

## MINUTES

### *of the*

## **Buildings & Moorings Committee meeting held on 5<sup>th</sup> April 2023 at 6.00pm in the Town Hall, Tewkesbury**

**Present:** Cllrs C Danter (Chair), P Jones, S Raywood, H Bowman, R Langdon

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

**B&M.22.132 Receive apologies for absence**

None.

**B&M.22.133 Receive declarations of interest**

None.

**B&M.22.134 Receive dispensations**

None.

**B&M.22.135 Approve the minutes of the Buildings & Moorings Committee meetings held on 7th February & 28th March 2023**

It was RESOLVED to approve the minutes of the meeting held on 7<sup>th</sup> February. Proposed by Cllr Raywood, seconded by Cllr Jones.

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

**B&M.22.136 Matters arising from the minutes – for information only**

**20.127 Repairs to window at 64 Barton Street** – ongoing will be picked up with forthcoming work

**20.143 – Back of Avon wall** - work underway through HAZ fund

**22.048 – Assess Town Hall basement storage** -ongoing

**Replacement tree** - to be planted to tie in with Coronation of King Charles III. Date agreed as 1<sup>st</sup> May at 10.30am. Back to Town Hall for refreshments.

**Lease to ANT** – ongoing

**Town Hall heating improvements** – work has started and completion schedule to be chased up by Town Clerk

**Watson Hall Loft access** - work complete

**22.114 Replacement of stage fire exit door** – complete

**22.115 Mooring structure at Priors Court** - Town Council wrote to property owners. Owner has responded. Town Council will ask railings contractor to remove the structure once the new railings have been installed if it has not been removed. Town Clerk to advise property owner.

**22.116 Parking on St. Mary's Road** – photo required of parking problem for submitting to Highways

**22.130 Watson Hall replacement flooring** - no additional expenditure anticipated

**B&M.22.137 Receive correspondence relating to the Buildings & Moorings Committee**

An email has been received concerning the condition of the moorings at the Back of Avon. It was noted that repairs have been made and there is ongoing monitoring of this area and also the committee will be considering later in this meeting proposed new works to the mooring. **Action:** moorings documentation to ensure wording is relevant concerning responsibility for boats and will be added to the agenda for the next meeting.

An email has been received concerning accessibility to Lloyds Bank and the Town Hall. It was noted that planning permission sought by Lloyds Bank has not yet decided, but they are open to looking at an alternative scheme. **Action:** to be added to the agenda for the next meeting.

**B&M.22.138 Public Participation**

A member of the public report that there is still a problem regarding parking on double yellow lines on St Mary's Road. When this is noted it needs to be reported to Highways.

A member of the public advised that the Civic Society is chasing enforcement along the riverside. They also commented on the state of the jetty moorings. The committee Chair advised that this will be picked up in working group. May be able to bring in volunteers to help.

**B&M.22.139 Approve payments to be made**

It was RESOLVED to approve payments of £11,722.24. Proposed by Cllr Bowman, seconded by Cllr Jones.

**B&M.22.140 Review the budget report**

The Town Clerk reported that whilst moorings income is ahead of budget, there is a large overspend attributable to the recent emergency repair work on the Back of Avon moorings. The Town Hall is slightly short of budget as expected as it was a stretch budget whereas the Watson Hall is well ahead of budget. The remaining in respect of the doors and floors project is to be claimed from Tewkesbury Borough Council. New bar chairs have been ordered and will be delivered in the next week or so.

**B&M.22.141 To agree the earmarked reserves at the end of the financial year 2022/23**

It was RESOLVED to earmark remaining budgets as follows:

210 64 Barton Street, 4450 maintenance £13,600 to EMR 320, 4500 projects £11,219 to EMR 357 and 4505 fundraising £820 to EMR 364. Proposed by Cllr Raywood, seconded by Cllr Danter

220 Town Hall, 4590 projects £14,527 to EMR 360, 4960 £1,032 to new EMR reserve, 4450 maintenance £368 to EMR 354. Proposed by Cllr Jones, seconded by Cllr Bowman

230 War Memorial – 4450 maintenance £1,018 to EMR 328. Proposed by Cllr Danter, seconded by Cllr Jones

600 Watson Hall – 4590 projects £9,279 to EMR 355, 4450 maintenance £532 to new EMR and 4913 bar equipment to EMR 356. Proposed by Cllr Raywood, seconded by Cllr Danter

**B&M.22.142 Receive an update from the Town Clerk on High Street Heritage Action Zone grant funded works**

The Town Clerk reported that work was well underway on the Town Hall façade, the Back of Avon wall and installation of new railings at Priors Court and St. Mary's Road. **Action:** Town Clerk to clarify whether Architect fees and Structural Engineer site visit fees will be paid by Tewkesbury Borough Council.

**B&M.22.143 Consider a request from a berthholder in respect of mooring fee charge**

The committee considered a request from a mooring holder for a refund of mooring fees relating to January and February 2023 and a proposal for a new process for paying mooring fees. The committee refused the request for the refund and going forwards there will be no retainer fee but instead a 6 months contract available if no other boat has already taken the mooring, or 12 months on payment of the full mooring fee.

**B&M.22.144 Agree registration of un-registered moorings and the town slipway**

It was RESOLVED to register the sections adjacent to the existing mooring at St Mary's Road both sides, the section adjacent to the car park at St Mary's Lane and the town slipway. Proposed by Cllr Bowman, seconded by Cllr Langdon.

**B&M.22.145 Agree works to the Back of Avon moorings as follows:**

- i. Relocate mooring pole and weld into new position - Agreed**
  - ii. Installation of cleats/mooring rings where there are gaps in the poles and erection of signage - Agreed**
  - iii. This part of the moorings to be used for short term moorings and to agree mooring charge - Agreed, and £5 for 24 hours**
  - iv. Collection of short term mooring charge - Agreed, cash only. Look into card options. Will be collected by river trip operator at no charge due to shed in garden (see 22.146 below.**
  - v. Installation of a lift up hand rail at boat trip entry and exit point – Agreed up to £500 expenditure. Any additional cost to be referred back to committee. Proposed by Cllr Bowman, seconded by Cllr Langdon.**
- Action:** Cllr Danter/office to liaise with contractor

The meeting was extended by 15 minutes

**B&M.22.146 Consider a request for a temporary portaloos 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**

The requests were agreed. The portaloos are to be moved on to the concrete section and shielded by a section of trellis and check that planning permission is not required. The shed size to be a permissible size in terms of planning permission not to be required.

**B&M.22.147 Agree installation of loft insulation at the Watson Hall**

It was RESOLVED to agree the installation of loft insulation at a cost of £1,850.  
Proposed by Cllr Danter, seconded by Cllr Raywood.

**B&M.22.148 Agree a new maintenance and monitoring contract for the intruder and fire alarm at the Town Hall**

It was RESOLVED to proceed with A&E Fire and Security Limited at an annual cost of £632.50 to also include annual maintenance of the emergency lighting and annual basic servicing of the fire extinguishers. There will be a one-off cost of £95.  
Proposed by Cllr Bowman, seconded by Cllr Jones.

**B&M.22.149 Agree to appoint Spa Security as out of hours key holder for the Town Hall, Watson Hall and 64 Barton Street**

It was RESOLVED to appoint Spa Security at a cost of £2 per day with an annual fee of £365. Any call outs to be charged at £50 for the first hour and £17 per hour thereafter. Proposed by Cllr Danter, seconded by Cllr Langdon.

There being no further business, the meeting closed 20:15

Signature of Chairman upon approval of the minutes .....