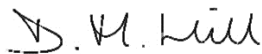


**TEWKESBURY TOWN COUNCIL
BUILDINGS & MOORINGS COMMITTEE
WEDNESDAY 20TH MAY 2020**

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 remotely by Zoom on **Wednesday 20th May at 6.00 pm.**

Members of the public and press are welcome to attend. Meeting id 939 8181 3345, password 800169



Debbie Hill
Town Clerk, 14th May 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 12th May 2020
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 budget report for April 2020
9. To approve payments
10. To receive an update from the Town Clerk on insurance of unoccupied buildings
11. Review the process recommendations and timeline to enable the re-opening of the Town Hall and the Watson Hall
12. To receive an update from the Town Clerk in relation to the lease of moorings at Back of Avon to Avon Navigation Trust
13. To agree expenditure on legal services relating to the garden behind the Watson Hall leased to 2 Saffron Road and to discuss and agree revising the annual rent
14. To resolve to amend the terms of the lease of the Tewkesbury Museum building agreed at Buildings & Moorings Committee meeting held on 16th November 2016 as follows:

- i. The lease is to contain a suitably worded break clause
 - ii. In order to progress the lease and avoid further delay, the proposed extension to the building will be excluded from the lease at this time
- 15.** To consider and approve the installation of replacement heaters and ventilation / heat recovery system in the Tudor Room
- 16.** To agree to install a two telephone points at the Watson Hall that will link with the phone system in the Town Hall
- 17.** To receive the report in respect of the upgrade to the lighting system in the main hall at the Watson Hall
- 18.** To note recommended tree works from the recent tree survey at 2 Saffron Road & St Mary's Lane
- 19.** To note completion of tree works in the Town Hall garden and to discuss and agree replacement planting
- 20.** To receive an update on repair work completed to the Corn Exchange roof and to consider recommendations for future work
- 21.** To review the B&M work programme
- 22.** To agree to work with the Environment & Amenities Committee to form a working group to agree a policy for Town Council noticeboards
- 23.** To review the Lead Member Role profile
- 24.** To consider a proposal in respect of the Town Council owned and operated moorings

MINUTES
of the
Buildings & Moorings Committee meeting held on 12th May 2020
In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury

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

In attendance: D Hill (Town Clerk)

The meeting commenced at 6.32pm.

To receive apologies

Apologies were received from Cllr Powell

B&M.20.001 To receive declarations of interest

None received.

B&M.20.002 To receive dispensations

None received.

B&M.20.003 To approve the minutes of the Building & Moorings Committee meeting held on 29th January 2020

It was RESOLVED to approve the minutes of the Building & Moorings Committee meeting held on 29th January 2020. Proposed by Cllr Brennan, seconded by Cllr Raywood.

B&M.20.004 Matters arising from the minutes

B&M.19.094 – Grounds maintenance: Complete, grass at St. Mary's Lane moorings being cut by GAB Services.

B&M.19.131 – Correspondence: Email received to be added to the next agenda

B&M.19.135 – Work programme: Fire Warden training for Neil Davis to be followed up and Croft Construction to be contacted to obtain a date for work to commence on the Museum window.

B&M.19.140 – Leases: Town Clerk to chase Solicitor for a response.

B&M.20.005 To receive correspondence relating to the Buildings & Moorings Committee

None received.

B&M.20.006 Public Participation

None

B&M.20.007 To review existing earmarked reserves and agree any new earmarked reserves from 2019/20

It was RESOLVED that the existing earmarked reserves relating to this committee remain and new earmarked reserves as follows:

- £686 Town Museum maintenance
- £4,263 Moorings projects
- £20,000 George Watson Hall Memorial Trust projects

Proposed by Cllr Brennan, seconded by Cllr Carter.

