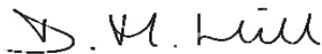


**TEWKESBURY TOWN COUNCIL
BUILDINGS & MOORINGS COMMITTEE
WEDNESDAY 5TH APRIL 2023**

To: Councillors C Danter (Chairman), H Bowman, K Brennan, 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, Wednesday 5th April at 6.00pm in the Town Hall

Members of the public and press are welcome to attend.



Debbie Hill, Town Clerk
28th March 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 7th February & 28th March 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. To agree the earmarked reserves at the end of the financial year 2022/23
11. Receive an update from the Town Clerk on High Street Heritage Action Zone grant funded works
12. Consider a request from a berthholder in respect of mooring fee charge
13. Agree registration of un-registered moorings and the town slipway
14. Agree works to the Back of Avon moorings as follows:
 - i. Relocate mooring pole and weld into new position
 - ii. Installation of cleats/mooring rings where there are gaps in the poles and erection of signage

- iii. This part of the moorings to be used for short term moorings and to agree mooring charge
 - iv. Collection of short term mooring charge
 - v. Installation of a lift up hand rail at boat trip entry and exit point
- 15.** Consider a request for a temporary portaloo at the Back of Avon on the concrete section to be obscured by a trellis fence panel and a storage shed in the Town Hall garden
- 16.** Agree installation of loft insulation at the Watson Hall
- 17.** Agree a new maintenance and monitoring contract for the intruder and fire alarm at the Town Hall
- 18.** Agree to appoint Spa Security as out of hours key holder for the Town Hall, Watson Hall and 64 Barton Street

MINUTES
of the
**Buildings & Moorings Committee meeting held on 7th February 2023 at 6.00pm in the
Town Hall, Tewkesbury**

Present: Cllrs C Danter (Chair), P Jones, S Raywood, M Sztymiak, K Powell, H Bowman, K Brennan

In attendance: D Hill (Town Clerk), R Blockley (Events & Venues Manager) and one member of the public

B&M.22.109 Receive apologies for absence
Cllrs R Gurney and R Langdon.

B&M.22.110 Receive declarations of interest
None.

B&M.22.111 Receive dispensations
None.

B&M.22.112 Approve the minutes of the Buildings & Moorings Committee meeting held on 28th January 2023

It was RESOLVED to approve the minutes of the meeting held on 28th January.
Proposed by Cllr Raywood, seconded by Cllr Jones.

B&M.22.113 Matters arising from the minutes – for information only

20.127 Repairs to window at 64 Barton Street – ongoing

20.143 Back of Avon wall – Town Clerk advised of possibility for this work to be HAZ funded

22.048 Assess Town Hall basement storage – no update

Replacement tree at St. Mary's Road mooring – to be planted when the weather warms up

Lease to Avon Navigation Trust – ongoing

TH heating improvements – The Town Clerk advised that work to the heating system has started and the pipes should also be lagged in the coming weeks

Loft access at the Watson Hall – RB updated meeting on alternative loft access. Ladder, footholds and wall brace. Blue doors will have lock on outside. To be installed 14th February.

B&M.22.114 Approve the replacement of the stage fire exit door at the Watson Hall at a cost of £3,619.05 to include acoustic specification

Item brought forward. It was RESOLVED to replace the fire exit door at a cost of £3,619.05. Proposed by Cllr Bowman, seconded by Cllr S Raywood.

B&M.22.115 Receive correspondence relating to the Buildings & Moorings Committee

The committee had been forwarded an email from the Museum Trustees from a member of the public who had thoroughly enjoyed their visit to Tewkesbury Museum.

The Town Clerk has received an email concerning a tear to a coat caused by a sharp corner on a radiator in the Watson Hall and requesting compensation. The committee agreed to offer £25 for damage to the jacket.

Moorings structure at Priors Court – **Action:** Town Clerk to write to property owner requesting structure to be removed and remind them that planning permission has not been sought.

B&M.22.116 Public Participation

St Mary's Road – cars are continuing to park illegally in this area and it is very unsightly. The Town Clerk advised that there may be HAZ funding available for improving this problem and that TBC is liaising with Highways

Action – Town Council to take a photograph.

B&M.22.117 Approve payments to be made

It was RESOLVED to approve the payments list totalling £8,688.47. Proposed by Cllr S Raywood, seconded by Cllr Powell.

