sup> September 2019