- B&M.20.008 To approve the electrical installation testing in the Tudor Room and Bar at a cost of £400**
It was RESOLVED to approve the electrical installation testing in the Tudor Room and Bar at a cost of £400. Proposed by Cllr Danter, seconded by Cllr Raywood.
- B&M.20.009 To consider and approve the installation of replacement heaters and ventilation / heat recovery system in the Tudor Room**
The proposals were discussed. **Action:** Town Clerk to clarify benefit of payback/efficiency in respect of the ventilation / heat recovery system, whether the system can be used standalone in the summer months and the availability of the equipment given there is a desire for the new system to be installed whilst the building is closed to the public.
- B&M.20.010 Discuss budgeted income from venues in 2020/21 in light of COVID-19 restrictions and agree any revisions**
The Town Clerk advised that she had recently completed a NALC survey on loss of income in the sector and that this had been estimated to be in the region of £32,000, representing a loss income in Q1 and Q2. It was noted that the actual position may in fact also be a loss of income across the whole of 2020/21 as events arranged by the Town Council may negate any profit.
- B&M.20.011 Discuss and agree a process for reviewing guidelines to enable the re-opening of the Town Hall and the Watson Hall**
It was noted that the re-opening of the buildings would have to be guided by Government guidelines and health & safety matters primarily. It was agreed to investigate purchasing four hand sanitiser dispensers (there is already one at the front entrance to the Town Hall).
- B&M.20.012 Discuss the status of the new lease for Tewkesbury Museum**
It was noted that the matters of the break clause and the proposed extension were agreed at the Buildings & Moorings Committee meeting held on 9th November 2016. The Town Clerk pointed out that legal advice strongly recommended the inclusion of a suitably worded break in any Town Council lease. The Town Clerk also raised concerns with the proposed extension and the impact of this on existing fire exit routes at the Watson Hall. **Action:** Town Clerk to obtain suitable wording for a break clause and to add these issues to be discussed at the next meeting.
- B&M.20.013 To approve payments**
None.

There being no further business, the meeting closed at 9.02pm

Signature of Chairman upon approval of the minutes 20th May 2020

Detailed Income & Expenditure by Budget Heading 30/04/2020

Month No: 1

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>200 Moorings</u>							
1300 Moorings Income	0	0	5,500	5,500			
Moorings :- Income	0	0	5,500	5,500			0
4450 Maintenance	90	90	4,000	3,910		3,910	
4460 Rates	0	0	1,500	1,500		1,500	
4470 Mooring Leases	0	0	100	100		100	
4480 Projects - Moorings	3,000	3,000	5,000	2,000	650	1,350	
Moorings :- Indirect Expenditure	3,090	3,090	10,600	7,510	650	6,860	0
Net Income over Expenditure	(3,090)	(3,090)	(5,100)	(2,010)			
<u>210 Museum</u>							
4450 Maintenance	0	0	12,000	12,000	12,849	(849)	
4500 Museum Projects	0	0	3,000	3,000		3,000	
Museum :- Indirect Expenditure	0	0	15,000	15,000	12,849	2,152	0
Net Expenditure	0	0	(15,000)	(15,000)			
<u>220 Town Hall</u>							
1400 Garden Income	0	0	100	100			
1410 Town Hall Income	0	0	18,000	18,000			
Town Hall :- Income	0	0	18,100	18,100			0
4450 Maintenance	136	136	12,000	11,864	3,950	7,914	
4460 Rates	0	0	4,100	4,100		4,100	
4550 Water	0	0	700	700		700	
4560 Electric	87	87	1,500	1,413		1,413	
4570 Gas	136	136	2,500	2,364		2,364	
4580 Garden Expenditure	0	0	300	300		300	
4590 Projects	0	0	15,000	15,000		15,000	
4960 Equipment	0	0	2,000	2,000		2,000	
Town Hall :- Indirect Expenditure	360	360	38,100	37,740	3,950	33,790	0
Net Income over Expenditure	(360)	(360)	(20,000)	(19,640)			
<u>230 War Memorial</u>							
1450 Fundraising	0	0	200	200			
1990 Other Income	0	0	100	100			
War Memorial :- Income	0	0	300	300			0

Detailed Income & Expenditure by Budget Heading 30/04/2020

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4450 Maintenance	0	0	1,000	1,000		1,000	
War Memorial :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>(700)</u>	<u>(700)</u>			
Building & Moorings :- Income	0	0	23,900	23,900			
Expenditure	3,450	3,450	64,700	61,250	17,449	43,801	
Movement to/(from) Gen Reserve	<u>(3,450)</u>	<u>(3,450)</u>					
Grand Totals:- Income	0	0	23,900	23,900			
Expenditure	3,450	3,450	64,700	61,250	17,449	43,801	
Net Income over Expenditure	<u>(3,450)</u>	<u>(3,450)</u>	<u>(40,800)</u>	<u>(37,350)</u>			
Movement to/(from) Gen Reserve	<u>(3,450)</u>	<u>(3,450)</u>					

