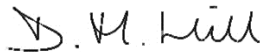


**TEWKESBURY TOWN COUNCIL
BUILDINGS & MOORINGS COMMITTEE
THURSDAY 10TH DECEMBER 2020**

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 **Thursday 10th December at 6.00 pm.**

Members of the public and press are welcome to attend. Meeting id 991 1512 8685, password 788062



Debbie Hill
Town Clerk
4th December 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 26th November
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. Approve payments to be made
9. To receive an update on funding bids submitted since the last meeting
10. Set the budget for 2021-22, 2022-23 and 2023-2024
11. To review the work programme

MINUTES

of the

Remote Buildings & Moorings Committee meeting held on 26th November 2020 via Zoom

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

In attendance: Cllr R Gurney, P Devine, P Aldridge, D Hill (Town Clerk), R Blockley (Events Officer)

B&M.20.086 Receive apologies for absence

Cllr A Carter

B&M.20.087 Receive declarations of interest

Cllr J Raywood and Cllr Brennan in their capacity as a Trustee of Tewkesbury Museum in relation to agenda item 15.

B&M.20.088 Receive dispensations

None.

B&M.20.089 Approve the minutes of the Building & Moorings Committee meeting held on 22nd July 2020

It was RESOLVED to approve the minutes of the Building & Moorings Committee meeting held on 22nd July 2020 pending two small amendments: Cllr P Devine in attendance and clarify Standing Order 3y. Proposed by Cllr K Powell, seconded by Cllr A Rudge.

B&M.20.090 Matters arising from the minutes

B&M.20.033 – Tree work: Back of Avon proposed work requires planning permission. It is understood this will be actioned by E&A Committee. Town Clerk to check with Assistant Town Clerk. Carried forward.

B&M.20.091 Receive correspondence relating to the Buildings & Moorings Committee

The Events Officer updated the committee on the progress being made by the Tewkesbury Cultural Consortium in relation to the application for the Large Heritage Action Zone grant. The committee had been circulated a copy of the proposal to be submitted that included proposed use of the Watson Hall. Members were reminded to provide any feedback to the Events Officer so that she can submit a response from the Town Council to the proposals. Cllr Brennan added that the Methodist Church may also be applying for the grant and it may be that the Town Council could assist in some way.

B&M.20.092 Public Participation

None

B&M.20.093 Health and Safety matters including Safeguarding

Cllr Danter and the Events Officer both recently attended the Safeguarding online session organised by GRCC. The Events Officer reported that hall and venue hirers will need to have their own safeguarding policy going forwards. The Events Officer

will be making changes to the Terms and Conditions of hire and updating the list of documentation to be provided to the Town Council. Cllr Danter reported that Whistleblowing policies had also been discussed. The Town Clerk advised that the Staff Handbook contains the Town Council's Whistleblowing policy.

The Events Officer advised that she had been contacted by an organisation offering £200 off a defibrillator. Options for the location of a defibrillator near the Town Hall were discussed to enable it to be accessible to the public. A possibility may be the wall at the back of the Town Hall garden. Locations were also discussed for the Watson Hall although it was felt that due to the increased use of the hall there should be a defibrillator at this location even if it is just for the use of the venue.

Action: Events Officer to obtain additional quotes to bring back to a future meeting.

B&M.20.094 Approve payments to be made

It was RESOLVED to approve payments totalling £814.37. Proposed by Cllr Rudge, seconded by Cllr Brennan.

B&M.20.095 Set the budget for 2021-22, 2022-23 and 2023-24

Deferred until the next meeting on 10th December 2020.

B&M.20.096 Review the Back of Avon Structural Engineer's Survey report and agree further actions

Cllr J Raywood advised the committee that she had shown the report to a Structural Engineer for an independent opinion and it was felt that the report gave details of further specialised reports and work that needs to be undertaken but provides reassurance on the condition of the wall in the short term. Cllrs agreed that the report raised some further questions and it was agreed to submit any comments or questions to the Town Clerk so that she can go back to the Structural Engineer to obtain clarification and answers to specific queries.

Action: Town Clerk to collate series of questions to go back to Structural Engineer with, including frequency of professional monitoring (see point below).

The committee discussed the frequency of professional monitoring and it was felt that this may need to be every year or after a flood. Cllr Brennan pointed out that ongoing maintenance to keep the vegetation down is essential in this area. **Action:** Cllr Brennan to ask ANT to come along to go through regular maintenance with GAB Services.

B&M.20.097 Review and consider the lettings of the Watson hall and the Town hall in view of the Current Increase in Covid-19 cases.

