

**TEWKESBURY TOWN COUNCIL
BUILDINGS & MOORINGS COMMITTEE
WEDNESDAY 28TH JULY 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 held in the Town Hall, High Street, Tewkesbury, Wednesday 28th July at 6.00pm in the Mayor's Parlour

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
23rd July 2021

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 5th May 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 reports
10. Receive an update on the recent moorings working group meetings and to consider and agree proposals from the working group
11. Receive updates on the following ongoing matters:
 - i. Works on the Museum roof, fascia and windows
 - ii. Museum funding project
 - iii. Pictures in the Council Chamber
 - iv. Appointment of Solicitor to look into matters concerning the titles relating to the Watson Hall and Tewkesbury Museum
12. Review the work programme

MINUTES

of the

Remote Buildings & Moorings Committee meeting held on 5th May 2021 via Zoom at 6pm

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 one member of the public

B&M.21.001 Receive apologies for absence

None.

B&M.21.002 Receive declarations of interest

None.

B&M.21.003 Receive dispensations

None.

B&M.21.004 Approve the minutes of the Building & Moorings Committee meeting held on 10th December 2020 and 24th March 2021

It was RESOLVED to approve the minutes of the Buildings & Moorings Committee meeting held on 10th December 2020. Proposed by Cllr S Raywood, seconded by Cllr Danter. It was RESOLVED to approve the minutes of the Buildings & Moorings Committee meeting held on 27th January 2021. Proposed by Cllr Gurney, seconded by Cllr Powell.

B&M.21.005 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. Carried forward.

B&M.20.127 – Repairs to windows at museum: The Town Clerk confirmed the response from Croft and this will be followed up.

B&M.20.138 – 64 Barton Street: Grant funding now recoded to an income code – complete

B&M.20.139 – Watson Hall balcony handrail: The Events Officer will check the wording of the recommendation in the Structural Engineer's report

B&M.20.143 – Back of Avon retaining wall: awaiting quote for work

B&M.21.006 Receive correspondence relating to the Buildings & Moorings Committee

A member of the public has been corresponding with the Town Council concerning landing steps at the Back of Avon and gave an overview of the issues and possible options that the Town Council may wish to consider.

- B&M.21.007 Public Participation**
None.
- B&M.21.008 Approve payments to be made**
None.
- B&M.21.009 Review the budget report**
The budget report was reviewed.
- B&M.21.010 Receive an update on funding applications at the Town Hall and Watson Hall and agree the next steps**
Stair walker alternative options will be investigated.
The Events Officer advised that revised flooring quotes were being obtained for the corridor floor replacement at the Watson Hall.
- B&M.21.011 Approve purchase of replacement flag poles for the Town Hall**
It was RESOLVED to approve the expenditure of £1,107 on the purchase of replacement flag poles. Proposed by Cllr S Raywood, seconded by Cllr Powell.
- B&M.21.012 Update on re-opening of buildings and to approve expenditure in relation building improvements**
The Town Clerk advised that craft fayres had restarted in the Town Hall
The Events Officer reported that the bar at the Watson Hall had been opened to fill a gap in the offering to the community due to the lack of outside spaces available in Tewkesbury. It is anticipated that this will end when pubs are allowed to re-open indoors.
- B&M.21.013 To discuss process for decision making from 7th May until such time as face to face meetings are permitted/legislation allows the holding of remote meetings**
The Town Clerk reminded members of the Scheme of Delegation to be put in place as agreed at Full Council.
- B&M.21.014 To appoint a Lead Member for the Watson Hall**
Cllr P Devine was appointed as Lead Member for the Watson Hall.
- B&M.21.015 Receive updates on the following ongoing matters:**
- i. **Roof works at 64 Barton Street** – The Town Clerk reported that completion had been delayed due to additional works identified, listed building consent and availability of materials.
 - ii. **Additional repairs to windows/façade at 64 Barton Street** – quotes are awaited.
 - iii. **64 Barton Street funding project** – The Town Clerk reported that work was underway by Orchard Fundraising.
 - iv. **Appointment of Solicitor to look into matters concerning the titles relating to the Watson Hall and 64 Barton Street** - Appointment of Solicitor ongoing. Town Clerk to consider contacting Severn Ham consultant for an alternative recommendation.
 - v. **Planning application at Prior's Court** – this matter will be taken into the Moorings working group.

