

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 4th November 2020

It was RESOLVED to approve the minutes of the Building & Moorings Committee meeting held on 4th November 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