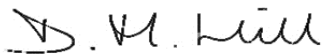


**TEWKESBURY TOWN COUNCIL  
BUILDINGS & MOORINGS COMMITTEE  
TUESDAY 24<sup>TH</sup> OCTOBER 2023**

To: Councillors C Danter (Chairman), H Bowman, P Jones, R. Langdon, K. Moran, 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 24<sup>th</sup> October 2023 at 6.00pm

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



Debbie Hill,  
Town Clerk  
19<sup>th</sup> October 2023

**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 25<sup>th</sup> July 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 and earmarked reserves report
10. Agree the budget for 2024/25 and the forward budget
11. Retrospectively approve additional expenditure of £1,391.81 for an upgrade to the short throw projector at the Watson Hall
12. Approve the appointment of an acoustic sound engineer for the Watson Hall at a cost of £1,950
13. Agree to remove the requirement for a Designated Premises Supervisor at the Watson Hall and for the licensable responsibility to be held with the Buildings & Moorings Committee

- 14.** Receive an update from the Town Clerk on funding options for the Watson Hall and Town Hall
- 15.** Review and approve the moorings license
- 16.** Consider a request to retain a commercial mooring at 15% of the normal commercial mooring fee at the Back of Avon from 1st November 2023 to 31st March 2024
- 17.** Review of B&M working groups and work programmes

**MINUTES**  
*of the*  
**Buildings & Moorings Committee meeting held on 25th July 2023 at 6.00pm in the Town  
Hall, Tewkesbury**

**Present:** Cllrs C Danter (Chair), P Jones, S Raywood, R Langdon, C Robertson, K Moran

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

**B&M.23.017 Receive apologies for absence**

Cllr Bowman.

**B&M.23.018 Receive declarations of interest**

None.

**B&M.23.019 Receive dispensations**

None.

**B&M.23.020 Approve the minutes of the Buildings & Moorings Committee meetings held  
on 30<sup>th</sup> May 2023**

It was RESOLVED to approve the minutes of the meeting held on 30<sup>th</sup> May. Proposed by Cllr Moran, seconded by Cllr Robertson.

**B&M.23.021 Matters arising from the minutes – for information only**

**20.127 Repairs to window at 64 Barton Street** – ongoing

**20.143 – Back of Avon wall** – complete

**22.048 – Town Hall basement storage** – ongoing. Ask local auction house if interested in items identified, as could possibly be sold.

**Lease to ANT** – email from solicitor confirming ANT has block policy. **Action:** Ask for copy of insurance certificate.

**Town Hall heating improvements** – override function for heating outstanding

**22.115 Mooring structure at Priors Court** – part of structure has been removed. To finish removing, the Town Council has to obtain a warrant

**22.137 Moorings contract** - carried forward. **Action:** add to next agenda

**23.016 - Gutters to be cleaned** - arranged.

**23.016 – Building Condition Reports** - Town Clerk has contacted fundraiser – follow up. Town Council to liaise with Architect regarding planning consents.

**B&M.23.022 Receive correspondence relating to the Buildings & Moorings Committee**

None.

**B&M.23.023 Public Participation**

A member of the public asked for an update on moorings registration and whether Tewkesbury Town Council was relying on the Statutory Instrument or relying on minutes and evidence of revenue and expenditure for registration purposes. The member of public offered their help if needed.

Working group meeting – query whether another meeting will be held soon.  
The member of the public extended their congratulations to the Town Council on the improvements to the jetty at St. Mary's Road.

**B&M.23.024 Approve payments to be made**

It was RESOLVED to approve the payments list totalling £12,231.26. Proposed by Cllr Jones, seconded by Cllr Langdon.

**B&M.23.025 Review the budget report and earmarked reserves report**

The reports were reviewed.

**Action:** Change HAZ income to grant income in respect of codes 200, 220, 210.

Town Clerk to check expenditure coded to projects is correct. The Town Clerk advised that any journals to maintenance code will be made.

**B&M.23.026 Receive an update from the Town Clerk on High Street Heritage Action Zone grant funded works**

The Town Clerk gave an update on the final HAZ funding position as detailed in the spreadsheet contained in the meeting pack.

**B&M.23.027 Retrospectively approve expenditure totalling £3,237 for repairs/improvements due to health and safety issues at the moorings at the Jetty and to note expenditure totalling £1,385 at the Back of Avon authorised under the B&M Chair's delegated authority in conjunction with the Assistant Town Clerk**

It was RESOLVED to approve the expenditure. Proposed by Cllr Jones, seconded by Cllr Moran.

**B&M.23.028 Approve expenditure totalling £2,785 for repairs to and installation of poles, cleats and mooring rings and £2,025 for repairs to the decking and substructure on the moorings at the Back of Avon**

It was RESOLVED to approve the expenditure. Proposed by Cllr Danter, seconded by Cllr Robertson.

