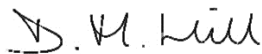


**TEWKESBURY TOWN COUNCIL  
BUILDINGS & MOORINGS COMMITTEE  
WEDNESDAY 5<sup>TH</sup> MAY 2021**

To: Councillors C Danter (Chairman), H Bowman, K Brennan, A. Carter, P Devine, R. Gurney, K. Powell, S. Raywood.

You are hereby summoned to a meeting of the Buildings & Moorings Committee to be remotely by Zoom on **Wednesday 5<sup>th</sup> May at 6.00 pm.**

**Members of the public and press are welcome to attend. Meeting id 862 7450 1595, passcode 960224**



Debbie Hill  
Town Clerk  
29<sup>th</sup> April 2021

## **AGENDA**

1. Receive apologies for absence
2. Receive declarations of interests
3. Receive dispensations
4. Approve the minutes of the Buildings & Moorings Committee meetings held on 10<sup>th</sup> December 2020 and 24<sup>th</sup> March 2021
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. Review the budget report
10. Receive an update on funding applications at the Town Hall and Watson Hall and agree the next steps
11. Approve purchase of replacement flag poles for the Town Hall
12. Update on re-opening of buildings and to approve expenditure in relation to building improvements
13. To discuss process for decision making from 7<sup>th</sup> May until such time as face to face meetings are permitted/legislation allows the holding of remote meetings
14. To appoint a lead member for the Watson Hall
15. Receive updates on the following ongoing matters:

- i. Works on the Museum roof and recommendations
- ii. Additional repairs to windows/facade at the Museum
- iii. Museum funding project
- iv. Appointment of Solicitor to look into matters concerning the titles relating to the Watson Hall and Tewkesbury Museum
- v. Planning application at Prior's Court
- vi. Ongoing morrings issues

**16.** Review the work programme

## MINUTES

### *of the*

#### **Remote Buildings & Moorings Committee meeting held on 24<sup>th</sup> March 2021 via Zoom**

The meeting commenced at 18:02

**Present:** Cllrs C Danter (Chair); K Brennan, K Powell, S Raywood, A Carter, P Devine, R Gurney,

**In attendance:** J Raywood, D Hill (Town Clerk), R Blockley (Events Officer) and two members of the public

**B&M.20.130 Receive apologies for absence**

None.

**B&M.20.131 Receive declarations of interest**

None.

**B&M.20.132 Receive dispensations**

None.

**B&M.20.133 Approve the minutes of the Building & Moorings Committee meeting held on 10<sup>th</sup> December 2020 and 27<sup>th</sup> January 2021.**

Minutes from 10<sup>th</sup> December 2020 are deferred to the next meeting. It was RESOLVED to approve the minutes from 27<sup>th</sup> January 2021. Proposed by Cllr Danter, seconded by Cllr S Raywood.

**B&M.20.134 Matters arising from the minutes**

**B&M.20.107 – Tree work:** Back of Avon proposed work requires planning permission. Cllr Raywood advised this was now progressing. Carried forward.

**B&M.20.093 – Defibrillator quotes:** Rotary have agreed provisionally to help fund a defibrillator. Following up a suggestion to place one on High St. rather than Anglo American garden.

**B&M.20.127 – Repairs to windows at museum:** Croft response re window to be confirmed.

**B&M.20.135 Receive correspondence relating to the Buildings & Moorings Committee**

None.

**B&M.20.136 Public Participation**

A member of the public thanked the Town Council for holding the meeting on 18<sup>th</sup> February. The original request for assistance with four matters has now been reduced to just one issue in relation to the landing stage.

**B&M.20.137 Approve payments to be made**

It was RESOLVED to approve payments totalling £5,981.46. Proposed by Cllr Powell, seconded by Cllr S Raywood.

**B&M.20.138 Review the budget report**

The budget report was reviewed. **Action:** Town Clerk to review allocation of grant income.

**B&M.20.139 Review Structural Engineer reports on Watson Hall balcony and retaining wall in courtyard**

Metal Barrier that runs around balcony top. It was agreed that recommendations should be followed. **Action:** Contractor to be identified to look at options for handrail.

