

**TEWKESBURY TOWN COUNCIL  
BUILDINGS & MOORINGS COMMITTEE  
WEDNESDAY 22<sup>nd</sup> JULY 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 22<sup>nd</sup> July at 6.00 pm.**

**Members of the public and press are welcome to attend. Meeting id 975 7390 5788, password 812418**



Debbie Hill  
Town Clerk  
17<sup>th</sup> July 2020

**AGENDA**

1. Receive apologies for absence
2. Receive declarations of interests
3. Receive dispensations
4. Approve the minutes of the Buildings & Moorings Committee meeting held on 22<sup>nd</sup> June 2020
5. Matters arising from the minutes – for information only
6. 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. Review the budget report
9. Approve payments to be made
10. Ratify the following decisions made on 7<sup>th</sup> July 2020:
  - i. Approve the installation of six more flood proof posts at a cost of £400 each. 14 posts in total will be installed at St. Mary's Lane and at the Old Ferry Moorings
  - ii. Approve the sanding down, making good and resurfacing of the floor in the Tudor Room at a cost of £1,240
  - iii. Approve the purchase of eight parasols and bases for the Watson Hall courtyard

- iv.** Approve jet washing to the courtyard area and the steps leading from the emergency access to the balcony at the Watson Hall
- 11.** Appoint a Solicitor to seek advice on the legal position relating to the three Land Registry titles at the Watson Hall and Tewkesbury Museum
- 12.** Discuss the Lead member roles
- 13.** Review work programme
- 14.** Consider proposal to refresh sign writing on the gate emblems and push bar door signs at the Watson Hall
- 15.** Discuss and agree whether to let the Court Room at the Town Hall to Cards for Good Causes for the sale of charity Christmas cards and goods
- 16.** Discuss a proposal to hold a fundraising event for Focus Cancer Support in place of an event cancelled in April 2020
- 17.** Review the recent work completed to the side elevation window at Tewkesbury Museum

## MINUTES

### *of the*

#### **Remote Buildings & Moorings Committee meeting held on 22<sup>nd</sup> June 2020 via Zoom**

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

**In attendance:** Cllrs P Aldridge, J Raywood, D Hill (Town Clerk)

The meeting commenced at 6.23pm.

**B&M.20.034 Receive apologies for absence**

None received.

**B&M.20.035 Receive declarations of interest**

Cllr Aldridge in respect of agenda item 11.

**B&M.20.036 Receive dispensations**

None received.

**B&M.20.037 Approve the minutes of the Building & Moorings Committee meeting held on 3<sup>rd</sup> June 2020**

It was RESOLVED to approve the minutes of the Building & Moorings Committee meeting held on 3<sup>rd</sup> June 2020. Proposed by Cllr Brennan, seconded by Cllr S Raywood.

**B&M.20.038 Matters arising from the minutes**

**B&M.20.023 – Plans & Risk Assessments:** the updated document has been circulated to all Councillors.

**B&M.20.032 – Priors Court Mooring reinstatement:** planning application now being progressed.

**B&M.20.033 – Tree work:** carried forward.

**B&M.20.039 Public Participation**

None

**B&M.20.040 Approve payments to be made**

It was RESOLVED to approve a payment of £117. Proposed by Cllr S Raywood, seconded by Cllr Brennan.

**B&M.20.041 Approve a response of 'no objection' to two Land Registry applications received in respect of Town Council owned moorings adjacent to properties at Millbank Tewkesbury**

It was RESOLVED to approve a response of no objection. Proposed by Cllr Brennan, seconded by Cllr Carter.

**B&M.20.042 Consider a request from the Gloucestershire Historical Buildings Group to carry out some selective testing (a slightly intrusive activity) of timbers to determine their age as part of the Dendrochronology project having been identified as a significant building in Tewkesbury**

It was RESOLVED to approve the selective testing at Tewkesbury Museum. Proposed by Cllr Danter, seconded by Cllr Brennan.

