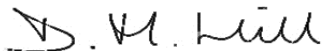


**TEWKESBURY TOWN COUNCIL  
BUILDINGS & MOORINGS COMMITTEE  
TUESDAY 8<sup>TH</sup> FEBRUARY 2022**

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

You are hereby summoned to an extraordinary meeting of the Buildings & Moorings Committee to be held in the Town Hall, High Street, Tewkesbury, Tuesday 8<sup>th</sup> February at 6.00pm in the Court Room

**Members of the public and press are welcome to attend.**



Debbie Hill  
Town Clerk  
3<sup>rd</sup> February 2022

**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 17<sup>th</sup> November and 1<sup>st</sup> December 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. Receive an update on Watson Hall events and building matters from the Events Manager
11. Receive a recommendation from the Events Manager to agree expenditure of around £400 to remove the front of the stage and replace with a temporary structure to enable a survey of the stage area for adaptation to enable storage for tables and chairs
12. Consider the revised costs in relation to the picture repair and agree the preferred option

- 13.** Agree works to the Back of Avon boat trip mooring required for health & safety reasons to enable the boat trips to operate from April
- 14.** Receive an update on the state of the mooring structure at the Back of Avon
- 15.** Approve the appointment of a Structural Engineer to inspect the walls at St Mary's Road mooring
- 16.** Receive an update on 64 Barton Street being registered on Historic England's At Risk register and emergency funding available from Historic England
- 17.** Receive updates on the following ongoing matters:
  - i.** Town Hall: Health & Safety inspection of pictures and hangings in the Council Chamber, lighting in the Town Hall garden & Anglo American Garden of Remembrance, installation of CCTV, improvements to heating in the Town Hall, garden improvements
  - ii.** 64 Barton Street: roof water leak, damaged ceiling, fire alarm system
  - iii.** Moorings: repairs to wall at Back of Avon, flood proof posts and fencing at St Mary's Road, ANT lease, surveys at Prior's Court, future of Old Ferry mooring
- 18.** Consider whether to approve a survey in order to quote for repairs on the Jacobean roof at 64 Barton Street at a cost of £420
- 19.** Consider a request for an additional memorial bench in the Town Hall garden
- 20.** Agree to pay Smiths Waste Management for commercial recycling services for a period of two years at the Watson Hall at a cost of £9.50 per container collection

**MINUTES**  
*of the*  
**Buildings & Moorings Committee meeting held on 17<sup>th</sup> November 2021 at 6pm in the  
Town Hall, Tewkesbury**

**Present:** Cllrs C Danter (Chair); H Bowman, P Devine, R Gurney, K Powell, S Raywood, J Raywood

**In attendance:** D Hill (Town Clerk)

**B&M.21.043 Receive apologies for absence**  
None.

**B&M.21.044 Receive declarations of interest**  
None.

**B&M.21.045 Receive dispensations**  
None.

**B&M.21.046 Approve the minutes of the Building & Moorings Committee meeting held on 22<sup>nd</sup> September 2021**  
It was RESOLVED to approve the minutes of the Buildings & Moorings Committee meeting held on 22<sup>nd</sup> September July 2021. Proposed by Cllr Bowman, seconded by Cllr Brennan.

**B&M.21.047 Matters arising from the minutes**  
**B&M.20.093 – Defibrillator quotes:** Ongoing enquiries as to best locations. Potential location on High Street to be investigated and one to be sited at Watson Hall. If this cannot be outside then one will be installed inside the building. Carried forward.  
**B&M.20.127 – Repairs to windows at museum:** Croft to attend site to rectify a couple of issues with the downstairs window they replaced. Town Clerk has chased this outstanding item. Carried forward.  
**B&M.20.139 – Watson Hall balcony handrail:** The Events Officer has spoken to Building Control but needs to revert to Structural Engineer as the handrail is not in a new environment. Carried forward.  
**B&M.20.143 – Back of Avon retaining wall:** awaiting quote for work

**B&M.21.048 Receive correspondence relating to the Buildings & Moorings Committee**  
The Assistant Town Clerk has been in correspondence with SUP Gloucester concerning the possibility of as suitable Town Council owned location for paddleboards, kayaks etc to use. **Action** arrange a meeting with SUP Gloucester.