- vi. **Ongoing moorings issues:** it was agreed to form a working group to look into these issues. Cllrs Danter, Powell, Bowman, Gurney, Devine, S Raywood volunteered to take part in this. A member of the public also volunteered to take part.

There being no further business the meeting closed at 7.00 pm.

Signature of Chairman upon approval of the minutes 28th July 2021

DRAFT

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Building & Moorings							
<u>200 Moorings</u>							
1300 Moorings Income	1,005	2,595	5,500	2,905			
Moorings :- Income	1,005	2,595	5,500	2,905			0
4450 Maintenance	71	256	4,000	3,745		3,745	
4460 Rates	127	253	1,500	1,247		1,247	
4470 Mooring Leases	0	0	100	100		100	
4480 Projects - Moorings	0	0	5,000	5,000	650	4,350	
Moorings :- Indirect Expenditure	198	508	10,600	10,092	650	9,442	0
Net Income over Expenditure	807	2,086	(5,100)	(7,186)			
<u>210 Museum</u>							
4450 Maintenance	18,210	18,210	15,000	(3,210)		(3,210)	17,053
4500 Museum Projects	0	0	10,000	10,000		10,000	
4590 Projects	313	313	0	(313)		(313)	
Museum :- Indirect Expenditure	18,523	18,523	25,000	6,477	0	6,477	17,053
Net Expenditure	(18,523)	(18,523)	(25,000)	(6,477)			
6000 plus Transfer from EMR	17,053	17,053					
Movement to/(from) Gen Reserve	(1,470)	(1,470)					
<u>220 Town Hall</u>							
1400 Garden Income	0	0	100	100			
1410 Town Hall Income	1,224	2,650	18,000	15,350			
Town Hall :- Income	1,224	2,650	18,100	15,450			0
4195 Health & Safety	0	0	500	500		500	
4450 Maintenance	1,107	1,537	12,000	10,463	800	9,663	
4460 Rates	419	1,259	4,100	2,841		2,841	
4550 Water	0	0	800	800		800	
4560 Electric	176	375	1,200	825		825	
4570 Gas	0	342	2,500	2,158		2,158	
4580 Garden Expenditure	0	196	300	104		104	
4590 Projects	0	0	15,000	15,000		15,000	
4960 Equipment	0	0	2,000	2,000		2,000	
Town Hall :- Indirect Expenditure	1,702	3,708	38,400	34,692	800	33,892	0
Net Income over Expenditure	(478)	(1,057)	(20,300)	(19,243)			

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>230 War Memorial</u>							
4450 Maintenance	0	0	1,000	1,000		1,000	
War Memorial :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>			
Building & Moorings :- Income	2,229	5,245	23,600	18,355			
Expenditure	20,423	22,739	75,000	52,261	1,450	50,811	
Net Income over Expenditure	<u>(18,193)</u>	<u>(17,494)</u>	<u>(51,400)</u>	<u>(33,906)</u>			
plus Transfer from EMR	17,052	17,052					
Movement to/(from) Gen Reserve	<u>(1,141)</u>	<u>(441)</u>					
Grand Totals:- Income	2,229	5,245	23,600	18,355			
Expenditure	20,423	22,739	75,000	52,261	1,450	50,811	
Net Income over Expenditure	<u>(18,193)</u>	<u>(17,494)</u>	<u>(51,400)</u>	<u>(33,906)</u>			
plus Transfer from EMR	17,052	17,052					
Movement to/(from) Gen Reserve	<u>(1,141)</u>	<u>(441)</u>					