- B&M.20.043 Approve expenditure of around £300 to replace the compressor in the main bar bottle fridge**  
It was RESOLVED to approve the expenditure of around £300. Proposed by Cllr Rudge, seconded by Cllr S Raywood. **Action:** Town Clerk to check that new part will be covered by a warranty.
- B&M.20.044 Approve plans and risk assessments for re-opening of the Town Hall, Town Hall garden and the Tudor Bar and Courtyard at the Watson Hall in line with government guidance**  
It was RESOLVED to approve the plans and risk assessments. Proposed by Cllr Rudge, seconded by Cllr Brennan. **Action:** Town Clerk to check locations of the cigarette bins.
- B&M.20.045 Consider and agree the use of the Town Hall garden for honeybees**  
The committee discussed the idea and reviewed the risk assessments. The committee supported the concept of honeybees, but not in the Town Hall garden. The committee suggested that a location on the Severn Ham could be considered. **Action:** Town Clerk to check whether the Severn Ham would be a suitable location.
- B&M.20.046 Consider quotes for works required to survey and load test the balcony in the Watson Hall**  
The quotes were reviewed. It was noted that the quote for the testing was based on an hourly rate and therefore not a fixed quote. It was also noted that should the result of the testing result in an unsatisfactory result then the floor would not be made good at this stage. It was RESOLVED to approve expenditure of around £3,500 in total for this work. Proposed by Cllr Rudge, seconded by Cllr Carter.
- B&M.20.047 Note completion of tree works in the Town Hall garden and to discuss and agree replacement planting**  
**Action:** Additional information required to progress this item.
- B&M.20.048 Receive an update on repair work completed to the Corn Exchange stonework, agree to repair the damaged glass in the roof and to consider recommendations for future work**  
The Town Clerk provided an update on the repair work completed. Work to the damaged glass and future stonework will be added to the work programme.
- B&M.20.049 Review the Buildings & Moorings work programme**  
It was agreed to review the work programme outside of the meeting. Cllrs Danter, Brennan, S Raywood and Rudge volunteered to assist with this.
- B&M.20.050 Agree to work with the Environment & Amenities Committee to form a working group to agree a policy for Town Council noticeboards**  
Cllr Danter to liaise with Chairs of Environment & Amenities and Severn Ham Committees to move this forward.
- B&M.20.051 Review the Lead Member Role profile**  
Cllrs Danter and Rudge and the Town Clerk to review.
- B&M.20.052 Consider a proposal in respect of the Town Council owned and operated moorings**

The proposal was discussed and it was felt that the proposal needed more detail for proper consideration. The committee would be prepared to consider a more detailed proposal but there is no guarantee that any such proposal will be accepted.

**B&M.20.053 To resolve that the press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s.1. Sub section 2**

Proposed by Cllr Brennan, seconded by Cllr S Raywood.

**B&M.20.054 Receive correspondence relating to the Buildings & Moorings Committee**

The Town Clerk advised the committee that she had received an email from Thomson & Bancks linked to the recent legal dispute. **Action:** Town Clerk to liaise with Thomson & Bancks regarding any action needing to be taken.

The meeting closed at 8.20pm

Signature of Chairman upon approval of the minutes ..... 22<sup>nd</sup> July 2020

DRAFT

Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b><u>Building &amp; Moorings</u></b>							
<u>200 Moorings</u>							
1300 Moorings Income	144	328	5,500	5,172			
Moorings :- Income	<b>144</b>	<b>328</b>	<b>5,500</b>	<b>5,172</b>			<b>0</b>
4450 Maintenance	0	90	4,000	3,910		3,910	
4460 Rates	127	253	1,500	1,247		1,247	
4470 Mooring Leases	0	0	100	100		100	
4480 Projects - Moorings	0	3,000	5,000	2,000	650	1,350	
Moorings :- Indirect Expenditure	<b>127</b>	<b>3,343</b>	<b>10,600</b>	<b>7,257</b>	<b>650</b>	<b>6,607</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>17</b>	<b>(3,015)</b>	<b>(5,100)</b>	<b>(2,085)</b>			
<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	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>15,000</b>	<b>12,849</b>	<b>2,152</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(15,000)</b>	<b>(15,000)</b>			
<u>220 Town Hall</u>							
1400 Garden Income	0	0	100	100			
1410 Town Hall Income	46	46	18,000	17,954			
Town Hall :- Income	<b>46</b>	<b>46</b>	<b>18,100</b>	<b>18,054</b>			<b>0</b>
4450 Maintenance	0	136	12,000	11,864	3,950	7,914	
4460 Rates	419	840	4,100	3,260		3,260	
4550 Water	0	0	700	700		700	
4560 Electric	0	87	1,500	1,413		1,413	
4570 Gas	0	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	<b>419</b>	<b>1,200</b>	<b>38,100</b>	<b>36,900</b>	<b>3,950</b>	<b>32,950</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(373)</b>	<b>(1,154)</b>	<b>(20,000)</b>	<b>(18,846)</b>			
<u>230 War Memorial</u>							
1450 Fundraising	0	0	200	200			
1990 Other Income	0	0	100	100			
War Memorial :- Income	<b>0</b>	<b>0</b>	<b>300</b>	<b>300</b>			<b>0</b>