**B&M.21.049 Public Participation**  
There was participation from two members of the public as follows:

### 1<sup>st</sup> item

The removal and/or the reduction in height of the then newly installed replacement mooring poles on the Mill Bank Landing Stage. This was first raised within committee on January 27 2021 in the form of a written question from a neighbour and again in a presentation made by Friends of Mill Avon on February 18 2021.

The proposed use to which the Mill Bank Landing Stage will be put.

The timing and plans for the renovation of the Landing Stage.

I formally enquired in July and August of this year as to what progress had been made but received no assurance that anything had been considered and/or done. We, at Mill Bank, are aware that TBC have asked TTC to submit a Planning Application should they wish to retain the mooring poles, that are widely agreed to be an "eye-sore", but we are not aware of any further developments or email correspondence other than the Planning Enforcement email of July 26 from Joe Gibbons at TBC. There was no consultation with local residents as to their installation, nor with the Land Registration of the moorings in front of our cottages in 2017. We hope that the same mistake will not be continued; we are willing participants. What is the current situation please?

In our estimation the Landing Stage has remained underutilised this year, when it could have been a good response to the need for a safe alighting point, near a dangerous weir, for visiting craft to this end of town and for paddle boarders and canoeists to tranship to the lower Mill Avon. Ten months on from when these matters were first raised, nothing has changed, other than the deterioration of the Landing Stage and its riverbank. A minimal response has been given to members of Friends of the Mill Avon's requests and suggestions. Between ourselves we have over 100 years of living on Mill Bank and feel that as locals we might deserve a little consultation on what happens on our patch.

We courteously enquire when will TTC act and when will TTC respond?

### 2<sup>nd</sup> item

It is of considerable concern to the Civic Society that an opportunity to improve the Riverside Walk experience is being missed. We note that you are proposing investing nearly £2000 in replacement fencing around your riverside land on St. Mary's Road near the old Halifax Works. The existing fencing does need replacing and you are to be congratulated for recognising that but to simply replace one unattractive cheap looking fence with another such would be a great shame anywhere but on the Riverside Walk is really something that should not be done. It also completely ignores the set of Public Realm standards that were developed at some cost and effort by a sub-group of TTRP comprising an architect, councillors and appropriate skilled officers. The resultant documented set was not adopted as an SPD but was recognized as a set that should be sensibly followed. We sent you copies of these standards some weeks ago in case you had not been appraised of them.

In knowledge of these standards the Riverside Partnership, of which TTC was a member, promoted heavily the use of three-bar railings along the riverside, as existed already at Mill Bank, to give a sense of unity. This standard was followed along the "Missing Link" and around the slipway on the Hangings and the expectation was that all publicly funded future riverside fencing would take that form unless there was an over-riding reason otherwise.

Additionally, the Riverside Partnership, as did the Civic Society, saw an opportunity for TTC to give greater access for the public to that riverside stretch of ground on St. Mary's Road. There are several ways fencing (three bar fencing) and possibly bollards could be arranged that would both allow pedestrian public access whilst also providing security to the moorings. It just requires imagination and the will to do it, in our view. If done that way it would greatly enhance the Riverside Walk experience and respond to public concern, last expressed at a Residents' Consultation some ten or so years ago, that too little was being done to exploit the rivers and riversides for the benefit of the community and visitors alike.

So, our question is:

"Will the committee reconsider this matter and study, with others, the ideas here documented before committing irrevocably to any expenditure?"

**B&M.21.050 Review the budget reports and earmarked reserves report and to agree release of earmarked reserves**

The budget reports were reviewed. It was RESOLVED to move £11,240 from museum maintenance in earmarked reserves to museum maintenance and £1,697.50 from museum roof project in earmarked reserves to museum maintenance. Proposed by Cllr Brennan, seconded by Cllr S Raywood.