The Events Officer reported that the markets at the Town Hall will re-commence. Further clarification is awaited on some events at the Watson Hall, but Martial Arts and French classes can resume if required.

B&M.20.098 Agree the management and accountability of the £10,000 COVID 19 business grant from Tewkesbury Borough Council for loss of income at the Watson Hall

The Town Clerk confirmed that the £10,000 grant had been posted to the Watson Hall income budget code. It was noted that this grant was paid by way of compensation for loss of income due to being closed as dictated by government guidance.

B&M.20.099 Discuss the draft proposed Noticeboard Policy

Cllr S Raywood had circulated a first draft of the policy to Cllr Danter and the Town Mayor for comment. This will now be updated.

In accordance with Standing Order 3y it was RESOLVED to extend the meeting by half an hour. Proposed by Cllr Danter, seconded by Cllr S Raywood.

B&M.20.100 Review the Fire Risk Assessment for the Museum and to agree action to be taken

The report provided by the Trustees of Tewkesbury Museum was discussed. It was noted that the Town Council as Landlord is responsible for installing a fire alarm system suitable to the building. It was further noted that the Town Council would not be liable for any enhancements to a fire alarm system as required due to the use of the building as a Museum. It was also noted that the report has identified that there is no fire stop in the roof void between the Museum and the neighbouring residential property. **Action:** Town Clerk to obtain a quote for the installation of an upgraded fire alarm system from the Town Council's preferred contractor. Town Clerk to also arrange quotes for installation of a fire stop in the roof void.

B&M.20.101 Agree to store approximately 50 stacking chairs in the Town Hall basement on behalf of the Friends of Tewkesbury Hospital

Cllr Danter advised this agenda item was no longer required.

B&M.20.102 Review the work programme

This agenda item to be picked up by either a working group or a future meeting of the committee, depending on timing.

There being no further business the meeting closed at 7.58pm.

Signature of Chairman upon approval of the minutes 10th December 2020

Tewkesbury Town Council
Annual Budget - By Committee (Actual YTD Month 8)
Note: Buildings & Moorings Committee

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Building & Moorings</u>										
<u>200 Moorings</u>										
1300	Moorings Income	5,500	4,442	5,500	2,290	0	0	5,610	0	0
	Total Income	5,500	4,442	5,500	2,290	0	0	5,610	0	0
4450	Maintenance	3,000	2,669	4,000	213	0	0	4,080	0	0
4460	Rates	1,500	1,080	1,500	888	0	0	1,530	0	0
4470	Moorings Leases	100	100	100	100	0	0	102	0	0
4480	Projects - Moorings	5,000	88	5,000	4,867	0	650	5,100	0	0
4550	Water	0	29	0	17	0	0	0	0	0
4960	Equipment	0	0	0	15	0	0	0	0	0
	Overhead Expenditure	9,600	3,965	10,600	6,099	0	650	10,812	0	0
	Movement to/(from) Gen Reserve	(4,100)	477	(5,100)	(3,809)	0		(5,202)		
<u>210 Museum</u>										
4450	Maintenance	4,000	214	12,000	12,849	0	0	12,240	0	0
4500	Museum Projects	8,000	0	3,000	0	0	0	3,060	0	0
4990	Sundries/Petty Cash	1,749	0	0	0	0	0	0	0	0
	Overhead Expenditure	13,749	214	15,000	12,849	0	0	15,300	0	0
	Movement to/(from) Gen Reserve	(13,749)	(214)	(15,000)	(12,848)	0		(15,300)		
<u>220 Town Hall</u>										
1400	Garden Income	50	70	100	0	0	0	102	0	0
1410	Town Hall Income	14,000	14,702	18,000	3,367	0	0	18,360	0	0

Tewkesbury Town Council
Annual Budget - By Committee (Actual YTD Month 8)
Note: Buildings & Moorings Committee