**B&M.20.140 Retrospectively approve expenditure relating to Structural Engineer report for courtyard at the Watson Hall**

It was RESOLVED to approve the expenditure. Proposed by Cllr S Raywood, seconded by Cllr Powell.

**B&M.20.141 Review and agree work required to the retaining wall at the Back of Avon.**

The work required was reviewed. **Action:** Town Clerk to ask Ian Bishop to quote for this work.

**B&M.20.142 Consider and agree the quote for CCTV in the Town Hall**

The quote for £2,900 was agreed on. The proposed work to be run past the Conservation Officer at Tewkesbury Borough Council for listed Building consent. Proposed by Cllr Danter, seconded by Cllr S Raywood.

**B&M.20.143 Receive updates on funding applications at the Town Hall and Watson Hall and agree the next steps**

- i. **Town Hall** - Stair lifter - look for any possible alternatives
- ii. **Watson Hall** – The Events Officer confirmed funding had been awarded for £23,612 for accessible doors at the Watson Hall, replacement flooring and automated release internal doors linked to the fire alarm system. It was RESOLVED to progress with this work. Proposed by Cllr Powell, seconded by Cllr Brennan.

**B&M.20.144 Approve purchase of replacement flag poles for the Town Hall.**

The Town Clerk to liaise with Ian Bishop to determine the specification for the replacement flagpoles.

**B&M.20.145 Review the work programme**

- i. Installation of fire alarm system at the Museum - Wireless system to be installed ASAP. Electrical work required ahead of installation.
- ii. Works on the Museum roof - Scaffolding - erected, Pest control – complete.
- iii. Repairs to windows at the Museum – carry forward
- iv. Appointment of Solicitor to look into matters concerning the titles relating to the Watson Hall and Tewkesbury Museum - carry forward
- v. Planning application at Prior's Court - Additional project development. Confident that there is a good case for wall to be associated with freehold of the adjacent building. Cllr S Raywood to circulate information and working group to be formed.

**The meeting was extended by 30 minutes – no objection.**

- vi. Ongoing moorings issues - Landing stage and poles – requests from previous meeting. Informal meeting of Clls to discuss issues raised previously and other matters.

**B&M.20.146 Review the work programme**

The programme was reviewed briefly.

**B&M.20.147 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 Danter, seconded by Cllr S Raywood.

**B&M.20.148 Consider Surveyor report regarding the garden to the rear of the Watson Hall**

Surveyor to prepare a shareable report and then pass to Solicitor to share with property owner.

There being no further business the meeting closed at 7.56 pm.

