

**TEWKESBURY TOWN COUNCIL
BUILDINGS & MOORINGS COMMITTEE
TUESDAY 7TH FEBRUARY 2023**

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

You are hereby summoned to a meeting of the Buildings & Moorings Committee to be held in the Mayor's Parlour, Town Hall, High Street, Tewkesbury, Tuesday 7th February at 6.00pm in the Town Hall

Members of the public and press are welcome to attend.



Debbie Hill, Town Clerk
2nd 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 meeting held on 28th January 2023
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. Approve the replacement of the stage fire exit door at the Watson Hall at a cost of £3,619.05 to include acoustic specification
11. Approve the replacement of the rear doors at the Town Hall at a cost of £5,697.40 and to note that the advice of the Conservation Officer at Tewkesbury Borough Council will be sought and Listed Building Consent to be applied for if required
12. Receive an update from the Town Clerk on grant funding at 64 Barton Street
13. Authorise the Town Clerk to issue a letter to the Trustees of Tewkesbury Museum confirming that the lease for 64 Barton Street will be reviewed once the

status of the George Watson Memorial Hall has been confirmed at a meeting of the charity

14. Review and agree the position relating to the garden at the rear of the Watson Hall

15. Approve the installation of a swap box at the Town Hall

Detailed Income & Expenditure by Budget Heading 02/02/2023

Month No: 10

Committee Report

	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	5,757	5,722	(35)			
	<u>5,757</u>	<u>5,722</u>	<u>(35)</u>			<u>0</u>
Moorings :- Income						
4450 Maintenance	4,920	4,162	(758)		(758)	335
4460 Rates	1,098	1,561	463		463	
4470 Mooring Leases	100	100	0		0	
4480 Projects - Moorings	4,400	6,500	2,100		2,100	
	<u>10,518</u>	<u>12,323</u>	<u>1,805</u>	<u>0</u>	<u>1,805</u>	<u>335</u>
Moorings :- Indirect Expenditure						
Net Income over Expenditure	<u>(4,761)</u>	<u>(6,601)</u>	<u>(1,840)</u>			
6000 plus Transfer from EMR	335					
Movement to/(from) Gen Reserve	<u>(4,426)</u>					
<u>210 64 Barton Street</u>						
4195 Health & Safety	315	300	(15)		(15)	
4450 Maintenance	1,215	15,000	13,785		13,785	
4500 64 Barton Street Projects	13,781	25,000	11,219		11,219	
4505 64 Barton St Fundraising	5,968	0	(5,968)		(5,968)	6,788
	<u>21,279</u>	<u>40,300</u>	<u>19,021</u>	<u>0</u>	<u>19,021</u>	<u>6,788</u>
64 Barton Street :- Indirect Expenditure						
Net Expenditure	<u>(21,279)</u>	<u>(40,300)</u>	<u>(19,021)</u>			
6000 plus Transfer from EMR	6,788					
Movement to/(from) Gen Reserve	<u>(14,491)</u>					
<u>220 Town Hall</u>						
1400 Garden Income	10	104	94			
1410 Town Hall Income	15,588	20,000	4,412			
1415 TH Merch Income	7	0	(7)			
	<u>15,605</u>	<u>20,104</u>	<u>4,499</u>			<u>0</u>
Town Hall :- Income						
4195 Health & Safety	1,381	500	(881)		(881)	
4450 Maintenance	9,048	12,485	3,437	1,896	1,542	
4460 Rates	4,192	4,266	74		74	
4550 Water	1,280	728	(552)		(552)	
4560 Electric	3,824	2,000	(1,824)		(1,824)	
4570 Gas	1,514	3,000	1,486		1,486	
4580 Garden Expenditure	202	312	110		110	

Detailed Income & Expenditure by Budget Heading 02/02/2023

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4590 Projects	1,079	15,606	14,527		14,527	
4960 Equipment	857	2,081	1,224		1,224	
4961 Waste and recycling	144	0	(144)		(144)	
Town Hall :- Indirect Expenditure	<u>23,520</u>	<u>40,978</u>	<u>17,458</u>	<u>1,896</u>	<u>15,562</u>	<u>0</u>
Net Income over Expenditure	<u>(7,915)</u>	<u>(20,874)</u>	<u>(12,959)</u>			
<u>230 War Memorial</u>						
4450 Maintenance	22	1,040	1,018		1,018	
War Memorial :- Indirect Expenditure	<u>22</u>	<u>1,040</u>	<u>1,018</u>	<u>0</u>	<u>1,018</u>	<u>0</u>
Net Expenditure	<u>(22)</u>	<u>(1,040)</u>	<u>(1,018)</u>			
Building & Moorings :- Income	21,362	25,826	4,464			
Expenditure	55,338	94,641	39,303	1,896	37,407	
Net Income over Expenditure	<u>(33,977)</u>	<u>(68,815)</u>	<u>(34,838)</u>			
plus Transfer from EMR	7,123					
Movement to/(from) Gen Reserve	<u>(26,854)</u>					
Grand Totals:- Income	21,362	25,826	4,464			
Expenditure	55,338	94,641	39,303	1,896	37,407	
Net Income over Expenditure	<u>(33,977)</u>	<u>(68,815)</u>	<u>(34,838)</u>			
plus Transfer from EMR	7,123					
Movement to/(from) Gen Reserve	<u>(26,854)</u>					