**B&M.23.029 Approve the replacement of the back door at the Town Hall at a cost of around £4,200 and to apply for listed building consent**

It was RESOLVED to approve. Proposed by Cllr Danter, seconded by Cllr Jones.

**B&M.23.030 Approve the installation of replacement velvet stage curtains at the Watson Hall**

It was RESOLVED to approve at a cost of £2,207.08. Proposed by Cllr Jones, seconded by Cllr Robertson.

**B&M.23.031 Agree a new maintenance and monitoring contract for the intruder and fire alarms at the Watson Hall and for the fire alarm at 64 Barton Street**

It was RESOLVED to appoint A&E Security. Watson Hall - £472.50 + £95 one off  
64 Barton Street - £290.00 + £95 one off. Proposed by Cllr Langdon, seconded by Cllr Robertson.

**B&M.23.032 Review the work priorities and costings following the condition survey at the Watson Hall**

The costings for the Watson Hall were Reviewed. **Action:** Town Clerk to liaise with Fundraiser and Architect regarding a way forward to obtain funding and to project manage the work and discuss the next steps.

**B&M.23.033 Receive an update from Cllrs Danter and Jones on accessibility issues at the Town Hall and agree next steps**

The working group continue to look into options on accessibility issues at the Town Hall.

**B&M.23.034 Review and approve the moorings licence**

Deferred to the next meeting.

Note – Cllr Roberton and Cllr Moran were not present for the following agenda items:

- 23.025
- 23.026
- 23.032
- 23.033
- 23.034

There being no further business, the meeting closed 19:35

Signature of Chairman upon approval of the minutes ..... 24<sup>th</sup> October 2023

## Detailed Income &amp; Expenditure by Budget Heading 19/10/2023

Month No: 7

Committee Report

	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	4,460	6,000	1,540			
1850 HAZ Income	35,103	0	(35,103)			
<b>Moorings :- Income</b>	<b>39,562</b>	<b>6,000</b>	<b>(33,562)</b>			<b>0</b>
4450 Maintenance	9,867	5,000	(4,867)		(4,867)	
4460 Rates	757	1,300	543		543	
4470 Mooring Leases	100	100	0		0	
4480 Projects - Moorings	45,243	10,000	(35,243)		(35,243)	
4960 Equipment	358	0	(358)		(358)	
<b>Moorings :- Indirect Expenditure</b>	<b>56,324</b>	<b>16,400</b>	<b>(39,924)</b>	<b>0</b>	<b>(39,924)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(16,762)</b>	<b>(10,400)</b>	<b>6,362</b>			
<u>210 64 Barton Street</u>						
4195 Health & Safety	0	800	800		800	
4450 Maintenance	1,526	50,000	48,474		48,474	
4500 64 Barton Street Projects	15,589	0	(15,589)		(15,589)	
4505 64 Barton St Fundraising	450	4,000	3,550		3,550	
4590 Projects	0	0	0	1,950	(1,950)	
<b>64 Barton Street :- Indirect Expenditure</b>	<b>17,566</b>	<b>54,800</b>	<b>37,234</b>	<b>1,950</b>	<b>35,284</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(17,566)</b>	<b>(54,800)</b>	<b>(37,234)</b>			
<u>220 Town Hall</u>						
1400 Garden Income	0	50	50			
1410 Town Hall Income	10,258	20,000	9,742			
1415 TH Merch Income	10	0	(10)			
1850 HAZ Income	9,000	0	(9,000)			
<b>Town Hall :- Income</b>	<b>19,268</b>	<b>20,050</b>	<b>782</b>			<b>0</b>
4195 Health & Safety	0	600	600		600	
4450 Maintenance	1,499	12,735	11,236		11,236	90
4460 Rates	2,127	4,200	2,073		2,073	
4550 Water	698	900	202		202	
4560 Electric	1,056	5,000	3,944		3,944	
4570 Gas	378	3,500	3,122		3,122	
4580 Garden Expenditure	32	300	268		268	
4590 Projects	31,785	16,000	(15,785)		(15,785)	
4960 Equipment	997	2,000	1,003		1,003	