B&M.22.118 Review the budget report

The budget report was reviewed.

B&M.22.119 Approve the replacement of the rear doors at the Town Hall at a cost of £5,697.40 and to note that the advise of the Conservation Officer at Tewkesbury Borough Council will be sought and Listed Building Consent to be applied for if required

It was RESOLVED to approve the replacement of the rear doors at the Town Hall at a cost of £5,697.40. Proposed by Cllr Bowman, seconded by Cllr Brennan.

B&M.22.120 Receive an update from the Town Clerk on grant funding at 64 Barton Street

The Town Clerk reported that early indications were that the HAZ grant funding may not be required at 64 Barton Street. The Town Clerk will keep members updated on funding progress.

B&M.22.121 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

It was RESOLVED for the Town Clerk to issue a letter to the Trustees of Tewkesbury Museum. Proposed by Cllr Danter, seconded by Cllr Jones.

B&M.22.122 Review and agree the position relating to the garden at the rear of the Watson Hall

This matter will be referred to a meeting of the George Watson Memorial Hall charity.

B&M.22.123 Approve the installation of a swap box at the Town Hall

It was RESOLVED to approve the installation of a swap box at the Town Hall, subject to it being constructed on legs. Proposed by Cllr Jones, seconded by Cllr Bowman.

There being no further business, the meeting closed at 19:57.

Signature of Chairman upon approval of the minutes 5th April 2023

DRAFT

MINUTES

of the

Buildings & Moorings Committee meeting held on 28th March 2023 at 9.00am in the Town Hall, Tewkesbury

Present: Cllrs C Danter (Chair), P Jones, S Raywood, K Powell, H Bowman, K Brennan

In attendance: D Hill (Town Clerk) and one member of the public

B&M.22.124 Receive apologies for absence
Cllrs C Robertson and R Langdon.

B&M.22.125 Receive declarations of interest
None.

B&M.22.126 Receive dispensations
None.

B&M.22.127 Public Participation
A member of the public attended to provide some information regarding a recent boating incident which occurred early hours of Sunday March and the water had dropped suddenly in the space of a few hours. The salvage operation company was contacted and attended first thing on the Monday morning along with emergency services and Environment Agency. Insurance assessor attended on Monday 27th March and confirmed the hull survey was sound. Still a salvage operation as it needs to be moved to the nearest dry dock.

B&M.22.128 Retrospectively approve the appointment of contractors and suppliers for the following High Street Heritage Action Zone projects:

- i. Cleaning and repair of Town Hall façade (repair of buildings in the conservation area 75% HAZ funded) – Ian Bishop Masonry.** Proposed by Cllr Raywood, seconded by Cllr Brennan.
- ii. Repair of Back of Avon wall (public realm works 100% HAZ funded) – Ian Bishop Masonry.** Proposed by Cllr Jones, seconded by Cllr Bowman.
- iii. Installation of railings at Priors Court and St. Mary’s Road moorings (public realm works 100% HAZ funded) – Broxap Ltd, GK Engineering & Marine Services Ltd and Watkins & Powis (Pipeline Merchants) Ltd.** Proposed by Cllr Jones, seconded by Cllr Brennan.

B&M.22.129 Authorise Tewkesbury in Bloom to undertake a wildflower planting and maintenance project on the land adjacent to St. Mary’s Road mooring
It was RESOLVED to work together with Tewkesbury in Bloom to undertake a wildflower strip planting project and to work with them on the maintenance of the area including planting the new tree. Proposed by Cllr Raywood, seconded by Cllr Powell.

B&M.22.130 Delegate authority to the Town Clerk for additional expenditure on replacement flooring (original quote £1,438.66) in the corridor leading from the main hall to the bar at the Watson Hall, up to an additional £2,000 to allow for damp treatment at a cost of £296.75 and additional work to the substrate

It was RESOLVED to delegate authority to the Town Clerk for additional works if required. Proposed by Cllr Raywood, seconded by Cllr Brennan.

B&M.22.131 Agree new flooring on the stairs and landing leading to the balcony at the Watson Hall

It was REOSLVED to agree the installation of new flooring and to accept the quote from LK Flooring at a cost of£2,190.93. Proposed by Cllr Powell, seconded by Cllr Jones.

There being no further business, the meeting closed at 09:49.