Signature of Chairman upon approval of the minutes ..... 5<sup>th</sup> May 2021

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>Building &amp; Moorings</u></b>								
<b><u>200 Moorings</u></b>								
1300 Moorings Income	4,442	4,461	5,500	1,039			81.1%	
Moorings :- Income	<b>4,442</b>	<b>4,461</b>	<b>5,500</b>	<b>1,039</b>			<b>81.1%</b>	<b>0</b>
4450 Maintenance	2,669	9,009	4,000	(5,009)		(5,009)	225.2%	
4460 Rates	1,080	1,098	1,500	402		402	73.2%	
4470 Mooring Leases	100	100	100	0		0	100.0%	
4480 Projects - Moorings	88	4,867	5,000	133	650	(517)	110.3%	
4550 Water	29	17	0	(17)		(17)	0.0%	
4960 Equipment	0	15	0	(15)		(15)	0.0%	
Moorings :- Indirect Expenditure	<b>3,965</b>	<b>15,105</b>	<b>10,600</b>	<b>(4,505)</b>	<b>650</b>	<b>(5,155)</b>	<b>148.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>477</b>	<b>(10,644)</b>	<b>(5,100)</b>	<b>5,544</b>				
<b><u>210 Museum</u></b>								
1100 Grants & Donations Received	0	18,750	0	(18,750)			0.0%	18,750
Museum :- Income	<b>0</b>	<b>18,750</b>	<b>0</b>	<b>(18,750)</b>				<b>18,750</b>
4195 Health & Safety	0	28	0	(28)		(28)	0.0%	
4450 Maintenance	214	12,849	12,000	(849)		(849)	107.1%	849
4500 Museum Projects	0	3,228	9,000	5,772		5,772	35.9%	(5,772)
4590 Projects	0	1,004	0	(1,004)		(1,004)	0.0%	
Museum :- Indirect Expenditure	<b>214</b>	<b>17,108</b>	<b>21,000</b>	<b>3,892</b>	<b>0</b>	<b>3,892</b>	<b>81.5%</b>	<b>(4,923)</b>
<b>Net Income over Expenditure</b>	<b>(214)</b>	<b>1,642</b>	<b>(21,000)</b>	<b>(22,642)</b>				
6000 plus Transfer from EMR	0	(4,923)						
6001 less Transfer to EMR	0	18,750						
<b>Movement to/(from) Gen Reserve</b>	<b>(214)</b>	<b>(22,031)</b>						
<b><u>220 Town Hall</u></b>								
1400 Garden Income	70	0	100	100			0.0%	
1410 Town Hall Income	14,702	3,743	18,000	14,257			20.8%	
Town Hall :- Income	<b>14,772</b>	<b>3,743</b>	<b>18,100</b>	<b>14,357</b>			<b>20.7%</b>	<b>0</b>
4450 Maintenance	14,385	5,369	12,000	6,631	800	5,831	51.4%	(5,831)
4460 Rates	4,124	4,192	4,100	(92)		(92)	102.2%	
4550 Water	736	908	700	(208)		(208)	129.7%	
4560 Electric	774	861	1,500	639		639	57.4%	
4570 Gas	2,783	1,675	2,500	825		825	67.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4580 Garden Expenditure	430	0	300	300		300	0.0%	
4590 Projects	5,450	0	15,000	15,000		15,000	0.0%	
4960 Equipment	501	1,040	2,000	960		960	52.0%	
Town Hall :- Indirect Expenditure	<b>29,183</b>	<b>14,044</b>	<b>38,100</b>	<b>24,056</b>	<b>800</b>	<b>23,256</b>	<b>39.0%</b>	<b>(5,831)</b>
<b>Net Income over Expenditure</b>	<b>(14,411)</b>	<b>(10,301)</b>	<b>(20,000)</b>	<b>(9,699)</b>				
6000 plus Transfer from EMR	0	(5,831)						
<b>Movement to/(from) Gen Reserve</b>	<b>(14,411)</b>	<b>(16,132)</b>						
<u>230 War Memorial</u>								
1450 Fundraising	0	0	200	200			0.0%	
1990 Other Income	700	0	100	100			0.0%	
War Memorial :- Income	<b>700</b>	<b>0</b>	<b>300</b>	<b>300</b>			<b>0.0%</b>	<b>0</b>
4450 Maintenance	650	0	1,000	1,000		1,000	0.0%	
War Memorial :- Indirect Expenditure	<b>650</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>50</b>	<b>0</b>	<b>(700)</b>	<b>(700)</b>				
Building & Moorings :- Income	<b>19,914</b>	<b>26,955</b>	<b>23,900</b>	<b>(3,055)</b>			<b>112.8%</b>	
Expenditure	<b>34,013</b>	<b>46,257</b>	<b>70,700</b>	<b>24,443</b>	<b>1,450</b>	<b>22,993</b>	<b>67.5%</b>	
<b>Net Income over Expenditure</b>	<b>(14,099)</b>	<b>(19,303)</b>	<b>(46,800)</b>	<b>(27,497)</b>				
plus Transfer from EMR	0	(10,754)						
less Transfer to EMR	0	18,750						
<b>Movement to/(from) Gen Reserve</b>	<b>(14,099)</b>	<b>(48,807)</b>						
Grand Totals:- Income	<b>19,914</b>	<b>26,955</b>	<b>23,900</b>	<b>(3,055)</b>			<b>112.8%</b>	
Expenditure	<b>34,013</b>	<b>46,257</b>	<b>70,700</b>	<b>24,443</b>	<b>1,450</b>	<b>22,993</b>	<b>67.5%</b>	
<b>Net Income over Expenditure</b>	<b>(14,099)</b>	<b>(19,303)</b>	<b>(46,800)</b>	<b>(27,497)</b>				
plus Transfer from EMR	0	(10,754)						
less Transfer to EMR	0	18,750						
<b>Movement to/(from) Gen Reserve</b>	<b>(14,099)</b>	<b>(48,807)</b>						