## Detailed Income &amp; Expenditure by Budget Heading 19/10/2023

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4961 Waste and recycling	0	200	200		200	
Town Hall :- Indirect Expenditure	<u>38,571</u>	<u>45,435</u>	<u>6,864</u>	<u>0</u>	<u>6,864</u>	<u>90</u>
<b>Net Income over Expenditure</b>	<u>(19,303)</u>	<u>(25,385)</u>	<u>(6,082)</u>			
6000 plus Transfer from EMR	90					
<b>Movement to/(from) Gen Reserve</b>	<u>(19,213)</u>					
<u>230 War Memorial</u>						
4450 Maintenance	0	1,000	1,000		1,000	
War Memorial :- Indirect Expenditure	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>			
Building & Moorings :- Income	<u>58,830</u>	<u>26,050</u>	<u>(32,780)</u>			
Expenditure	<u>112,460</u>	<u>117,635</u>	<u>5,175</u>	<u>1,950</u>	<u>3,225</u>	
<b>Net Income over Expenditure</b>	<u>(53,630)</u>	<u>(91,585)</u>	<u>(37,955)</u>			
plus Transfer from EMR	90					
<b>Movement to/(from) Gen Reserve</b>	<u>(53,540)</u>					
Grand Totals:- Income	<u>58,830</u>	<u>26,050</u>	<u>(32,780)</u>			
Expenditure	<u>112,460</u>	<u>117,635</u>	<u>5,175</u>	<u>1,950</u>	<u>3,225</u>	
<b>Net Income over Expenditure</b>	<u>(53,630)</u>	<u>(91,585)</u>	<u>(37,955)</u>			
plus Transfer from EMR	90					
<b>Movement to/(from) Gen Reserve</b>	<u>(53,540)</u>					

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Watson Hall</u>						
600 <u>Watson Hall</u>						
1800 Watson Hall Income	11,962	24,000	12,038			
1810 Leases	0	600	600			
1820 Tudor Bar Income	24,430	45,000	20,570			
1830 Events Income	41	7,000	6,959			
	<u>36,433</u>	<u>76,600</u>	<u>40,167</u>			<u>0</u>
Watson Hall :- Income						
4195 Health & Safety	0	800	800		800	
4221 Telephone/IT (WH)	551	1,000	449		449	
4280 Events & Services	320	7,000	6,680		6,680	
4450 Maintenance	9,944	10,000	56	1,130	(1,074)	
4550 Water	677	1,500	823		823	
4560 Electric	4,214	6,000	1,786		1,786	
4570 Gas	307	4,000	3,693		3,693	
4590 Projects	8,841	14,000	5,159		5,159	
4912 Bar Payroll Processing	129	220	91		91	
4913 Bar Equipment	90	1,500	1,410	1,032	378	
4914 Bar Card Charges	358	850	492		492	
4915 Events Card Charges	3	300	297		297	
4920 Bar Audit	0	520	520		520	
4950 Bar Stock	9,278	25,000	15,722		15,722	
4955 Bar Salaries	7,679	17,000	9,321		9,321	
4960 Equipment	1,442	2,000	558	300	258	
4961 Waste and recycling	171	300	130		130	
	<u>44,003</u>	<u>91,990</u>	<u>47,987</u>	<u>2,462</u>	<u>45,525</u>	<u>0</u>
Watson Hall :- Indirect Expenditure						
Net Income over Expenditure	<u>(7,569)</u>	<u>(15,390)</u>	<u>(7,821)</u>			
Watson Hall :- Income	36,433	76,600	40,167			
Expenditure	44,003	91,990	47,987	2,462	45,525	
Movement to/(from) Gen Reserve	<u>(7,569)</u>					
Grand Totals:- Income	36,433	76,600	40,167			
Expenditure	44,003	91,990	47,987	2,462	45,525	
Net Income over Expenditure	<u>(7,569)</u>	<u>(15,390)</u>	<u>(7,821)</u>			
Movement to/(from) Gen Reserve	<u>(7,569)</u>					



Account	Opening Balance	Net Transfers	Closing Balance
320 EMR B&M 64 BS Maintenance	20,264.00		20,264.00
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	0.00		0.00
324 EMR E&A Noticeboards & Swapbox	1,708.00		1,708.00
325 EMR E&A Playground Projects	20,105.00		20,105.00
326 EMR E&A Youth	4,105.00		4,105.00
327 EMR FIN Asset Management Proj	0.00		0.00
328 EMR B&M War Memorial	6,875.73		6,875.73
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	5,650.00		5,650.00
332 EMR E&A Street Furniture	3,050.00		3,050.00
333 EMR E&A Toilet Block Project	3,108.00		3,108.00
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	5,237.00		5,237.00
339 EMR FIN Legal	14,087.00		14,087.00
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	10,000.00		10,000.00
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 Footpath Repairs	10,738.00		10,738.00
347 EMR PLA Comm. & Display	1,306.00	-1,306.00	0.00
348 EMR PLA Outreach Sessions	0.00		0.00
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	0.00		0.00
353 EMR FIN Shop Windows Project	0.00		0.00
354 EMR B&M TH Maintenance	10,129.00		10,129.00
355 EMR B&M WH Projects	19,319.00		19,319.00
356 EMR B&M WH Bar Equipment	1,914.00		1,914.00
357 EMR B&M 64 BS Projects	11,219.00		11,219.00
358 EMR SH Mythe Nature Reserve	5,000.00		5,000.00
359 EMR PLA Community Devel Planni	2,500.00		2,500.00
360 EMR B&M TH Projects	26,627.00		26,627.00
361 EMR FIN Community Grants	622.00		622.00
362 EMR FIN Tewkes Live Music Fest	0.00		0.00
363 EMR B&M WH Maintenance	307.00		307.00
364 EMR B&M 64 BS Fundraising Proj	720.00		720.00
365 EMR FIN Events and Services	482.00		482.00
366 EMR B&M TH Equipment	870.00		870.00
367 EMR E&A Toilet Block Utilities	1,429.00		1,429.00
368 EMR E&A VAS Repairs	1,655.00		1,655.00
369 EMR STA Training	2,087.00		2,087.00