Signature of Chairman upon approval of the minutes 5th April 2023

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Detailed Income & Expenditure by Budget Heading 28/03/2023

Month No: 12

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	6,760	5,722	(1,038)			
	6,760	5,722	(1,038)			0
Moorings :- Income						
4450 Maintenance	14,692	4,162	(10,530)		(10,530)	335
4460 Rates	1,098	1,561	463		463	
4470 Mooring Leases	100	100	0		0	
4480 Projects - Moorings	26,130	6,500	(19,630)		(19,630)	
	42,020	12,323	(29,697)	0	(29,697)	335
Moorings :- Indirect Expenditure						
	(35,260)	(6,601)	28,659			
Net Income over Expenditure						
6000 plus Transfer from EMR	335					
Movement to/(from) Gen Reserve	(34,925)					
<u>210 64 Barton Street</u>						
4195 Health & Safety	382	300	(82)		(82)	
4450 Maintenance	1,400	15,000	13,600		13,600	
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
	21,530	40,300	18,770	0	18,770	6,788
64 Barton Street :- Indirect Expenditure						
	(21,530)	(40,300)	(18,770)			
Net Expenditure						
6000 plus Transfer from EMR	6,788					
Movement to/(from) Gen Reserve	(14,742)					
<u>220 Town Hall</u>						
1400 Garden Income	10	104	94			
1410 Town Hall Income	18,072	20,000	1,928			
1415 TH Merch Income	7	0	(7)			
	18,089	20,104	2,015			0
Town Hall :- Income						
4195 Health & Safety	1,454	500	(954)		(954)	
4450 Maintenance	10,221	12,485	2,264	1,896	368	
4460 Rates	4,192	4,266	74		74	
4550 Water	1,494	728	(766)		(766)	
4560 Electric	4,360	2,000	(2,360)		(2,360)	
4570 Gas	2,126	3,000	874		874	
4580 Garden Expenditure	410	312	(98)		(98)	

Detailed Income & Expenditure by Budget Heading 28/03/2023

Month No: 12

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	1,049	2,081	1,032		1,032	
4961 Waste and recycling	144	0	(144)		(144)	
Town Hall :- Indirect Expenditure	<u>26,530</u>	<u>40,978</u>	<u>14,448</u>	<u>1,896</u>	<u>12,553</u>	<u>0</u>
Net Income over Expenditure	<u>(8,441)</u>	<u>(20,874)</u>	<u>(12,433)</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	24,849	25,826	977			
Expenditure	90,102	94,641	4,539	1,896	2,643	
Net Income over Expenditure	<u>(65,253)</u>	<u>(68,815)</u>	<u>(3,562)</u>			
plus Transfer from EMR	7,123					
Movement to/(from) Gen Reserve	<u>(58,130)</u>					
Grand Totals:- Income	24,849	25,826	977			
Expenditure	90,102	94,641	4,539	1,896	2,643	
Net Income over Expenditure	<u>(65,253)</u>	<u>(68,815)</u>	<u>(3,562)</u>			
plus Transfer from EMR	7,123					
Movement to/(from) Gen Reserve	<u>(58,130)</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	28,712	22,808	(5,904)			
1810 Leases	0	300	300			
1820 Tudor Bar Income	42,369	50,000	7,631			
1830 Events Income	4,694	7,000	2,306			
1835 Go Fund Me Watson Hall	76	0	(76)			
	<u>75,851</u>	<u>80,108</u>	<u>4,257</u>			<u>0</u>
Watson Hall :- Income						
4195 Health & Safety	1,499	500	(999)		(999)	
4221 Telephone/IT (WH)	1,013	750	(263)		(263)	
4250 IT	440	0	(440)		(440)	
4280 Events & Services	7,983	7,000	(983)		(983)	
4450 Maintenance	9,469	10,000	532		532	
4550 Water	1,160	728	(432)		(432)	
4560 Electric	8,282	3,000	(5,282)		(5,282)	
4570 Gas	1,732	2,081	349		349	
4590 Projects	5,245	18,000	12,755	3,475	9,279	
4912 Bar Payroll Processing	232	200	(32)		(32)	
4913 Bar Equipment	1,205	1,500	295		295	
4914 Bar Card Charges	619	850	231		231	
4915 Events Card Charges	253	0	(253)		(253)	
4919 Doors & Floor Project	16,155	0	(16,155)		(16,155)	3,402
4920 Bar Audit	260	0	(260)		(260)	
4950 Bar Stock	19,525	23,000	3,475		3,475	
4955 Bar Salaries	16,148	15,000	(1,148)		(1,148)	
4960 Equipment	4,841	4,000	(841)		(841)	
4961 Waste and recycling	286	0	(286)		(286)	
4980 Workwear	102	0	(102)		(102)	
4990 Sundries/Petty Cash	0	100	100		100	
	<u>96,450</u>	<u>86,709</u>	<u>(9,741)</u>	<u>3,475</u>	<u>(13,216)</u>	<u>3,402</u>
Watson Hall :- Indirect Expenditure						
Net Income over Expenditure	<u>(20,598)</u>	<u>(6,601)</u>	<u>13,997</u>			
6000 plus Transfer from EMR	3,402					
Movement to/(from) Gen Reserve	<u>(17,196)</u>					
	<u>75,851</u>	<u>80,108</u>	<u>4,257</u>			
Watson Hall :- Income						
Expenditure	<u>96,450</u>	<u>86,709</u>	<u>(9,741)</u>	<u>3,475</u>	<u>(13,216)</u>	
Net Income over Expenditure	<u>(20,598)</u>	<u>(6,601)</u>	<u>13,997</u>			
plus Transfer from EMR	3,402					
Movement to/(from) Gen Reserve	<u>(17,196)</u>					

