

MINUTES

of the

Remote Buildings & Moorings Committee meeting held on 3rd June 2020 via Zoom

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

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

The meeting commenced at 6.03pm.

B&M.20.014 Receive apologies for absence

Apologies were received from Cllr Rudge

B&M.20.015 Receive declarations of interest

None received.

B&M.20.016 Receive dispensations

None received.

B&M.20.017 Approve the minutes of the Building & Moorings Committee meeting held on 12th May 2020

It was RESOLVED to approve the minutes of the Building & Moorings Committee meeting held on 12th May 2020. Proposed by Cllr Brennan, seconded by Cllr S Raywood.

B&M.20.018 Matters arising from the minutes

B&M.19.135 – Work programme: Fire Warden training required for Neil Davis. Museum window repair works due to commence 15th June 2020.

B&M.19.140 – Leases: ANT not yet ready to proceed.

B&M.20.019 Receive correspondence relating to the Buildings & Moorings Committee

None received.

B&M.20.020 Public Participation

None

B&M.20.021 Receive the budget report for April 2020

The budget report was received.

B&M.20.022 Approve payments to be made

It was RESOLVED to approve payments totalling £3,379.91. Proposed by Cllr S Raywood, seconded by Cllr Brennan.

B&M.20.023 Review the plans, risk assessments and anticipated timeline to enable the re-opening of the Town Hall and the Watson Hall

The plans and risk assessments were reviewed and committee members feedback received in advance of the meeting was welcomed and will be incorporated into the document. The Town Clerk advised that the Risk Assessment is still to be completed for the Tudor Bar at the Watson Hall. **Action:** Town Clerk to circulate the document

to all Councillors once changes have been made and the Risk Assessment for the Tudor Bar has been completed.

B&M.20.024 Agree to delegate authority to the Town Clerk to incur expenditure associated with costs relating to the re-opening of the buildings

It was RESOLVED to delegate authority to the Town Clerk to incur expenditure up to £400 associated with costs relating to the re-opening of the buildings. Proposed by Cllr Brennan, seconded by Cllr Carter.

B&M.20.025 Agree expenditure to increase the usable space in the courtyard area off the Tudor Room including repair and move fencing, move the garden bench, pergola and replanting as required and lay membrane and decorative stone in the corner area currently with no surface covering

Quotes were reviewed for this work. It was RESOLVED to award the work to C McDermott at a cost of £1,050. Proposed by Cllr Brennan, seconded by Cllr Danter.

B&M.20.026 Note expenditure of up to £420 on legal services relating to the garden behind the Watson Hall leased to 2 Saffron Road and discuss and agree revising the annual rent

The expenditure of £420 approved by the Finance Committee was noted. The Town Clerk advised that the current rent amount of £135 per annum was contained within the most recent licence dating back to 2010. It was RESOLVED to increase the annual rent to £300 and then to £600 in the following and subsequent years. Proposed by Cllr Brennan, seconded by Cllr Raywood.

B&M.20.027 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**

Proposed by Cllr Danter, seconded by Cllr Brennan.

B&M.20.028 Agree expenditure of £1,200 on a full detailed inspection and safety report of the electrical installation at Tewkesbury Museum

It was RESOLVED to approve expenditure of £1,200 on a full detailed inspection and safety report of the electrical installation at Tewkesbury Museum. Proposed by Cllr Brennan, seconded by Cllr S Raywood.

B&M.20.029 Consider options and approve the installation of replacement heaters and a ventilation / heat recovery system in the Tudor Room

The three options for heater were considered along with the option of installing a ventilation/heat recovery system. It was RESOLVED to install four Rointe 990W radiators at a cost of £1,960 and a ventilation/heat recovery system at a cost of £1,550. Proposed by Cllr Brennan, seconded by Cllr S Raywood.

Cllr Carter left the meeting at this juncture.

B&M.20.030 Agree installation of two telephone points at the Watson Hall that will link with the phone system in the Town Hall at a cost of £495.90

It was RESOLVED to install two telephone points at the Watson Hall at a cost of £495.90. Proposed by Cllr S Raywood, seconded by Cllr Danter.

B&M.20.031 Receive the report in respect of the upgrade to the lighting system in the main hall at the Watson Hall

The report was received. The Town Clerk advised that the next stage was to obtain an initial quote for this work in order to progress the funding application.

B&M.20.032 Receive the specialist reports in connection with the re-instatement of moorings at Prior's Court and agree required action

The specialist reports were received. **Action:** Town Clerk to forward the reports to the Planning Officer at Tewkesbury Borough Council in order to progress the application.

B&M.20.033 Note recommended tree works from the recent tree survey at 2 Saffron Road & St Mary's Lane

Action: Town Clerk to arrange for the recommendations to be clarified with the contractor.

The remaining agenda items were deferred to the next meeting.

The meeting closed at 7.48pm

Signature of Chairman upon approval of the minutes 22nd June 2020