Detailed Income & Expenditure by Budget Heading 30/04/2020

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Watson Hall</u>							
<u>600 Watson Hall</u>							
1800 Watson Hall Income	0	0	22,000	22,000			
1810 Leases	0	0	135	135			
1820 Tudor Bar Income	67	67	40,000	39,933			
1830 Events Income	678	678	10,000	9,322			
Watson Hall :- Income	<u>744</u>	<u>744</u>	<u>72,135</u>	<u>71,391</u>			<u>0</u>
4195 Health & Safety	0	0	1,000	1,000		1,000	
4280 Events & Services	1,077	1,077	10,000	8,923	2,069	6,854	
4450 Maintenance	705	705	10,000	9,295		9,295	
4550 Water	0	0	700	700		700	
4560 Electric	233	233	1,500	1,267		1,267	
4570 Gas	72	72	2,000	1,928		1,928	
4590 Projects	540	540	18,000	17,460		17,460	
4950 Tudor Bar	0	0	12,000	12,000		12,000	
4955 Bar Wages	0	0	4,000	4,000		4,000	
4960 Equipment	226	226	2,000	1,774		1,774	
4990 Sundries	0	0	500	500		500	
Watson Hall :- Indirect Expenditure	<u>2,852</u>	<u>2,852</u>	<u>61,700</u>	<u>58,848</u>	<u>2,069</u>	<u>56,779</u>	<u>0</u>
Net Income over Expenditure	<u>(2,108)</u>	<u>(2,108)</u>	<u>10,435</u>	<u>12,543</u>			
Watson Hall :- Income	744	744	72,135	71,391			
Expenditure	2,852	2,852	61,700	58,848	2,069	56,779	
Movement to/(from) Gen Reserve	<u>(2,108)</u>	<u>(2,108)</u>					
Grand Totals:- Income	744	744	72,135	71,391			
Expenditure	2,852	2,852	61,700	58,848	2,069	56,779	
Net Income over Expenditure	<u>(2,108)</u>	<u>(2,108)</u>	<u>10,435</u>	<u>12,543</u>			
Movement to/(from) Gen Reserve	<u>(2,108)</u>	<u>(2,108)</u>					



GLOUCESTERSHIRE ELECTRICAL SERVICES LTD

Gloucestershire Electrical Services Ltd
Tel:01684292925 Email: info@gloselectrical.co.uk

Watson Hall – Tewkesbury

Main Hall Lighting Inspection Report & Upgrade proposal. (REV01 2020)

Inspection report.

The Hall lighting system is best looked at in two different parts, firstly the actual fixed wiring that provides power to the fittings and second the light fittings themselves.

The fixed wiring for the main hall lighting consists of PVC single cables running in a steel conduit from the distribution area behind the stage and up into the roof space. This wiring system continues along the length of the hall, around each light position and then down to the three lights under the balcony. We believe this to be the original wiring system due to the age of the cables (between 40-50 years old). We have also found that no dedicated CPC (Circuit Protective Conductor) has been run within the conduits. Although this was not necessary when installed as the steel conduit would have acted as the earth path, it has now got many signs of deterioration and we were unable to gain satisfactory earth readings at many of the fittings. This can be caused by many factors including the age of the wiring system and alterations that have been made over the years. It would be our recommendation that this system is upgraded with new cabling that contains a dedicated CPC.

The light fittings have been changed/ upgraded within the last 15-20 years as they use a high frequency fluorescent system that was very popular in the late 90s / early 2000s. They are manufactured by Dextra UK who are still trading today. This model of fitting has a two lamp per fitting set up, containing compact fluorescent lamps of either 28/36 or 42W depending on what was installed at the time, the majority have been fitted with 36W lamps. They also contain a dimming feature, controlled via a 0-10V signal cable that has been retro-fitted at the time of installation, we can tell this as the signal cable has been cable-tied onto the original conduits running to each fitting. This dimming feature no longer functions due

Tel:01684292925

Mobile: 07527024846

**Gloucestershire
Electrical
Services Ltd**

Email: info@gloselectrical.co.uk
www.gloselectrical.co.uk

©GES Ltd





GLOUCESTERSHIRE ELECTRICAL SERVICES LTD

Gloucestershire Electrical Services Ltd
Tel:01684292925 Email: info@gloselectrical.co.uk

to the dimmer controls being removed/upgraded behind the stage in 2019 due to safety concerns.

Overall our main concerns with this system are as follows:

- Earthing / CPC is unreliable at many points in the circuit and not providing adequate protection against faults. (This shows as a C2 code on the 2017 electrical report)
- Wiring has been altered when new lights were fitted in past years and connections have been left exposed in roof space. (This was unable to be inspected during the 2017 report but would be a code C2)
- 0-10V dimming signal has been added but this signal cabling has been run with the mains cables causing the dimmers to malfunction and the dimming modules to be disconnected.
- Fittings require regular maintenance for new lamps or control gear, which is inconvenient due to the limited access into the roof space.