---

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
	<u>277,142.96</u>	<u>-1,306.00</u>	<u>275,836.96</u>

## Annual Budget - By Committee (Actual YTD Month 7)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Building &amp; Moorings</u>										
<u>200</u>	<u>Moorings</u>									
1300	Moorings Income	5,722	6,855	6,000	4,460	0	0	6,180	0	0
1850	HAZ Income	0	-35,103	0	35,103	0	0	0	0	0
	Total Income	5,722	-28,248	6,000	39,562	0	0	6,180	0	0
4450	Maintenance	4,162	14,692	5,000	9,867	0	0	5,155	0	0
4460	Rates	1,561	1,098	1,300	757	0	0	1,341	0	0
4470	Mooring Leases	100	100	100	100	0	0	100	0	0
4480	Projects - Moorings	6,500	27,980	10,000	45,243	0	0	10,310	0	0
4960	Equipment	0	0	0	358	0	0	0	0	0
	Overhead Expenditure	12,323	43,870	16,400	56,324	0	0	16,906	0	0
	200 Net Income over Expenditure	-6,601	-72,118	-10,400	-16,762	0	0	-10,726	0	0
6000	plus Transfer from EMR	0	335	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(6,601)	(71,783)	(10,400)	(16,762)	0		(10,726)		
<u>210</u>	<u>64 Barton Street</u>									
4195	Health & Safety	300	382	800	0	0	0	825	0	0
4450	Maintenance	15,000	1,445	50,000	1,526	0	0	51,547	0	0
4500	64 Barton Street Projects	25,000	13,781	0	15,589	0	0	0	0	0
4505	64 Barton St Fundraising	0	6,068	4,000	450	0	0	0	0	0
4590	Projects	0	0	0	0	0	1,950	0	0	0
	Overhead Expenditure	40,300	21,675	54,800	17,566	0	1,950	52,372	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 7)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6000	plus Transfer from EMR	0	6,788	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(40,300)</u>	<u>(14,887)</u>	<u>(54,800)</u>	<u>(17,566)</u>	<u>0</u>		<u>(52,372)</u>		
<u>220</u>	<u>Town Hall</u>									
1400	Garden Income	104	10	50	0	0	0	52	0	0
1410	Town Hall Income	20,000	18,622	20,000	10,258	0	0	20,000	0	0
1415	TH Merch Income	0	7	0	10	0	0	0	0	0
1850	HAZ Income	0	-9,000	0	9,000	0	0	0	0	0
	Total Income	<u>20,104</u>	<u>9,639</u>	<u>20,050</u>	<u>19,268</u>	<u>0</u>	<u>0</u>	<u>20,052</u>	<u>0</u>	<u>0</u>
4195	Health & Safety	500	1,454	600	0	0	0	319	0	0
4450	Maintenance	12,485	12,117	12,735	1,499	0	0	13,129	0	0
4460	Rates	4,266	4,192	4,200	2,127	0	0	4,330	0	0
4550	Water	728	1,590	900	698	0	0	928	0	0
4560	Electric	2,000	4,360	5,000	1,056	0	0	5,155	0	0
4570	Gas	3,000	2,551	3,500	378	0	0	3,609	0	0
4580	Garden Expenditure	312	618	300	32	0	0	310	0	0
4590	Projects	15,606	1,079	16,000	31,785	0	0	16,495	0	0
4960	Equipment	2,081	1,211	2,000	997	0	0	2,062	0	0
4961	Waste and recycling	0	144	200	0	0	0	207	0	0
	Overhead Expenditure	<u>40,978</u>	<u>29,316</u>	<u>45,435</u>	<u>38,571</u>	<u>0</u>	<u>0</u>	<u>46,544</u>	<u>0</u>	<u>0</u>
	220 Net Income over Expenditure	<u>-20,874</u>	<u>-19,677</u>	<u>-25,385</u>	<u>-19,303</u>	<u>0</u>	<u>0</u>	<u>-26,492</u>	<u>0</u>	<u>0</u>
6000	plus Transfer from EMR	0	0	0	90	0	0	0	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 7)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	<u>(20,874)</u>	<u>(19,677)</u>	<u>(25,385)</u>	<u>(19,213)</u>	<u>0</u>		<u>(26,492)</u>		
<u>230</u>	<u>War Memorial</u>									
4450	Maintenance	1,040	22	1,000	0	0	0	1,031	0	0
	Overhead Expenditure	<u>1,040</u>	<u>22</u>	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,031</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(1,040)</u>	<u>(22)</u>	<u>(1,000)</u>	<u>0</u>	<u>0</u>		<u>(1,031)</u>		
	Building & Moorings - Income	25,826	-18,609	26,050	58,830	0	0	26,232	0	0
	Expenditure	94,641	94,884	117,635	112,460	0	1,950	116,853	0	0
	Net Income over Expenditure	<u>-68,815</u>	<u>-113,492</u>	<u>-91,585</u>	<u>-53,630</u>	<u>0</u>	<u>-1,950</u>	<u>-90,621</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	7,123	0	90	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(68,815)</u>	<u>(106,369)</u>	<u>(91,585)</u>	<u>(53,540)</u>	<u>0</u>		<u>(90,621)</u>		
	Total Budget Income	25,826	-18,609	26,050	58,830	0	0	26,232	0	0
	Expenditure	94,641	94,884	117,635	112,460	0	1,950	116,853	0	0
	Net Income over Expenditure	<u>-68,815</u>	<u>-113,492</u>	<u>-91,585</u>	<u>-53,630</u>	<u>0</u>	<u>-1,950</u>	<u>-90,621</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	7,123	0	90	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(68,815)</u>	<u>(106,369)</u>	<u>(91,585)</u>	<u>(53,540)</u>	<u>0</u>		<u>(90,621)</u>		