**B&M.21.051 Approve payments to be made**

It was RESOLVED to approve payments totalling £6,561.61. Proposed by Cllr Devine, seconded by Cllr S Raywood. Members queried the format of the report in respect of the amounts showing under the column heading 'paid'. **Action:** Town Clerk to look into this.

**B&M.21.052 Consider budget requirements for 2022/23 and the forward budget as discussed at the working group meeting**

The budget requirements and suggestions from the working group meeting were discussed in detail. The committee agreed on their draft budget for consideration by the Finance Committee.

**B&M.21.053 Agree the preferred specialist to undertake painting repairs to the damaged portrait in the Council Chamber**

Item deferred.

**B&M.21.054 Agree to purchase 10 rectangular tables and 4 café style tables for the Town Hall**

Item deferred.

**B&M.21.055 Review of grant funding and expenditure to date on Watson Hall improvements**

Item deferred.

**B&M.21.056 Agree to replace lighting in the main hall, under the balcony and the front of the stage at the Watson Hall in order to satisfy the remaining C2 concern identified in the electrical installation inspection report**

Item deferred.

**B&M.21.057 Agree expenditure related to additional specialist reports at Priors Court**

**B&M.21.058 Receive updates on the following ongoing matters:**

- i. Health & Safety inspection of pictures and hangings in the Council Chamber – item deferred
- ii. Lighting in the Town Hall garden – item deferred
- iii. Improvements to heating in the Town Hall – item deferred
- iv. Historic England funding and work progress in respect of 64 Barton Street – item deferred
- v. 64 Barton Street water ingress – item deferred

**B&M.21.059 Agree working group to review the work programme**

Item deferred.

**B&M.21.060 Consider whether future Moorings working group meetings are required at this point in time**

Item deferred.

There being no further business the meeting closed at 8 pm.

Signature of Chairman upon approval of the minutes ..... 1<sup>st</sup> December 2021

## MINUTES

### *of the*

### **Buildings & Moorings Committee meeting held on 1<sup>st</sup> December 2021 at 6pm in the Town Hall, Tewkesbury**

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

**In attendance:** D Hill (Town Clerk)

**B&M.21.043 Receive apologies for absence**

Cllr Bowman and Cllr Brennan.

**B&M.21.044 Receive declarations of interest**

Cllr J Raywood regarding item 21.046

**B&M.21.045 Receive dispensations**

None.

**B&M.21.046 Receive correspondence relating to the Buildings & Moorings Committee**

A letter had been received from the Trustees of Tewkesbury Museum.

**B&M.21.047 Public Participation**

None.

**B&M.21.048 Agree the preferred specialist to undertake painting repairs to the damaged portrait in the Council**

It was RESOLVED to approve the quote from Fine Art Restoration at a cost of £3,030. Proposed by Cllr Devine, seconded by Cllr Gurney. It was noted that due to the time taken to appoint the contractor the costs may need to be revised.

**B&M.21.049 Agree to purchase 10 rectangular tables and 4 café style tables for the Town Hall.**

It was RESOLVED to approve the purchase. Proposed by Cllr Danter, seconded by Cllr Devine with the addition of two trolleys.

**B&M.21.050 Review of grant funding and expenditure to date on Watson Hall improvements**

The Events Manager provided an overview of the grant funding and expenditure to date in relation to this project.

**B&M.21.051 Agree to replace lighting in the main hall, under the balcony and the front of the stage at the Watson Hall in order to satisfy the remaining C2 concern identified in the electrical installation inspection report**

It was RESOLVED to approve the replacement of the lighting in the main hall at the Watson Hall at a cost of £5,220. Proposed by Cllr S Raywood, Seconded by Cllr Gurney.

**B&M.21.052 Agree expenditure related to additional specialist reports at Priors Court**

It was RESOLVED to appoint Enzygo to undertake additional environmental reports as required following submission of planning application at a cost of £2,250.  
Proposed by Cllr Danter, seconded by Cllr Gurney.

