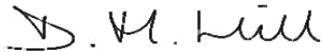


**TEWKESBURY TOWN COUNCIL
BUILDINGS & MOORINGS COMMITTEE
WEDNESDAY 22ND SEPTEMBER 2021**

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 22nd September at 6.00pm in the Court Room

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
17th September 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 28th July 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. Review the budget reports and earmarked reserves report
9. Approve payments to be made
10. Consider budget requirements for 2022/23 and the forward budget
11. Consider a proposal from Avon Navigation Trust in respect of collection of mooring fees and lease arrangements
12. Note the settlement in respect of the insurance claim for damage to a painting and to agree the preferred specialist
13. Receive updates on the following ongoing matters:
 - i. Museum funding project
 - ii. Replacement flagpoles at the Town Hall

- iii.** Health & Safety inspection of pictures and hangings in the Council Chamber
 - iv.** Grant improvement works at the Watson Hall
 - v.** Fencing work at Priors Court and St Mary's Road
 - vi.** Priors Court specialist reports
 - vii.** Ownership of moorings adjacent to car park at St Mary's Lane
- 14.** Discuss and agree recommendations from the Climate Control Working Group
- 15.** Review the work programme

MINUTES
of the
**Buildings & Moorings Committee meeting held on 28th July 2021 at 6pm in the Town Hall,
Tewkesbury**

Present: Cllrs C Danter (Chair); P Devine, R Gurney, S Raywood, J Raywood

In attendance: D Hill (Town Clerk)

Cllr J Raywood Chaired the meeting in the absence of the Chair.

B&M.21.016 Receive apologies for absence

Cllrs Bowman, Brennan and Carter.

B&M.21.017 Receive declarations of interest

None.

B&M.21.018 Receive dispensations

None.

B&M.21.019 Approve the minutes of the Building & Moorings Committee meeting held on 5th May 2021

It was RESOLVED to approve the minutes of the Buildings & Moorings Committee meeting held on 5th May 2021. Proposed by Cllr Gurney, seconded by Cllr Devine.

B&M.21.020 Matters arising from the minutes

B&M.20.107 – Tree work: Back of Avon (Silver Birch by St. Mary's Road) planning permission now obtained from Tewkesbury Borough Council and contractor appointed to remove as per tree survey

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.20.139 – 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

Cllr Danter joined the meeting and took over as Chair.

B&M.21.021 Receive correspondence relating to the Buildings & Moorings Committee

Two items of correspondence were received as follows:

Item 1

It has been almost 6 months since we first raised our objections, in the form of a petition signed by 250 residents and interested parties, to the abominable boom

barrier and the equally abominable and obtrusive, 4 fat metal poles that were installed at the landing stage adjacent to Mill Bank. The 4 fat cylinders replaced, 4 slim scaffolding poles, which were about a third of the current poles' height. The landing stage, as it is marked on maps, was not built as a permanent mooring and because of flooding is unsuitable for such a purpose. It is currently being used by canoeists and paddleboarders to disembark, as a safer alternative to the river bank.

I would like to forward the following questions to the Buildings and Moorings Committee meeting, this coming Wednesday 28 July.

1. What actions have been taken regarding the objections to the unsightly poles and when can we expect to see their replacement or modification?
2. What is the intended usage of the landing stage, which would make an ideal visitor mooring for those wishing to explore the abbey, gardens and businesses in this part of the town and, with some modification, a safe disembarkation point for canoeists and paddleboarders?

Item 2

Priors Court Moorings.

There appears to have been no progress on submitting a revised Planning Application (for reinstated moorings) to replace that withdrawn.

You had offers from a respected local architect and myself to help in that process but despite seeming to accept that offer nothing has been heard.

What are your plans for resubmission and when will you involve we two volunteers?

Policy for use of TTC managed moorings

As a result of the objections by "Friends of Mill Avon" to TTC commissioning new poles at the Mill Bank Jetty there was debate about the use of that facility, this resulted in the proposal that it be used solely for visiting craft of all types., becoming an "Abbey Landing Stage".

This led to recognition of the lack of a policy (Permanent v Visitor) for using the various moorings owned and controlled directly by TTC.

We understand that TTC decided to rectify this omission by using a "working group" to evolve a policy and we would like to know what progress has been made in this regard, what is planned and whether TTC will co-opt any non-councillors onto that group.

Action: The Chair of the Buildings & Moorings Committee will reply.

B&M.21.022 Public Participation

None.

B&M.21.023 Approve payments to be made

It was RESOLVED to approve payments totalling £27,273.80. Proposed by Cllr Gurney, seconded by Cllr Devine.

B&M.21.024 Review the budget reports

The budget reports were reviewed.