Watson Hall600 Watson Hall

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1100 Grants & Donations Received	0	4,796	0	(4,796)			0.0%	
1800 Watson Hall Income	16,552	20,474	22,000	1,526			93.1%	
1810 Leases	20,135	0	135	135			0.0%	
1820 Tudor Bar Income	30,656	6,615	40,000	33,386			16.5%	
1830 Events Income	6,293	1,520	10,000	8,480			15.2%	
<b>Watson Hall :- Income</b>	<b>73,636</b>	<b>33,405</b>	<b>72,135</b>	<b>38,730</b>			<b>46.3%</b>	<b>0</b>
4100 Professional Fees	0	42	0	(42)		(42)	0.0%	
4195 Health & Safety	315	69	1,000	931		931	6.9%	
4221 Telephone/IT (WH)	0	1,476	0	(1,476)		(1,476)	0.0%	
4280 Events & Services	10,406	4,597	10,000	5,403	2,069	3,334	66.7%	
4450 Maintenance	14,447	11,541	10,000	(1,541)		(1,541)	115.4%	
4550 Water	683	1,844	700	(1,144)		(1,144)	263.4%	
4560 Electric	4,382	1,679	1,500	(179)		(179)	111.9%	
4570 Gas	1,235	656	2,000	1,344		1,344	32.8%	
4590 Projects	14,797	7,485	18,000	10,515		10,515	41.6%	(10,515)
4912 Bar Payroll Processing	0	105	0	(105)		(105)	0.0%	
4913 Bar Equipment	0	1,410	0	(1,410)		(1,410)	0.0%	
4914 Bar Card Charges	0	140	0	(140)		(140)	0.0%	
4915 Events Card Charges	0	14	0	(14)		(14)	0.0%	
4950 Bar Stock	14,317	5,574	12,000	6,426		6,426	46.4%	
4955 Bar Salaries	4,788	2,978	4,000	1,022		1,022	74.5%	
4960 Equipment	1,688	381	2,000	1,619		1,619	19.1%	(1,619)
4965 Bar Equipment	405	120	0	(120)		(120)	0.0%	
4990 Sundries/Petty Cash	540	2	500	498		498	0.4%	
<b>Watson Hall :- Indirect Expenditure</b>	<b>68,003</b>	<b>40,111</b>	<b>61,700</b>	<b>21,589</b>	<b>2,069</b>	<b>19,520</b>	<b>68.4%</b>	<b>(12,134)</b>
<b>Net Income over Expenditure</b>	<b>5,633</b>	<b>(6,706)</b>	<b>10,435</b>	<b>17,141</b>				
6000 plus Transfer from EMR	0	(12,134)						
<b>Movement to/(from) Gen Reserve</b>	<b>5,633</b>	<b>(18,840)</b>						
<b>Watson Hall :- Income</b>	<b>73,636</b>	<b>33,405</b>	<b>72,135</b>	<b>38,730</b>			<b>46.3%</b>	
<b>Expenditure</b>	<b>68,003</b>	<b>40,111</b>	<b>61,700</b>	<b>21,589</b>	<b>2,069</b>	<b>19,520</b>	<b>68.4%</b>	
<b>Net Income over Expenditure</b>	<b>5,633</b>	<b>(6,706)</b>	<b>10,435</b>	<b>17,141</b>				
plus Transfer from EMR	0	(12,134)						
<b>Movement to/(from) Gen Reserve</b>	<b>5,633</b>	<b>(18,840)</b>						



	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	73,636	33,405	72,135	38,730			46.3%	
Expenditure	68,003	40,111	61,700	21,589	2,069	19,520	68.4%	
Net Income over Expenditure	<u>5,633</u>	<u>(6,706)</u>	<u>10,435</u>	<u>17,141</u>				
plus Transfer from EMR	0	(12,134)						
Movement to/(from) Gen Reserve	<u>5,633</u>	<u>(18,840)</u>						