Upgrade Proposal:

Overall, we would recommend that the best course of action to upgrade this lighting system would be to rewire all the lighting points completely to ensure electrical safety. When carrying out the rewire, it is necessary to install or retain a wiring containment system and allow for new control cables for dimming/ switching. Also, allow for a “pluggable” lighting system so that fittings can be removed from the circuit more easily if needed.

We recommend that a site visit is carried out by a Dextra UK representative as they would be able to advise us on their latest LED fittings that replace the current model installed and provide a scheme to show light levels etc. It would also be recommended that we request a visit from a competitor manufacturer as a cost comparison. This can be organised by GES Ltd via an electrical wholesaler.

A quote will be provided by GES Ltd to carry out the rewiring works to the lighting. Once we have the quotes back from the manufacturers for the new LED light fittings, we can then provide a quote to upgrade the light fittings.

Tel:01684292925

Mobile: 07527024846

**Gloucestershire
Electrical
Services Ltd**

Email: info@gloselectrical.co.uk
www.gloselectrical.co.uk

©GES Ltd





GLOUCESTERSHIRE ELECTRICAL SERVICES LTD

Gloucestershire Electrical Services Ltd
Tel:01684292925 Email: info@gloselectrical.co.uk

Update February 2020

Contact have been made to Dextra lighting UK and a site visit will be organised with in the next few weeks. Updates will be provided and quotes for this work provided once lighting manufacturer has provided costs for the new fittings.

Kind regards

Luke Boskett

Managing Director and Senior Technician

Gloucestershire Electrical Services Ltd

Tel:01684292925

Mobile: 07527024846

**Gloucestershire
Electrical
Services Ltd**

©GES Ltd

Email: info@gloselectrical.co.uk
www.gloselectrical.co.uk



Buildings & Moorings Work Programme

Town Hall

Action	Resp	Status	Comments
Asbestos survey (of those areas not previously surveyed)		Open	Appointing contractor - in progress
Heating controls		Open	Plumber & electrician need to co-ordinate work - awaiting final electrical work
Pipe lagging		Open	Third quote required due to spend level
Electrical Inspection		Open	Quote accepted and work planned for Feb 2020
New electric board circuit for Council Chamber		Open	Quote accepted and work planned for Feb 2020
New electric board required to resolve thermostat issue with sockets in Council Chamber		Open	Quote accepted and work planned for Feb 2020
Repairs to lighting in Council Chamber		Open	Seek quotes
Electric to outside light and socket - disabled due to water ingress into supply that caused circuit to trip and drain alarm battery		Open	Work scheduled for Feb 2020
Blinds / covering for ceiling in Corn Exchange		Open	Quote received - high cost
Rear door is a H&S risk and not fire compliant		Open	Seek quotes
Purchase of stair climber		Open	Apply for grant from Barnwood Trust. Disabled Facilities Grant applied for in March 2020
Toilets - inline extractor fan system to be installed		Open	On January agenda
Window Cleaning		Open	Cleaned in March 2020
Picture to left of fire place in Mayor's Parlour		Open	

Watson Hall

Action	Resp	Status	Comments
Front door does not fit and gaping space at top of door		Open	Seek quotes
Make secret garden space into a store cupboard		Open	Seek quotes
Lease of garden area behind stage void and needs reviewing		Open	Thomson & Bancks have been instructed
Flooring in toilet area needs replacing - refit corridor area to make less utilitarian and warmer (new flooring & addition of heating to the corridor from hall to bar)		Open	Seek quotes
Extend bar area (consider with above as will impact corridor area)		Open	Seek quotes
Load test balcony		Open	
Asbestos survey (of those areas not previously surveyed)		Open	Appointing contractor - in progress

Moorings

Action	Resp	Status	Comments
Inspections - Maintenance / Health & Safety		Open	Checklist required - inspection report to be reviewed
Prior's Court - reinstatement of the moorings		Open	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.
St Mary's Lane - partial collapse of mooring		Open	Repair / replacement albeit the mooring is now beyond life expectancy and has already been repaired. End of mooring has collapsed. Has been cordoned off and notice erected to advise unsafe. Awaiting work to commence, originally scheduled for August 2019
Fencing - PC & SML		Open	Consider upgrading fencing
Survey wall - Back of Avon		Open	Appoint surveyor

Other

Action	Resp	Status	Comments
--------	------	--------	----------

Repair to Museum Window		Open	Contractor appointed - awaiting start date