Watson Hall600 Watson Hall

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
1800 Watson Hall Income	690	4,375	22,000	17,625			
1810 Leases	0	0	300	300			
1820 Tudor Bar Income	2,612	7,886	40,500	32,614			
1830 Events Income	33	(106)	10,000	10,106			
Watson Hall :- Income	<u>3,335</u>	<u>12,155</u>	<u>72,800</u>	<u>60,645</u>			<u>0</u>
4195 Health & Safety	0	0	500	500		500	
4221 Telephone/IT (WH)	0	83	750	667		667	
4250 IT	48	124	0	(124)		(124)	
4280 Events & Services	450	600	10,000	9,400	2,069	7,331	
4450 Maintenance	53	1,342	10,000	8,658		8,658	
4550 Water	0	206	700	494		494	
4560 Electric	663	1,161	2,000	839		839	
4570 Gas	23	73	2,000	1,927		1,927	
4590 Projects	0	955	10,000	9,045	20,959	(11,914)	
4912 Bar Payroll Processing	0	0	100	100		100	
4913 Bar Equipment	123	147	200	54		54	
4914 Bar Card Charges	45	152	200	48		48	
4915 Events Card Charges	1	2	0	(2)		(2)	
4950 Bar Stock	1,067	6,163	12,240	6,077		6,077	
4955 Bar Salaries	2,471	4,470	4,080	(390)		(390)	
4960 Equipment	420	980	2,040	1,060		1,060	
4965 Bar Equipment	(123)	0	0	0		0	
4990 Sundries/Petty Cash	51	60	510	450		450	
Watson Hall :- Indirect Expenditure	<u>5,292</u>	<u>16,520</u>	<u>55,320</u>	<u>38,800</u>	<u>23,028</u>	<u>15,772</u>	<u>0</u>
Net Income over Expenditure	<u>(1,957)</u>	<u>(4,365)</u>	<u>17,480</u>	<u>21,845</u>			
Watson Hall :- Income	3,335	12,155	72,800	60,645			
Expenditure	5,292	16,520	55,320	38,800	23,028	15,772	
Movement to/(from) Gen Reserve	<u>(1,957)</u>	<u>(4,365)</u>					
Grand Totals:- Income	3,335	12,155	72,800	60,645			
Expenditure	5,292	16,520	55,320	38,800	23,028	15,772	
Net Income over Expenditure	<u>(1,957)</u>	<u>(4,365)</u>	<u>17,480</u>	<u>21,845</u>			
Movement to/(from) Gen Reserve	<u>(1,957)</u>	<u>(4,365)</u>					

Town Hall

No	Action	Start date	Progress Comments	Complete date
1.	Asbestos Survey (of those areas not previously surveyed)	open	Appointing Contractor – in progress	
2.	Heating Controls	open	Plumber and electrician need to co-ordinate work – awaiting final electrical work	
3.	Pipe lagging	open	Third quote required due to spend level	
4.	Electrical Inspection (five yearly)	open	Quote accepted and work planned for Feb 2020 – outstanding work required by Western Power Distribution. Delayed due to COVID.	
5.	New electric circuit board for Council Chamber	open	Quote accepted and work planned for Feb 2020	Complete
6.	New electric board needed to resolve thermostat issue with socket in Council Chamber	open	Quote accepted and work planned for Feb 2020	Complete
7.	Repairs to lighting in Council Chamber	open	Seek quotes	
8.	Garden Lights – repair due to ingress of water	open	Work scheduled for Feb 2020	
9.	Ceiling Blinds in Corn Exchange	open	Quote received – high cost - seeking more	
10	Rear door is a H&S risk and not fire compliant	open	Seek advice and quotes	
11	Purchase stair climber	open	Apply for Grant from Barnwood Trust, disabled facilities grant applied for March 2020	
12.	Toilets: inline extractor fan system to be installed	open	Existing fan not to standard	Complete
13.	Picture above fireplace in Mayor's Parlour - repair	open		
14	Review entry system for disabled/elderly use		If door closed have to go up steps to see if open then turn and go down to bell.	
15.	Flag Poles - replacement	open	No issues . Flag poles have been delivered. Awaiting installation date.	
16.	Covid – 19 measures			
17.	Noticeboards			
18.	Lead member Role			
19.	Access for garden and rear of hall			