## Annual Budget - By Committee (Actual YTD Month 7)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Watson Hall</u>										
<u>600</u>	<u>Watson Hall</u>									
1800	Watson Hall Income	22,808	30,242	24,000	11,962	0	0	24,000	0	0
1810	Leases	300	0	600	0	0	0	600	0	0
1820	Tudor Bar Income	50,000	44,375	45,000	24,430	0	0	46,392	0	0
1830	Events Income	7,000	4,694	7,000	41	0	0	7,217	0	0
1835	Go Fund Me Watson Hall	0	76	0	0	0	0	0	0	0
	<b>Total Income</b>	<b>80,108</b>	<b>79,387</b>	<b>76,600</b>	<b>36,433</b>	<b>0</b>	<b>0</b>	<b>78,209</b>	<b>0</b>	<b>0</b>
4195	Health & Safety	500	1,499	800	0	0	0	825	0	0
4221	Telephone/IT (WH)	750	1,013	1,000	551	0	0	1,031	0	0
4250	IT	0	440	0	0	0	0	0	0	0
4280	Events & Services	7,000	8,358	7,000	320	0	0	7,217	0	0
4450	Maintenance	10,000	9,694	10,000	9,944	0	1,130	10,310	0	0
4550	Water	728	1,411	1,500	677	0	0	1,547	0	0
4560	Electric	3,000	8,282	6,000	4,214	0	0	6,186	0	0
4570	Gas	2,081	1,990	4,000	307	0	0	4,124	0	0
4590	Projects	18,000	5,245	14,000	8,841	0	0	18,000	0	0
4912	Bar Payroll Processing	200	250	220	129	0	0	227	0	0
4913	Bar Equipment	1,500	1,205	1,500	90	0	1,032	1,547	0	0
4914	Bar Card Charges	850	636	850	358	0	0	877	0	0
4915	Events Card Charges	0	253	300	3	0	0	310	0	0
4919	Doors & Floor Project	0	16,155	0	0	0	0	0	0	0
4920	Bar Audit	0	260	520	0	0	0	536	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 7)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4950	Bar Stock	23,000	23,731	25,000	9,278	0	0	25,774	0	0
4955	Bar Salaries	15,000	17,032	17,000	7,679	0	0	17,526	0	0
4960	Equipment	4,000	4,841	2,000	1,442	0	300	4,000	0	0
4961	Waste and recycling	0	385	300	171	0	0	310	0	0
4980	Workwear	0	102	0	0	0	0	0	0	0
4990	Sundries/Petty Cash	100	0	0	0	0	0	0	0	0
	Overhead Expenditure	86,709	102,781	91,990	44,003	0	2,462	100,347	0	0
	600 Net Income over Expenditure	-6,601	-23,395	-15,390	-7,569	0	-2,462	-22,138	0	0
6000	plus Transfer from EMR	0	3,402	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(6,601)</u>	<u>(19,993)</u>	<u>(15,390)</u>	<u>(7,569)</u>	<u>0</u>		<u>(22,138)</u>		
	Watson Hall - Income	80,108	79,387	76,600	36,433	0	0	78,209	0	0
	Expenditure	86,709	102,781	91,990	44,003	0	2,462	100,347	0	0
	Net Income over Expenditure	<u>-6,601</u>	<u>-23,395</u>	<u>-15,390</u>	<u>-7,569</u>	<u>0</u>	<u>-2,462</u>	<u>-22,138</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	3,402	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(6,601)</u>	<u>(19,993)</u>	<u>(15,390)</u>	<u>(7,569)</u>	<u>0</u>		<u>(22,138)</u>		
	Total Budget Income	80,108	79,387	76,600	36,433	0	0	78,209	0	0
	Expenditure	86,709	102,781	91,990	44,003	0	2,462	100,347	0	0
	Net Income over Expenditure	<u>-6,601</u>	<u>-23,395</u>	<u>-15,390</u>	<u>-7,569</u>	<u>0</u>	<u>-2,462</u>	<u>-22,138</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	3,402	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(6,601)</u>	<u>(19,993)</u>	<u>(15,390)</u>	<u>(7,569)</u>	<u>0</u>		<u>(22,138)</u>		

## Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
210 64 Barton Street						
4195 Health & Safety	800	825	0	0	0	0
4450 Maintenance	50,000	51,547	0	0	0	0
4505 64 Barton St Fundraising	4,000	0	0	0	0	0
Total Overhead Expenditure	54,800	52,372	0	0	0	0
Net Income over Expenditure	(54,800)	(52,372)	0	0	0	0
Total Budget Income	0	0	0	0	0	0
Expenditure	54,800	52,372	0	0	0	0
Movement to/(from) Gen Reserve	(54,800)	(52,372)	0	0	0	0



## Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
200 Moorings						
1300 Moorings Income	6,000	6,180	0	0	0	0
Total Income	6,000	6,180	0	0	0	0
4450 Maintenance	5,000	5,155	0	0	0	0
4460 Rates	1,300	1,341	0	0	0	0
4470 Mooring Leases	100	100	0	0	0	0
4480 Projects - Moorings	10,000	10,310	0	0	0	0
Total Overhead Expenditure	16,400	16,906	0	0	0	0
Net Income over Expenditure	(10,400)	(10,726)	0	0	0	0
Total Budget Income	6,000	6,180	0	0	0	0
Expenditure	16,400	16,906	0	0	0	0
Movement to/(from) Gen Reserve	(10,400)	(10,726)	0	0	0	0

## Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
220 Town Hall						
1400 Garden Income	50	52	0	0	0	0
1410 Town Hall Income	20,000	20,000	0	0	0	0
Total Income	20,050	20,052	0	0	0	0
4195 Health & Safety	600	319	0	0	0	0
4450 Maintenance	12,735	13,129	0	0	0	0
4460 Rates	4,200	4,330	0	0	0	0
4550 Water	900	928	0	0	0	0
4560 Electric	5,000	5,155	0	0	0	0
4570 Gas	3,500	3,609	0	0	0	0
4580 Garden Expenditure	300	310	0	0	0	0
4590 Projects	16,000	16,495	0	0	0	0
4960 Equipment	2,000	2,062	0	0	0	0
4961 Waste and recycling	200	207	0	0	0	0
Total Overhead Expenditure	45,435	46,544	0	0	0	0
Net Income over Expenditure	(25,385)	(26,492)	0	0	0	0
Total Budget Income	20,050	20,052	0	0	0	0
Expenditure	45,435	46,544	0	0	0	0
Movement to/(from) Gen Reserve	(25,385)	(26,492)	0	0	0	0

## Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
230 War Memorial						
4450 Maintenance	1,000	1,031	0	0	0	0
Total Overhead Expenditure	1,000	1,031	0	0	0	0
Net Income over Expenditure	(1,000)	(1,031)	0	0	0	0
Total Budget Income	0	0	0	0	0	0
Expenditure	1,000	1,031	0	0	0	0
Movement to/(from) Gen Reserve	(1,000)	(1,031)	0	0	0	0

## Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
600 Watson Hall						
1800 Watson Hall Income	24,000	24,000	0	0	0	0
1810 Leases	600	600	0	0	0	0
1820 Tudor Bar Income	45,000	46,392	0	0	0	0
1830 Events Income	7,000	7,217	0	0	0	0
Total Income	76,600	78,209	0	0	0	0
4195 Health & Safety	800	825	0	0	0	0
4221 Telephone/IT (WH)	1,000	1,031	0	0	0	0
4280 Events & Services	7,000	7,217	0	0	0	0
4450 Maintenance	10,000	10,310	0	0	0	0
4550 Water	1,500	1,547	0	0	0	0
4560 Electric	6,000	6,186	0	0	0	0
4570 Gas	4,000	4,124	0	0	0	0
4590 Projects	14,000	18,000	0	0	0	0
4912 Bar Payroll Processing	220	227	0	0	0	0
4913 Bar Equipment	1,500	1,547	0	0	0	0
4914 Bar Card Charges	850	877	0	0	0	0
4915 Events Card Charges	300	310	0	0	0	0
4920 Bar Audit	520	536	0	0	0	0
4950 Bar Stock	25,000	25,774	0	0	0	0
4955 Bar Salaries	17,000	17,526	0	0	0	0
4960 Equipment	2,000	4,000	0	0	0	0
4961 Waste and recycling	300	310	0	0	0	0
Total Overhead Expenditure	91,990	100,347	0	0	0	0
Net Income over Expenditure	(15,390)	(22,138)	0	0	0	0
Total Budget Income	76,600	78,209	0	0	0	0
Expenditure	91,990	100,347	0	0	0	0
Movement to/(from) Gen Reserve	(15,390)	(22,138)	0	0	0	0



Dear Becky,

## **023544 – Watson Hall, Tewkesbury**

Thank you for your call. As requested, I am pleased to provide our fee proposal for acoustic consultancy on the event noise at Watson Hall.

The scope of works is as follows:

### **1. Scope of Works**

We would undertake a site visit to investigate the sound transmission paths from the Hall. We would attend during normal working hours and run our speakers to determine the weak points in the construction. We would discuss options for mitigation with the client when on site.

We would leave a sound level meter externally on site, to set the noise limits, over a 24 hour period. If the limits are already set within the premises' license, then this element will not be needed and the fee can be reduced.

The monitoring requires clement weather conditions (dry and no wind).

For the monitoring, Class 1 Sound Level Analysers will be used. The instrumentation will be fully calibrated by the manufacturer, or other approved body, as required by the British Standard, with current calibration certificates.

We would carry out a computer modelling exercise for the existing and proposed schemes and the report will propose mitigation measures to achieve, as far as feasible, acceptable conditions externally to the dwellings (i.e., fabric construction, window performance and ventilation criteria, noise barriers) from amplified/live music.

This could be a staged approach of mitigation, if needed, with varying level of noise limiter.

The advice and assessment would consider the noise impact in accordance with relevant guidance.

We would issue a report with the results of the assessment for your review and submission to the local authority.

### **2. Fees**

This proposal is based on a contract and fee in accordance with the Association of Consulting Engineers Short Form Agreement 2015 for reports and advisory work. This is essentially on a time and expenses basis. The proposal is valid for 60 days.

The proposal is valid for 60 days. The proposed fixed fee (including expenses) for the above noted elements is:

**£ 1,950.00+VAT**



### Terms of Appointment

If we were to be appointed, the terms of appointment will be dependent on our in house checks and existing client's payment history. Our terms are typically:

- New clients will be on a pro-forma basis, with payment before we issue report.
- For existing clients, we would require a letter of appointment or a purchase order (on company letterhead) **directly from the party we are to invoice.**

Our terms of payment are **strictly** 30 days from date of invoice.

If the form of appointment received is not considered appropriate by us, we would work on a pro-forma basis.

Our terms would be confirmed to the client at the start of each project.

We reserve the right to amend the terms of appointment of this fee proposal.

### 3. Additional Information

#### Insurance

The proposal is based on a Professional Indemnity cover of £ 5,000,000 (Five million pounds).

#### Additional Fees

Any additional work not stated within this fee proposal will be charged at the following rate (exclusive of VAT):

- Directors £ 125.00 per hour plus expenses
- Senior Consultants £ 90.00 per hour plus expenses
- Consultants £ 70.00 per hour plus expenses

For more details, please see our website at [www.acoustic-ltd.co.uk](http://www.acoustic-ltd.co.uk).

I thank you for your enquiry and trust that this is generally in accordance with your requirements and look forward to your response.

Yours sincerely,

**Blake Lucas BEng. (Hons) MIOA**  
**Director**  
**FOR ACOUSTIC CONSULTANTS LIMITED**

# 1. Removing the requirement to have a designated premises supervisor: guidance for applicants

Licensing Act 2003

(Published May 2012)

## 1.1 General

It is now possible for community, church and village halls to apply under section 25A(6) of the Licensing Act 2003 ('the act') to remove the mandatory conditions in section 19(2) and (3) of the act to (which require a designated premises supervisor (DPS), who must be a personal licence holder, to authorise every supply of alcohol) and replace them with an alternative licence condition in under which a management committee is responsible for the supply of alcohol. This removes some of the associated burdens that the current conditions place on volunteers.