B&M.21.025 Receive an update on the recent moorings working group meetings and to consider and agree proposals from the working group

- a. to take legal advice on the reversion of the registration of some of the moorings at the Abbey Mill and any easements that may be in place
- b. to continue to liaise with TBC as required regarding flood proof posts
- c. to liaise with ANT regarding any future re-development and planning requirements
- d. to consider additional TC moorings signage requirements
- e. to consider any additional pest control recommended. **Post meeting note:** the Pest Control contractor has not identified any additional moorings areas requiring control
- f. Cllr S Raywood and Town Clerk to research the necessary reports required for Prior's Court
- g. Investigate possibility of other sites for small craft use – St. Mary's Lane Car Park site had many good points for this use but ownership was 'cloudy'
- h. Town Clerk to liaise with TBC regarding ownership of this area of mooring
- i. Town Clerk to liaise with owner of Scrumm and Twyning Scouts to see if a compromise can be reached on use of steps at Red Lane.
- j. Income from lease of moorings to ANT to be discussed. **Action** add to next B&M meeting agenda.

The recommendations were considered and will be progressed as required.

B&M.21.026 Receive updates on the following ongoing matters:

- i. Works on the Museum roof, fascia and windows – all work is due to complete on 30th July. Following completion the final instalment of the grant funding will need to be applied for.
- ii. Museum funding project – the initial fact finding work is well underway and a report from the Fundraising Consultant is awaited.
- iii. Pictures in the Council Chamber – further quotes are awaited and will be submitted to the insurer. Work also needs to be undertaken on the safety of all pictures in the Chamber.
- iv. Appointment of Solicitor to look into matters concerning the titles relating to the Watson Hall and Tewkesbury Museum – this has not progressed due to the pandemic but it is hoped that it will progress in the coming months.

B&M.21.027 Review the work programme

The work programme was reviewed and updated. The format needs to be moved into an Excel spreadsheet.

There being no further business the meeting closed at 8.25 pm.

Signature of Chairman upon approval of the minutes 22nd September 2021

DRAFT

Detailed Income & Expenditure by Budget Heading 17/09/2021

Month No: 6

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	0	3,110	5,500	2,390			
Moorings :- Income	0	3,110	5,500	2,390			0
4450 Maintenance	0	509	4,000	3,491		3,491	
4460 Rates	0	507	1,500	993		993	
4470 Mooring Leases	0	0	100	100		100	
4480 Projects - Moorings	0	0	5,000	5,000	650	4,350	
Moorings :- Indirect Expenditure	0	1,016	10,600	9,584	650	8,934	0
Net Income over Expenditure	0	2,095	(5,100)	(7,195)			
<u>210 Museum</u>							
4450 Maintenance	0	54,185	15,000	(39,185)		(39,185)	17,053
4500 Museum Projects	0	250	10,000	9,750		9,750	
4590 Projects	0	938	0	(938)		(938)	
Museum :- Indirect Expenditure	0	55,372	25,000	(30,372)	0	(30,372)	17,053
Net Expenditure	0	(55,372)	(25,000)	30,372			
6000 plus Transfer from EMR	0	17,053					
Movement to/(from) Gen Reserve	0	(38,320)					
<u>220 Town Hall</u>							
1400 Garden Income	0	0	100	100			
1410 Town Hall Income	0	4,686	18,000	13,314			
Town Hall :- Income	0	4,686	18,100	13,414			0
4195 Health & Safety	0	315	500	185		185	
4450 Maintenance	0	2,090	12,000	9,910	800	9,110	
4460 Rates	0	2,097	4,100	2,003		2,003	
4550 Water	0	277	800	523		523	
4560 Electric	0	724	1,200	476		476	
4570 Gas	0	380	2,500	2,120		2,120	
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	0	6,078	38,400	32,322	800	31,522	0
Net Income over Expenditure	0	(1,392)	(20,300)	(18,908)			