Watson Hall

No	Action	Start date	Progress Comments	Complete date
1.	Front door does not fit and gaping space at top of door	open	Funding obtained to replace ground floor doors. Dormakaba appointed to undertake door replacement.	
2.	Make 'Secret Garden' into store cupboard, 2 Saffron Rd	open	Seek quotes	
3.	Lease of garden behind stage void	open	Survey complete.	
4.	Flooring in toilets area needs replacing to make less unitarian and warmer – from front door through to kitchen	open	Funding obtained to replace. Two quotes obtained, third needed.	
5.	Additional heating in the link corridor	open	Seek quote	
6.	Extend Bar area (consider with the above as may impact of corridor)	open	Seek quote	
7.	Load test Balcony	open	See report gained	
8.	Asbestos survey (of those areas not previously surveyed)	open	Appointing contractor – in progress	
9.	Stairs, and landings, safety of floor covering	open		
10.	Refurbishment of Entrance	open		
11.	Lead member Role	open	Work with Events	
12.	Notice boards			
13.	Covid-19 measures	open	No issues to date just compliments	
14.	£10,000.00 Grant	3/20	Management and accountability	
15.				
16.				
17.				
18.				

TTC Buildings and Moorings Committee - Work Programme 2021

Moorings

No	Action	Start date	Progress Comments	Complete date
1.	Inspections for maintenance and H&S – weekly/monthly	open	Check list to work to and report to B & M	
2.	Priors Court	open	Planning application submitted. Flood Risk Assessment required and existing Design & Access Statement to be amended to include details that would normally be required by a Landscape and Visual Impact Assessment. Quotes to be sought for required reports. Request we comply with Civic Railings.	
3.	St Mary's Lane – partial collapse of mooring	open	Repair/ replacement albeit the mooring is now beyond life expectancy and has	Complete
4.	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.			
5.	Fencing at PC and SMR	open	Consider upgrading fencing.	
6.	Survey Wall at Back of Avon	open	Report available for discussion,	Complete
7.	Work required from survey of wall	open	Awaiting quote	
8.	Easements	open	What do they mean to us	
9.	Working Group to discuss future of Moorings	open	Three meetings held	

TTC Buildings and Moorings Committee - Work Programme 2021

Museum

No	Action	Start date	Progress Comments	Complete date
1.	Window on side of building	open	Work not satisfactory seeking resolution	
2.	Outside steps used in Fire Escape	open	Seek advice and quotes	
3.	Roof	open	Grant applied for to help meet costs.	
4.	Plans for repair? Costs known?			
5.				
6.	Pigeons in roof	open		Complete
7.	Lease	open		Complete
8.	Fire Safety report	open	Report gained	
9.				
10.	Policies and Protocols – copy of documents made known to TC	open		
11.	Asbestos survey (of those areas not previously surveyed)	open		
12.	Covid-19 measures			
13.	Lead member?			
14.	Void in Roof space with next door fire hazard		Consider doing this with roof work	

Annual Duties

H&S checks and all service checks

Review Policies -

General maintenance – Guttering – window cleaning -

Remembrance: - in the Town Hall - Annual maintenance of Hoops on The Cross.

Christmas arrangements – equipment checks.

Future Projects:

Development of Town Hall Garden - building - management – refurbishment of Gates

Development of AA Garden of Remembrance – Access - Memorial

No	Action	Start date	Progress Comments	Complete date
1.	Inspections for maintenance and H&S – weekly/monthly	open	Check list to work to and report to B & M	
2.	Priors Court	open	Planning application submitted. Flood Risk Assessment required and existing Design & Access Statement to be amended to include details that would normally be required by a Landscape and Visual Impact Assessment. Quotes to be sought for required reports. Request we comply with Civic Railings.	

TTC Buildings and Moorings Committee - Work Programme 2021

3.	St Mary's Lane – partial collapse of mooring	open	Repair/ replacement albeit the mooring is now beyond life expectancy and has	
4.	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.			
5.	Fencing at Pc and SML	open	Consider upgrading fencing.	
6.	Survey Wall at Back of Avon	Open	Report available for discussion,	
7.	Easements	open	What do they mean to us	
8.	Confidential Working Group to discuss future of Moorings	Open	To be set up with T & Cs	