**B&M.21.053 Receive an update on the following ongoing matters:**

- i. Town Hall - matters ongoing
- ii. 64 Barton Street – matters ongoing
- iii. Moorings – the legal requirements for flood proof poles needs to be considered in order to understand whether the height and/or can be reduced and then obtain costs associated with any work.

**B&M.21.054 Agree Working group to review the work programme**

It was agreed that Cllr Danter, J Raywood and the Town Clerk will review the work programme.

**B&M.21.055 Consider whether future Moorings working group meetings are required at this point in time**

It was agreed that further working group meetings are required. Cllr. Danter to suggest dates.

There being no further business the meeting closed at 7.59 pm.

Signature of Chairman upon approval of the minutes ..... 28<sup>th</sup> February 2022



## Detailed Income &amp; Expenditure by Budget Heading 04/02/2022

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>Building &amp; Moorings</b>							
<u>200 Moorings</u>							
1300 Moorings Income	511	5,181	5,500	319			
Moorings :- Income	<b>511</b>	<b>5,181</b>	<b>5,500</b>	<b>319</b>			<b>0</b>
4450 Maintenance	15	722	4,000	3,278		3,278	
4460 Rates	0	958	1,500	542		542	
4470 Mooring Leases	0	100	100	0		0	
4480 Projects - Moorings	0	0	5,000	5,000	650	4,350	
Moorings :- Indirect Expenditure	<b>15</b>	<b>1,780</b>	<b>10,600</b>	<b>8,820</b>	<b>650</b>	<b>8,170</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>497</b>	<b>3,402</b>	<b>(5,100)</b>	<b>(8,502)</b>			
<u>210 Museum</u>							
1420 Museum Income	0	8,250	0	(8,250)			
Museum :- Income	<b>0</b>	<b>8,250</b>	<b>0</b>	<b>(8,250)</b>			<b>0</b>
4450 Maintenance	2,900	50,829	15,000	(35,829)		(35,829)	29,990
4500 Museum Projects	0	2,038	10,000	7,963		7,963	
Museum :- Indirect Expenditure	<b>2,900</b>	<b>52,867</b>	<b>25,000</b>	<b>(27,867)</b>	<b>0</b>	<b>(27,867)</b>	<b>29,990</b>
<b>Net Income over Expenditure</b>	<b>(2,900)</b>	<b>(44,617)</b>	<b>(25,000)</b>	<b>19,617</b>			
6000 plus Transfer from EMR	0	29,990					
<b>Movement to/(from) Gen Reserve</b>	<b>(2,900)</b>	<b>(14,627)</b>					
<u>220 Town Hall</u>							
1400 Garden Income	0	0	100	100			
1410 Town Hall Income	125	12,417	18,000	5,583			
Town Hall :- Income	<b>125</b>	<b>12,417</b>	<b>18,100</b>	<b>5,683</b>			<b>0</b>
4195 Health & Safety	0	315	500	185		185	
4450 Maintenance	1,153	4,946	12,000	7,054	1,695	5,359	
4460 Rates	0	3,773	4,100	327		327	
4550 Water	402	870	800	(70)		(70)	
4560 Electric	0	1,092	1,200	108		108	
4570 Gas	0	1,111	2,500	1,389		1,389	
4580 Garden Expenditure	0	196	300	104		104	
4590 Projects	0	0	15,000	15,000		15,000	
4960 Equipment	1,492	1,492	2,000	508		508	
Town Hall :- Indirect Expenditure	<b>3,047</b>	<b>13,794</b>	<b>38,400</b>	<b>24,606</b>	<b>1,695</b>	<b>22,912</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,922)</b>	<b>(1,377)</b>	<b>(20,300)</b>	<b>(18,923)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 04/02/2022