Detailed Income & Expenditure by Budget Heading 17/09/2021

Month No: 6

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	0	7,796	23,600	15,804			
Expenditure	0	62,466	75,000	12,534	1,450	11,084	
Net Income over Expenditure	<u>0</u>	<u>(54,670)</u>	<u>(51,400)</u>	<u>3,270</u>			
plus Transfer from EMR	0	17,052					
Movement to/(from) Gen Reserve	<u>0</u>	<u>(37,617)</u>					
Grand Totals:- Income	0	7,796	23,600	15,804			
Expenditure	0	62,466	75,000	12,534	1,450	11,084	
Net Income over Expenditure	<u>0</u>	<u>(54,670)</u>	<u>(51,400)</u>	<u>3,270</u>			
plus Transfer from EMR	0	17,052					
Movement to/(from) Gen Reserve	<u>0</u>	<u>(37,617)</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	0	6,047	22,000	15,953			
1810 Leases	0	0	300	300			
1820 Tudor Bar Income	0	16,234	40,500	24,266			
1830 Events Income	0	287	10,000	9,713			
Watson Hall :- Income	<u>0</u>	<u>22,569</u>	<u>72,800</u>	<u>50,231</u>			<u>0</u>
4195 Health & Safety	0	315	500	185		185	
4221 Telephone/IT (WH)	0	83	750	667		667	
4250 IT	0	220	0	(220)		(220)	
4280 Events & Services	0	795	10,000	9,205	2,069	7,136	
4450 Maintenance	0	2,397	10,000	7,603		7,603	
4550 Water	0	940	700	(240)		(240)	
4560 Electric	0	1,718	2,000	282		282	
4570 Gas	0	73	2,000	1,927		1,927	
4590 Projects	0	6,116	10,000	3,884	20,959	(17,075)	
4912 Bar Payroll Processing	0	0	100	100		100	
4913 Bar Equipment	0	433	200	(233)		(233)	
4914 Bar Card Charges	0	267	200	(67)		(67)	
4915 Events Card Charges	0	7	0	(7)		(7)	
4950 Bar Stock	0	12,465	12,240	(225)		(225)	
4955 Bar Salaries	0	5,346	4,080	(1,266)		(1,266)	
4960 Equipment	0	3,842	2,040	(1,802)		(1,802)	
4965 Bar Equipment	0	83	0	(83)		(83)	
4990 Sundries/Petty Cash	0	60	510	450		450	
Watson Hall :- Indirect Expenditure	<u>0</u>	<u>35,159</u>	<u>55,320</u>	<u>20,161</u>	<u>23,028</u>	<u>(2,867)</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(12,591)</u>	<u>17,480</u>	<u>30,071</u>			
Watson Hall :- Income	0	22,569	72,800	50,231			
Expenditure	0	35,159	55,320	20,161	23,028	(2,867)	
Movement to/(from) Gen Reserve	<u>0</u>	<u>(12,591)</u>					
Grand Totals:- Income	0	22,569	72,800	50,231			
Expenditure	0	35,159	55,320	20,161	23,028	(2,867)	
Net Income over Expenditure	<u>0</u>	<u>(12,591)</u>	<u>17,480</u>	<u>30,071</u>			
Movement to/(from) Gen Reserve	<u>0</u>	<u>(12,591)</u>					

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR B&M Museum Maintenance	11,240.00		11,240.00
321 EMR B&M Town Hall Gardens	250.00		250.00
322 EMR B&M Moorings Prior's Court	19,894.23		19,894.23
323 (Not In Use)	0.00		0.00
324 EMR E&A Noticeboards	1,447.00		1,447.00
325 EMR E&A Playground Projects	7,110.00	-640.00	6,470.00
326 EMR E&A Youth	6,615.00		6,615.00
327 EMR Fin Asset Management Proj	3,821.00		3,821.00
328 EMR B&M War Memorial *	5,557.73		5,557.73
329 EMR SH Severn Ham	6,140.00		6,140.00
330 EMR E&A CCTV	3,074.00		3,074.00
331 EMR E&A Tree Maintenance	5,150.00		5,150.00
332 EMR E&A Street Furniture	4,029.00	-490.00	3,539.00
333 EMR E&A Toilet Block Project	6,394.00		6,394.00
334 EMR E&A Gloucester Road Maint.	0.00		0.00
335 EMR E&A Bus Shelters	2,000.00		2,000.00
336 EMR Fin Regalia	0.00		0.00
337 EMR Fin Website	2,160.00		2,160.00
338 EMR Fin Professional	0.00		0.00
339 EMR Fin Legal	0.00		0.00
340 EMR Fin Elections	3,000.00		3,000.00
341 EMR Fin Tourism & Marketing	1,474.00		1,474.00
342 EMR Fin Newsletter	500.00		500.00
343 EMR SH Weeding	3,000.00		3,000.00
344 EMR SH Severn Ham Tree Maint	8,000.00		8,000.00
345 EMR SH Hay Sowing Project	8,675.00		8,675.00
346 EMR SH Carver Knowles	2,050.00		2,050.00
347 EMR Pla Comm. & Display	2,500.00		2,500.00
348 EMR Pla Outreach Sessions	342.00		342.00
349 EMR B&M Moorings Projects	4,263.00		4,263.00
350 EMR B&M Watson Hall Lease *	20,000.00		20,000.00
351 EMR B&M Moorings St Mary's Lan	2,433.00		2,433.00
352 EMR Insurance	1,556.00		1,556.00
353 EMR Shop Windows Project	3,890.00	-599.98	3,290.02
354 EMR TH Maintenance	5,831.00		5,831.00
355 EMR WH Projects	10,515.00		10,515.00
356 EMR WH Bar Equipment	1,619.00		1,619.00
357 EMR Museum Roof Project	18,750.00	-17,052.50	1,697.50
	<u>183,279.96</u>	<u>-18,782.48</u>	<u>164,497.48</u>