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	75,851	80,108	4,257			
Expenditure	96,450	86,709	(9,741)	3,475	(13,216)	
Net Income over Expenditure	<u>(20,598)</u>	<u>(6,601)</u>	<u>13,997</u>			
plus Transfer from EMR	3,402					
Movement to/(from) Gen Reserve	<u>(17,196)</u>					

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR B&M 64 BS Maintenance	6,709.00	0.00	6,709.00
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 EMR B&M Moorings Maintenance	335.00	-335.00	0.00
324 EMR E&A Noticeboards	1,447.00		1,447.00
325 EMR E&A Playground Projects	12,604.00		12,604.00
326 EMR E&A Youth	4,105.00		4,105.00
327 EMR FIN Asset Management Proj	3,821.00		3,821.00
328 EMR B&M War Memorial	5,857.73		5,857.73
329 EMR SH Severn Ham	6,140.00		6,140.00
330 EMR E&A CCTV	2,500.00		2,500.00
331 EMR E&A Tree Maintenance	5,150.00		5,150.00
332 EMR E&A Street Furniture	2,300.00		2,300.00
333 EMR E&A Toilet Block Project	7,902.00	-5,834.00	2,068.00
334 EMR E&A Gloucester Road Maint.	0.00		0.00
335 EMR E&A Bus Shelters	2,640.00		2,640.00
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	9,087.00		9,087.00
340 EMR FIN Elections	4,000.00		4,000.00
341 EMR FIN Tourism & Marketing	1,474.00		1,474.00
342 EMR FIN Newsletter	1,500.00		1,500.00
343 EMR SH Weeding	7,500.00		7,500.00
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	1,306.00		1,306.00
348 EMR PLA Outreach Sessions	271.00		271.00
349 EMR B&M Moorings Projects	6,363.00		6,363.00
350 EMR B&M Watson Hall Lease *	20,000.00		20,000.00
351 EMR B&M Moorings St Mary's Rd	2,433.00		2,433.00
352 EMR FIN Insurance	1,556.00	-1,556.00	0.00
353 EMR FIN Shop Windows Project	3,290.02	-3,290.02	0.00
354 EMR B&M TH Maintenance	9,761.00		9,761.00
355 EMR B&M WH Projects	10,040.00		10,040.00
356 EMR B&M WH Bar Equipment	1,619.00		1,619.00
357 EMR B&M 64 Roof Project	0.00		0.00
358 EMR SH Mythe Nature Reserve	5,000.00		5,000.00
359 EMR PLA Community Devel Planni	1,000.00		1,000.00
360 EMR B&M TH Projects	12,100.00		12,100.00
361 EMR FIN Community Grants	1,822.00	-1,822.00	0.00
362 EMR FIN Tewkes Live Music Fest	9,892.50	-9,892.50	0.00
363 EMR B&M WH Doors & Floors Proj	3,402.00	-3,402.00	0.00
364 EMR B&M 64 BS Fundraising Proj	6,788.00	-6,788.00	0.00
	<u>222,744.48</u>	<u>-32,919.52</u>	<u>189,824.96</u>