		<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income		14,050	14,772	18,100	3,367	0	0	18,462	0	0
4450	Maintenance	22,000	14,385	12,000	4,203	0	2,000	12,240	0	0
4460	Rates	4,000	4,124	4,100	2,935	0	0	4,182	0	0
4550	Water	675	736	700	517	0	0	714	0	0
4560	Electric	1,500	774	1,500	407	0	0	1,530	0	0
4570	Gas	2,500	2,783	2,500	502	0	0	2,550	0	0
4580	Garden Expenditure	250	430	300	0	0	0	306	0	0
4590	Projects	0	5,450	15,000	0	0	0	15,300	0	0
4960	Equipment	0	501	2,000	966	0	0	2,040	0	0
4990	Sundries/Petty Cash	1,166	0	0	0	0	0	0	0	0
Overhead Expenditure		32,091	29,183	38,100	9,529	0	2,000	38,862	0	0
Movement to/(from) Gen Reserve		(18,041)	(14,411)	(20,000)	(6,162)	0		(20,400)		
<u>War Memorial</u>										
<u>230</u>										
1450	Fundraising	50	0	200	0	0	0	204	0	0
1990	Other Income	1	700	100	0	0	0	102	0	0
Total Income		51	700	300	0	0	0	306	0	0
4450	Maintenance	250	650	1,000	0	0	0	1,020	0	0
4990	Sundries/Petty Cash	1,166	0	0	0	0	0	0	0	0
Overhead Expenditure		1,416	650	1,000	0	0	0	1,020	0	0
Movement to/(from) Gen Reserve		(1,365)	50	(700)	0	0		(714)		

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Tewkesbury Town Council
Annual Budget - By Committee (Actual YTD Month 8)
Note: Buildings & Moorings Committee

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			Carried Forward
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	
Building & Moorings - Income	19,601	19,914	23,900	5,657	0	0	24,378	0	0
Expenditure	56,856	34,013	64,700	28,477	0	2,650	65,994	0	0
Movement to/(from) Gen Reserve	(37,255)	(14,099)	(40,800)	(22,820)	0		(41,616)		
Total Budget Income	19,601	19,914	23,900	5,657	0	0	24,378	0	0
Expenditure	56,856	34,013	64,700	28,477	0	2,650	65,994	0	0
Movement to/(from) Gen Reserve	(37,255)	(14,099)	(40,800)	(22,820)	0		(41,616)		

Tewkesbury Town Council
Forward Budget Detail - By Centre

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Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
200 Moorings							
4450	Maintenance	4,000	4,080	4,162	4,245	0	0
4460	Rates	1,500	1,530	1,561	1,592	0	0
4470	Mooring Leases	100	102	104	106	0	0
4480	Projects - Moorings	5,000	5,100	5,202	5,306	0	0
	Total Overhead Expenditure	10,600	10,812	11,029	11,249	0	0
1300	Moorings Income	5,500	5,610	5,722	5,836	0	0
	Total Income	5,500	5,610	5,722	5,836	0	0
	Moorings - Net Expenditure	5,100	5,202	5,307	5,413	0	0
210 Museum							
4450	Maintenance	12,000	12,240	12,485	12,735	0	0
4500	Museum Projects	3,000	3,060	3,121	3,183	0	0
	Total Overhead Expenditure	15,000	15,300	15,606	15,918	0	0
	Museum - Net Expenditure	15,000	15,300	15,606	15,918	0	0
220 Town Hall							
4450	Maintenance	12,000	12,240	12,485	12,735	0	0
4460	Rates	4,100	4,182	4,266	4,351	0	0
4550	Water	700	714	728	743	0	0
4560	Electric	1,500	1,530	1,561	1,592	0	0
4570	Gas	2,500	2,550	2,601	2,653	0	0
4580	Garden Expenditure	300	306	312	318	0	0
4590	Projects	15,000	15,300	15,606	15,918	0	0
4960	Equipment	2,000	2,040	2,081	2,123	0	0
	Total Overhead Expenditure	38,100	38,862	39,640	40,433	0	0
1400	Garden Income	100	102	104	106	0	0
1410	Town Hall Income	18,000	18,360	18,727	19,102	0	0
	Total Income	18,100	18,462	18,831	19,208	0	0
	Town Hall - Net Expenditure	20,000	20,400	20,809	21,225	0	0
230 War Memorial							
4450	Maintenance	1,000	1,020	1,040	1,061	0	0
	Total Overhead Expenditure	1,000	1,020	1,040	1,061	0	0
1450	Fundraising	200	204	208	212	0	0
1990	Other Income	100	102	104	106	0	0
	Total Income	300	306	312	318	0	0
	War Memorial - Net Expenditure	700	714	728	743	0	0

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Tewkesbury Town Council
Forward Budget Detail - By Centre

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
Total Budget	64,700	65,994	67,315	68,661	0	0
Income :	23,900	24,378	24,865	25,362	0	0
Net Expenditure	40,800	41,616	42,450	43,299	0	0

Tewkesbury Town Council
Annual Budget - By Committee (Actual YTD Month 8)
Note: Buildings & Moorings Committee