Continued over page

Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

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	0	0	1,000	1,000	0	1,000	0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>(700)</b>	<b>(700)</b>			
Building & Moorings :- Income	190	375	23,900	23,525			
Expenditure	546	4,543	64,700	60,157	17,449	42,709	
<b>Movement to/(from) Gen Reserve</b>	<b>(356)</b>	<b>(4,168)</b>					
Grand Totals:- Income	190	375	23,900	23,525			
Expenditure	546	4,543	64,700	60,157	17,449	42,709	
<b>Net Income over Expenditure</b>	<b>(356)</b>	<b>(4,168)</b>	<b>(40,800)</b>	<b>(36,632)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(356)</b>	<b>(4,168)</b>					

DRAFT

# AJ Floor Sanding & Sealing Ltd

26 St. Lukes Close  
Evesham, Worcestershire, WR11 2ET  
United Kingdom

**Telephone** 07522846894 **Email** ajfloorsanding@hotmail.co.uk

**VAT Registration Number**  
GB 273245211



**Issued To**  
Becky  
Watson Hall  
65 Barton Street  
Tewkesbury  
GL20 5PX

**Deliver To**  
Becky  
Watson Hall  
65 Barton Street  
Tewkesbury  
GL20 5PX

**Customer**

Watson Hall

**Number** SQ-398

**Issue Date** 21/06/2020

**Expiry Date** 21/07/2020

Description	Net Amt	% VAT	VAT	Total
Sanding and Finishing	1,240.00	20.00	248.00	1,488.00

VAT Rate	Net	VAT	Net Amount	
Standard 20.00% (20.00%)	£1,240.00	£248.00	1,240.00	
			<b>VAT Amount</b>	248.00
			<b>Total</b>	£1,488.00

## Notes

This price is for the sanding and refinishing of the 'Five-Finger Mosaic' Parquet flooring in the bar area of Watson Hall, Tewkesbury.

The process involves fully sanding the entire area using Lagler dust free belt sanders, ensuring all existing finish is removed. The area will then be rotary sanded to remove any scratching created during belt sanding, to provide a uniform finish. Once complete, the floor will be vacuumed thoroughly before the application of a coat of Junckers PreLak water-based primer. Once dry, the first coat of Junckers HP commercial sealant will be applied, left to dry, then buffed with a 120/150 grit sandpaper to remove any blemishes and ensure a smooth finish. The floor will then be vacuumed again before the application of two further coats of sealant.

Estimated Timescale - 1/2 days



Registered in England and Wales No. 10907021

Registered Address 26 St. Lukes Close, Evesham, Worcestershire, WR11 2ET, United Kingdom



# WATSON HALL & TEWKESBURY TOWN HALL

## LEAD MEMBER ROLE

Is a member of the Buildings Committee and reports back to the Chairman of that Committee.

Is elected from Buildings Committee to be the Lead Member

Has an overview of the budget.

To receive from the office notice of all bookings ( as with Boxer)

Know which Staff are responsible for what duty, i.e bookings, cleaning, caretaking, locking unlocking, maintenance etc.

Be informed of any issues or complaints from users of the buildings.

Instigate an investigation into complaints regarding any aspect of the building

Be aware and help manage work programmes and timescales  
Plan future works, necessary or inspirational and seek advice.

With additional members or consultants carryout the following:

Timetable of checks, ie:

Internal and External inspections of building condition as far as possible recommend any actions from these

Fire Safety with use of check sheets at least twice a year

Health and Safety & Hygiene with use of check sheets at least twice a year.