Watson Hall600 Watson Hall

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
1800 Watson Hall Income	22,966	22,808	(158)			
1810 Leases	0	300	300			
1820 Tudor Bar Income	36,418	50,000	13,582			
1830 Events Income	4,694	7,000	2,306			
Watson Hall :- Income	<u>64,078</u>	<u>80,108</u>	<u>16,030</u>			<u>0</u>
4195 Health & Safety	1,381	500	(881)		(881)	
4221 Telephone/IT (WH)	832	750	(82)		(82)	
4250 IT	440	0	(440)		(440)	
4280 Events & Services	7,783	7,000	(783)		(783)	
4450 Maintenance	7,585	10,000	2,415		2,415	
4550 Water	1,100	728	(372)		(372)	
4560 Electric	5,670	3,000	(2,670)		(2,670)	
4570 Gas	1,120	2,081	961		961	
4590 Projects	160	18,000	17,841	3,475	14,365	
4912 Bar Payroll Processing	214	200	(14)		(14)	
4913 Bar Equipment	1,172	1,500	328		328	
4914 Bar Card Charges	527	850	323		323	
4915 Events Card Charges	253	0	(253)		(253)	
4919 Doors & Floor Project	15,605	0	(15,605)		(15,605)	3,402
4920 Bar Audit	260	0	(260)		(260)	
4950 Bar Stock	18,420	23,000	4,580		4,580	
4955 Bar Salaries	15,453	15,000	(453)		(453)	
4960 Equipment	2,103	4,000	1,897		1,897	
4961 Waste and recycling	228	0	(228)		(228)	
4980 Workwear	102	0	(102)		(102)	
4990 Sundries/Petty Cash	0	100	100		100	
Watson Hall :- Indirect Expenditure	<u>80,408</u>	<u>86,709</u>	<u>6,301</u>	<u>3,475</u>	<u>2,826</u>	<u>3,402</u>
Net Income over Expenditure	<u>(16,330)</u>	<u>(6,601)</u>	<u>9,729</u>			
6000 plus Transfer from EMR	3,402					
Movement to/(from) Gen Reserve	<u>(12,928)</u>					
Watson Hall :- Income	64,078	80,108	16,030			
Expenditure	80,408	86,709	6,301	3,475	2,826	
Net Income over Expenditure	<u>(16,330)</u>	<u>(6,601)</u>	<u>9,729</u>			
plus Transfer from EMR	3,402					
Movement to/(from) Gen Reserve	<u>(12,928)</u>					

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	64,078	80,108	16,030			
Expenditure	80,408	86,709	6,301	3,475	2,826	
Net Income over Expenditure	<u>(16,330)</u>	<u>(6,601)</u>	<u>9,729</u>			
plus Transfer from EMR	3,402					
Movement to/(from) Gen Reserve	<u>(12,928)</u>					

SERVICE QUOTATION



Quotation No : Q-00181638
Billing Address : Tewkesbury Town Council
Town Hall
Tewkesbury
Gloucestershire
GL20 5AL

DORMA UK Limited
Lower Moor Way
Tiverton
Devon
EX16 6SS
Tel:01884 234408
Fax:
E-mail:service.uk@dormakaba.com
www.dormakaba.co.uk

Contact : Becky Blockley
Contact Email : events@tewkesburytowncouncil.gov.uk
Contact Phone : 01684 294639

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31/01/2023

Site Address : Watson Hall
65 Barton St,
Tewkesbury

GL20 5PX

Customer Reference : QREC

Thank you for your enquiry on the above referenced site, we are pleased to submit our quotation for the additional works as detailed below.

Work Description :

Engineers to attend in normal hours, remove existing Timber door for disposal and replace with new steel door.

Door specification:
1.2mm zintec skins
rw40 Rockwool and plasterboard (acoustic specification)
4 standard butt Hinges
13mm Standard threshold.
2 point locking panic hardware (no external locking device).

Test and leave in good working order.
Should the door be alarmed this will need disconnecting and reconnecting once or work is complete , by others.

Total Price (exc VAT): £ 3,619.05

SEND ORDER TO SERVICE.UK@DORMAKABA.COM

When you choose dormakaba, you are supported by a nationwide team of local, accredited and fully trained engineers throughout the UK & Ireland, 24 hours a day, 7 days a week.

Our specialised service covers all brands of automatic door, manual door closers, industrial doors and roller shutters to offer you a complete solution from front to back of house.

SERVICE QUOTATION



Quotation No : Q-00181265
Billing Address : Tewkesbury Town Council
Town Hall
Tewkesbury
Gloucestershire
GL20 5AL

DORMA UK Limited
Lower Moor Way
Tiverton
Devon
EX16 6SS
Tel:01884 234408
Fax:
E-mail:service.uk@dormakaba.com
www.dormakaba.co.uk

Contact : Becky Blockley
Contact Email : events@tewkesburytowncouncil.gov.uk
Contact Phone : 01684 294639

1 / 1
26/01/2023

Site Address : Tewkesbury Town Hall
Town Hall
Tewkesbury
Gloucestershire
GL20 5AL

Customer Reference : QREC

Thank you for your enquiry on the above referenced site, we are pleased to submit our quotation for the additional works as detailed below.

Work Description :

Engineers to attend in normal hours remove existing Fire exit door and frame for disposal and replace with new Aluminum double door-set with panic hardware and external lock handle.

The lower half of the door will be constructed using 2x4mm solid panel with 2mm alum sheet to both faces with a 20mm Fabrock core and powdercoated RAL 9910 White Matt finish, upper half using 4x24mm Double glazed units.

Both doors to be controlled via hold open closers.

We will endeavor to make these doors to be visually the same as the existing the best we can- powder coated RAL 9910 White and will open outwards.

Clear site on completion.

Please Note: all care will be taken when carrying out these works however some cosmetic damage to the surrounding area may take place , to be made good by others.

Should the doors be alarmed this will need disconnecting and re-instating once our work is complete , by others.

Total Price (exc VAT): £ 5,697.40

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