Month No: 10

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>							
1990 Other Income	0	54	0	(54)			
War Memorial :- Income	<u>0</u>	<u>54</u>	<u>0</u>	<u>(54)</u>			<u>0</u>
4450 Maintenance	0	700	1,000	300		300	
War Memorial :- Indirect Expenditure	<u>0</u>	<u>700</u>	<u>1,000</u>	<u>300</u>	<u>0</u>	<u>300</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(646)</u>	<u>(1,000)</u>	<u>(354)</u>			
Building & Moorings :- Income	636	25,902	23,600	(2,302)			
Expenditure	5,961	69,140	75,000	5,860	2,345	3,515	
<b>Net Income over Expenditure</b>	<u>(5,325)</u>	<u>(43,238)</u>	<u>(51,400)</u>	<u>(8,162)</u>			
plus Transfer from EMR	0	29,990					
<b>Movement to/(from) Gen Reserve</b>	<u>(5,325)</u>	<u>(13,248)</u>					
Grand Totals:- Income	636	25,902	23,600	(2,302)			
Expenditure	5,961	69,140	75,000	5,860	2,345	3,515	
<b>Net Income over Expenditure</b>	<u>(5,325)</u>	<u>(43,238)</u>	<u>(51,400)</u>	<u>(8,162)</u>			
plus Transfer from EMR	0	29,990					
<b>Movement to/(from) Gen Reserve</b>	<u>(5,325)</u>	<u>(13,248)</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
1150 Staffing Income	0	1,295	0	(1,295)			
1800 Watson Hall Income	330	13,130	22,000	8,870			
1810 Leases	0	0	300	300			
1820 Tudor Bar Income	2,322	34,438	40,500	6,062			
1825 Bar Equipment Income	0	50	0	(50)			
1830 Events Income	0	(228)	10,000	10,228			
Watson Hall :- Income	<u>2,652</u>	<u>48,685</u>	<u>72,800</u>	<u>24,115</u>			<u>0</u>
4195 Health & Safety	0	315	500	185		185	
4221 Telephone/IT (WH)	90	883	750	(133)		(133)	
4280 Events & Services	182	1,175	10,000	8,825	2,037	6,788	
4450 Maintenance	156	12,033	10,000	(2,033)	150	(2,183)	
4550 Water	0	779	700	(79)		(79)	
4560 Electric	0	3,119	2,000	(1,119)		(1,119)	
4570 Gas	0	696	2,000	1,304		1,304	
4590 Projects	0	17,176	10,000	(7,176)	11,499	(18,675)	
4912 Bar Payroll Processing	0	155	100	(55)		(55)	
4913 Bar Equipment	0	887	200	(687)		(687)	
4914 Bar Card Charges	49	538	200	(338)		(338)	
4915 Events Card Charges	4	16	0	(16)		(16)	
4950 Bar Stock	1,042	20,566	12,240	(8,326)		(8,326)	
4955 Bar Salaries	0	14,951	4,080	(10,871)		(10,871)	
4960 Equipment	0	3,842	2,040	(1,802)		(1,802)	
4990 Sundries/Petty Cash	0	60	510	450		450	
Watson Hall :- Indirect Expenditure	<u>1,522</u>	<u>77,192</u>	<u>55,320</u>	<u>(21,872)</u>	<u>13,686</u>	<u>(35,558)</u>	<u>0</u>
Net Income over Expenditure	<u>1,130</u>	<u>(28,507)</u>	<u>17,480</u>	<u>45,987</u>			
Watson Hall :- Income	2,652	48,685	72,800	24,115			
Expenditure	1,522	77,192	55,320	(21,872)	13,686	(35,558)	
Movement to/(from) Gen Reserve	<u>1,130</u>	<u>(28,507)</u>					
Grand Totals:- Income	2,652	48,685	72,800	24,115			
Expenditure	1,522	77,192	55,320	(21,872)	13,686	(35,558)	
Net Income over Expenditure	<u>1,130</u>	<u>(28,507)</u>	<u>17,480</u>	<u>45,987</u>			
Movement to/(from) Gen Reserve	<u>1,130</u>	<u>(28,507)</u>					

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR B&M Museum Maintenance	11,240.00	-11,240.00	0.00
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	-18,750.00	0.00
	<u>183,279.96</u>	<u>-31,719.98</u>	<u>151,559.98</u>