Equipment checks and plan for any renewals.

## Buildings & Moorings Work Programme - DRAFT updated July 2020

### Town Hall

Action	Resp	Status	Comments
Asbestos survey (of those areas not previously surveyed)		Open	Contractor to be appointed
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		Complete	
New electric board circuit for Council Chamber		Complete	
New electric board required to resolve thermostat issue with sockets in Council Chamber		Complete	
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 July/August 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		Complete	
Window Cleaning		Complete	Regular cleaning now arranged
Picture to left of fire place in Mayor's Parlour requires attention		Open	Repair
Repairs to glass roof in corn exchange		Open	Seeking quotes
Survey stonework for recommended works		Open	Inspection planned for July/August
Replace flag poles with fibre glass poles as existing too heavy for delicate stonework		Open	Seek quotes
Installation of CCTV		Open	Seek quotes

### Watson Hall

Action	Resp	Status	Comments
Front door does not fit and gaping space at top of door		Open	Quotes obtained. Funding bid to be submitted.
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
Replace flooring in entrance area, stairs, landing, top bar and toilet corridor		Open	Seek quotes
Extend bar area (consider with above as will impact corridor area)		Open	Seek quotes
Load test balcony		Open	Surveyor appointed
Asbestos survey (of those areas not previously surveyed)		Open	Contractor to be appointed
Installation of EPOS system for bar		Complete	Installed 15/7/2020
Works to extend courtyard area		Complete	
Replace heaters and instal air ventilation system		Open	New heaters installed. Air ventiation system to be installed.
Replace stage sockets that were decommissioned		Complete	
Sand down and resurface bar floor		Open	Awaiting work to commence
Licence for garden to rear of the Watson Hal		Open	Solicitor instructed

### 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	Specialist reports received and submitted to Planning at TBC. Planning fee paid.

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. Work commencing July 2020.
Installation of flood proof posts at St. Mary's Lane and Old Ferry moorings		Open	14 in total. Will be done at same time as work above to collapsed mooring.
Fencing - St Mary's Lane and Priors Court		Open	Consider upgrading fencing
Survey wall - Back of Avon		Open	Survey complete. Awaiting report.
<b>Tewkesbury Museum</b>			
<b>Action</b>	<b>Resp</b>	<b>Status</b>	<b>Comments</b>
Repair to Museum Window		Complete	Complete although some questions about work completed.
Roof work		Open	Expression of interest submitted to Historic England for £25k funding.
Steps from rear fire escape		Open	
Novation of lease		Open	
Electrical instalation inspection		Open	GES Ltd to undertake testing

## **Agenda Item 14**

### Gate emblems:

Rubbing down with glasspaper

Painting cream 1 - 2 coats

Painting black areas/ Lettering, undercoat + 2 coats topcoat x 2

Materials: undercoat, black / cream metal exterior paint

Total 390.00. So can I say 300 - 400 as a guesstimate, depending on how much time it does end up taking.

### Door signs:

Rubbing down

Redo varnish

Repaint lettering x 2 coats

Materials: Primer, woodstain, varnish, white satin paint

If 4th sign is found, a total of 170.00

If 4th sign has to be made, total 235.00

## Agenda Item 15

As restrictions are beginning to relax a little we are looking forward to a season for the charity Christmas cards and beginning to plan – albeit it will be different in many ways. We are compiling guidelines (and securing the necessary PPE) at the moment and these would be run in conjunction with our partners at the various venues – health and safety would be paramount.

In light of everything would you be able to allow us to come back towards the end of October – as you know we have previously occupied the Old Court Room.

Although last year we raised £5m nationally of course 70% of that was returned to the various charities. As we are a non-profit charity we have had to examine all costs and we are hoping that all our hosts will understand the reasons for this and are asking them to accept a different basis for “rent”/commission”. We cannot operate on fixed fees and really do have to base it on turnover generated. Last year we generated £14,800 in Tewkesbury and although we are hoping that our hosts will accept 5% of turnover, I realise that this would be a big drop for you but can offer 6% on this year’s sales.

As you know we have always appreciated being in the Town Hall and I hope very much that our relationship can continue. Look forward to hearing from you.

Regards