There will be no automatic disapplication of the conditions in respect of any premises. A management committee of a community, church or village hall that seeks the removal of the conditions from an existing licence, or wishes to apply for a licence that does not include them, will need to apply to their local licensing authority for the conditions to be removed and the alternative condition imposed instead.

The types of application that can be made are as follows:

- application to replace the requirement to have a DPS with the alternative licence condition for an existing premises licence to supply alcohol
- new application for a premises licence including the supply of alcohol under the alternative licence condition
- application to vary an existing premises licence to add the supply of alcohol under the alternative licence condition

## 1.2 Who can apply?

The application must come from a committee or board with responsibility for the management of the community premises.

A 'committee' or 'board of individuals' is intended to cover any formally constituted, transparent and accountable management committee or structure. It should have the capacity to provide sufficient oversight of the premises to minimise any risk to the licensing objectives that could arise from allowing the responsibility for supervising

the sale of alcohol to be transferred from a DPS. This could include management committees, executive committees and boards of trustees. The application form requires the applicant to provide the names of the management committee's main officers eg the chair, secretary, treasurer.

Community premises may wish to check their position with the licensing authority before making an application.

### **1.3 Definition of community premises**

In most cases, it should be self evident whether a premises is or forms part of a community premises, such as a church hall, chapel hall, village hall, parish hall, community hall or other similar building. The criteria are the same as those used for the purposes of fees exemptions, so premises that have an existing premises licence and qualify for fee exemptions for regulated entertainment will also be 'community premises' for these purposes.

Where it is not clear, the main criteria will be how the premises are predominantly used. Those premises that are made available for community benefit most of the time and accessible by a broad range of persons and sectors of the community, including for purposes beneficial to the community as a whole, are likely to meet the definition.

Many premises such as schools and private halls are made available for private hire by the general public. This fact alone would not be sufficient for such premises to qualify as community premises. Although this might be seen as providing a facility for the community, licensing authorities will consider whether halls used largely for private hire by individuals or private entities are genuinely by their nature 'community premises'. The test is whether the predominant use of the premises is for community benefit rather than the utility of the premises for members of the community for private purposes.

If the general use of the premises is contingent upon membership of a particular organisation, this would strongly suggest that the premises in question are not a 'community premises' within the definition. However, hiring the premises to individual organisations and users who restrict their activities to their own members and guests would not necessarily conflict with the status of the premises as 'community premises', provided the premises are generally available for use by the community in the sense described above.



## **1.4 Who will be responsible for complying with the law?**

As the premises licence holder, the management committee will collectively be responsible for ensuring compliance with licence conditions and the law (and may remain liable to prosecution for one of the offences in the act) although there would not necessarily be any individual member always present at the premises.

While overall responsibility will lie with the management committee, where the premises are hired out the hirer may be clearly identified as having responsibility for matters falling within their control (eg under the contract for hire offered by the licence holder), much in the same way that the event organiser may be responsible for an event held under a Temporary Event Notice (TEN). Where hirers are provided with a written summary of their responsibilities under the act in relation to the sale of alcohol, the management committee is likely to be treated as having taken adequate steps to avoid liability to prosecution if a licensing offence is committed.

## **1.5 The fee**

The fee to apply to replace the requirement to have a DPS with the alternative licence condition is £23. No extra payment is required beyond the existing fee to include the alternative licence condition as a part of a new application or a variation.

## **1.6 Advertising**

There is no requirement to advertise an application to include the alternative licence condition.

## **1.7 Objections to an application**

Only the Chief Officer of Police can object to a request for the inclusion of the alternative licence condition on the grounds of crime and disorder. The police will consider any history of incidents at an establishment in light of the actual or proposed management arrangements, including in relation to the use of appropriate hire agreements. If the Chief Officer of Police objects to the application to include the alternative licence condition on crime prevention grounds, the licensing authority must hold a hearing to consider the objection and determine whether to grant the application.

If the application for the alternative licence condition is granted, any responsible authority as defined in section 13(4) of the act and/or any other person can seek reinstatement of the conditions to have a DPS through licence review (in accordance with sections 51 and 52A of the act).

## **1.8 Appeals**

Where the Chief Officer of Police has made relevant representations against the inclusion of the alternative licence condition, or given a notice under section 41D(6) of the act which was not withdrawn, the Chief Officer of Police can appeal the decision of the licensing authority to allow the inclusion of the alternative licence condition.

Similarly, a community premises can appeal a decision by the licensing authority to refuse to include the alternative licence condition following a hearing triggered by relevant representations or by a notice given under section 41D(6). Following a review of the licence in which the mandatory conditions are reinstated, the licence holder may appeal against the decision. If the alternative licence condition is not removed on the determination of the review, the applicant for the review or any person who made relevant representations may appeal against that decision.