		<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Watson Hall</u>										
600	<u>Watson Hall</u>									
1800	Watson Hall Income	15,000	16,552	22,000	11,901	0	0	20,400	0	0
1810	Leases	20,150	20,135	135	0	0	0	138	0	0
1820	Tudor Bar Income	1	30,656	40,000	5,085	0	0	30,600	0	0
1830	Events Income	1	6,293	10,000	1,626	0	0	10,200	0	0
	Total Income	35,152	73,636	72,135	18,612	0	0	61,338	0	0
4195	Health & Safety	0	315	1,000	277	0	0	1,020	0	0
4221	Telephone/IT	0	0	0	1,058	0	0	0	0	0
4280	Events & Services	1	10,406	10,000	3,437	0	2,069	10,200	0	0
4450	Maintenance	8,000	14,447	10,000	11,360	0	0	10,200	0	0
4550	Water	500	683	700	404	0	0	714	0	0
4560	Electric	1,000	4,382	1,500	1,179	0	0	1,530	0	0
4570	Gas	2,500	1,235	2,000	378	0	0	2,040	0	0
4590	Projects	15,000	14,797	18,000	2,310	0	0	18,360	0	0
4912	Bar Payroll Processing	0	0	0	35	0	0	0	0	0
4913	Bar Equipment	0	0	0	1,410	0	0	0	0	0
4914	Bar Card Charges	0	0	0	103	0	0	0	0	0
4915	Events Card Charges	0	0	0	12	0	0	0	0	0
4916	Bar Sales Charges	0	0	0	6	0	0	0	0	0
4950	Bar Stock	1	14,317	12,000	4,631	0	0	12,240	0	0
4955	Bar Salaries	0	4,788	4,000	1,742	0	0	4,080	0	0
4960	Equipment	0	1,688	2,000	381	0	0	2,040	0	0

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Tewkesbury Town Council
Annual Budget - By Committee (Actual YTD Month 8)
Note: Buildings & Moorings Committee

		<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4965	Bar Equipment	0	405	0	0	0	0	0	0	0
4970	Telephone/Broadband	0	0	0	-1	0	0	0	0	0
4990	Sundries/Petty Cash	1,166	540	500	0	0	0	510	0	0
	Overhead Expenditure	28,168	68,003	61,700	28,722	0	2,069	62,934	0	0
	Movement to/(from) Gen Reserve	6,984	5,633	10,435	(10,110)	0		(1,596)		
	Watson Hall - Income	35,152	73,636	72,135	18,612	0	0	61,338	0	0
	Expenditure	28,168	68,003	61,700	28,722	0	2,069	62,934	0	0
	Movement to/(from) Gen Reserve	6,984	5,633	10,435	(10,110)	0		(1,596)		
	Total Budget Income	35,152	73,636	72,135	18,612	0	0	61,338	0	0
	Expenditure	28,168	68,003	61,700	28,722	0	2,069	62,934	0	0
	Movement to/(from) Gen Reserve	6,984	5,633	10,435	(10,110)	0		(1,596)		

Tewkesbury Town Council
Forward Budget Detail - By Centre

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
600 Watson Hall						
4195 Health & Safety	1,000	1,020	1,040	1,061	0	0
4280 Events & Services	10,000	10,200	10,404	10,612	0	0
4450 Maintenance	10,000	10,200	10,404	10,612	0	0
4550 Water	700	714	728	743	0	0
4560 Electric	1,500	1,530	1,561	1,592	0	0
4570 Gas	2,000	2,040	2,081	2,123	0	0
4590 Projects	18,000	18,360	18,727	19,102	0	0
4950 Bar Stock	12,000	12,240	12,485	12,735	0	0
4955 Bar Salaries	4,000	4,080	4,162	4,245	0	0
4960 Equipment	2,000	2,040	2,081	2,123	0	0
4990 Sundries/Petty Cash	500	510	520	530	0	0
	61,700	62,934	64,193	65,478	0	0
Total Overhead Expenditure						
1800 Watson Hall Income	22,000	20,400	20,808	21,224	0	0
1810 Leases	135	138	141	144	0	0
1820 Tudor Bar Income	40,000	30,600	31,212	31,836	0	0
1830 Events Income	10,000	10,200	10,404	10,612	0	0
	72,135	61,338	62,565	63,816	0	0
Total Income						
Watson Hall - Net Expenditure	-10,435	1,596	1,628	1,662	0	0
Total Budget	61,700	62,934	64,193	65,478	0	0
Income :	72,135	61,338	62,565	63,816	0	0
Net Expenditure	-10,435	1,596	1,628	1,662	0	0