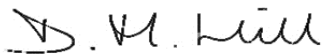


**TEWKESBURY TOWN COUNCIL
BUILDINGS & MOORINGS COMMITTEE
TUESDAY 12TH DECEMBER 2023**

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 12th December 2023 at 6.00pm

Members of the public and press are welcome to attend.



Debbie Hill,
Town Clerk
7th December 2023

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 24th October 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, earmarked reserves report and annual budget 2024/25 report
10. Approve the vire of £3,550 from 210 4505 64 Barton Street fundraising to 600 4505 Watson Hall fundraising
11. Approve the release of earmarked reserve 363 Watson Hall maintenance to 600 4450 Watson Hall maintenance
12. Retrospectively approve additional expenditure of £1,391.81 for an upgrade to the short throw projector at the Watson Hall

- 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 opportunities for the Watson Hall and approve 15% matched funding for the heating, ventilation and air conditioning project if the grant application is successful
- 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

MINUTES
of the
**Buildings & Moorings Committee meeting held on 24th October 2023 at 6.00pm in the
Town Hall, Tewkesbury**

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

In attendance: D Hill (Town Clerk), Cllr J Raywood and six members of the public

B&M.23.035 Receive apologies for absence

Cllr Robertson

B&M.23.036 Receive declarations of interest

None for members. The Chair advised that the Town Clerk had an interest in respect of item 16 of the agenda. **Post meeting note:** item 16 was not discussed at the meeting due to time constraints.

B&M.23.037 Receive dispensations

None.

B&M.23.038 Approve the minutes of the Buildings & Moorings Committee meetings held on 25th July 2023

It was RESOLVED to approve the minutes of the meeting held on 25th July. Proposed by Cllr S Raywood, seconded by Cllr Jones.

B&M.23.039 Matters arising from the minutes – for information only

20.127 64 Barton Street repairs – added to work of main contractor – check crack in wall has been identified. Check condition of toilet window. **Action:** Town Clerk to liaise with Architect/Contractor about these items.

22.048 TH Basement storage – ongoing.

Lease to Avon Navigation Trust – insurance information received, so next stage progressing.

Town Hall heating improvements – lagging and zone complete. Some upgrade issues remain outstanding.

22.115 Mooring structure at Priors Court – Town Council to obtain a warrant – ongoing.

23.016 Building Condition reports – **Action:** Town Clerk to speak to Architect about the best way to move forward with this work in terms of project management, planning permissions etc.

23.025 HAZ income & expenditure – **Action:** Town Clerk/Finance Officer to undertake work on the finance system to make the recording of grant income clearer.

23.033 Accessibility issues at the Town Hall – ongoing, working with partners, Tewkesbury Borough Council, Gloucestershire County Council (GCC) and Architects. Grants for some of this work may be available. Cllr J Raywood confirmed that

communication now received from GCC.

B&M.23.040 Receive correspondence relating to the Buildings & Moorings Committee

An email was received from a member of the public and a response from the Town Council as follows:

Almost three years ago Friends of Mill Avon (FOMA) first proposed to the Council's Buildings and Moorings committee (B&M) that the Mill Bank Jetty be used for very short stay visiting boats to facilitate their crews visiting this end of town plus providing a stage where Canoes and SUPs could be taken out and put in, particularly by those going up and down the Mill Avon past the Abbey Mill.

FOMA regrets that it took B&M around one and a half years to accept this proposal and confirm the Jetty would be used for that purpose, not for permanent moorings. FOMA further regrets that after a further year and a half the Jetty has not yet been prepared for and is not being used for the purpose agreed.

Anything done has not been part of a well thought out coherent plan but has been spasmodic and incomplete.

FOMA asks that a working group, in which it is invited to participate, studies the detailed requirements, solutions, funding requirements and timescales resulting in a documented implementation plan, approved by the committee, for all to understand?

Part of the initial FOMA proposals was the removal of then newly installed high mooring poles, regarded as inappropriate and ugly in a highly sensitive heritage area but also as unnecessary if the Jetty was to be used as proposed.

The Jetty continues to be used contrary to agreed plan, as a permanent mooring, and the poles are being raised to their original height, provocatively so. FOMA asks that the mooring poles be left in their acceptable reduced state?

The Chair of the Buildings & Moorings Committee thanked the member of the public for their email. The issues raised will be addressed by the Moorings working group and there is also consideration being given to splitting the Buildings & Moorings committee in the near future.

B&M.23.041 Public Participation

A member of the public commented that a boat was moved to the jetty mooring on St Mary's Road and since then the steps could not have been used by paddleboarders and added support for the agenda item to discuss the moorings working group.

Another member of the public stated that they have removed nearly a skip full of weeds and debris. and that stand up paddleboarders have requested a handrail to help with access to and from the river. The member of the public offered to install a handrail free of charge.

Action – review of moorings and number of boats to be taken to the working group. Another member of the public asked whether there are any plans for dealing with the floating pennywort.

Another member of the public raised the issue of accessibility for the Town Hall and stated that the main problem seems to be the staircase. This member of the public also queried whether mooring fees would be increased and whether rates would be budgeted for at the Watson Hall.

B&M.23.042 Approve payments to be made

It was RESOLVED to approve the payments list totalling £12,193.01. Proposed by Cllr Langdon, seconded by Cllr Jones.

B&M.23.043 Review the budget report and earmarked reserves report

The Town Clerk reported that the following budget codes have overspent their budget:

200 4450 Moorings maintenance overspent by £4,867. Health and Safety works had to be completed and **4960** need to separate HAZ expenditure. **Action:** Committee Chair to review expenditure for project related expenditure.

210 4500 64 Barton Street projects relates to refurbishment works expenditure ahead of grant income being received. **Action:** 4590 expenditure to be moved to 4500.

600 4450 Watson Hall maintenance, overspent by £1,074. Mainly attributable to expenditure on health and safety related matters. More spend anticipated in relation to ongoing maintenance.

200 4450 Maintenance, £90 committed. **Action: Town Clerk to raise with RBS.**

Action: add release of earmarked reserves to the next agenda.

B&M.23.044 Agree the budget for 2024/25 and the forward budget

The budget for 2024/25 was reviewed against the budget for the previous year and the six month current year position and the draft budget for 2024/25 was agreed. The forward budget was not set due to the current unpredictable economical situation and cost of living crisis.

Six below agenda items deferred to next meeting:

B&M.23.045 Retrospectively approve additional expenditure of £1,391.81 for an upgrade to the short throw projector at the Watson Hall

B&M.23.046 Approve the appointment of an acoustic sound engineer for the Watson Hall at a cost of £1,950

B&M.23.047 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

B&M.23.048 Receive an update from the Town Clerk on funding options for the Watson Hall and Town Hall

B&M.23.049 Review and approve the moorings license

B&M.23.050 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

B&M.23.051 Review of B&M working groups and work programmes

It was agreed that there should be future working group meetings to discuss accessibility issues, moorings matters and the work programme.

It was noted that as a Town Council, overall buildings and moorings problems have built up over the exacerbated by being under resourced for many years.

The meeting was extended to 20:30 and again to 20:45 in order to complete the budget setting. The meeting closed a 20:43

Signature of Chairman upon approval of the minutes 21st November 2023

DRAFT

Detailed Income & Expenditure by Budget Heading 07/12/2023

Month No: 8

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	4,934	6,000	1,066			
1850 HAZ Income	35,103	0	(35,103)			
Moorings :- Income	40,037	6,000	(34,037)			0
4390 Grant Expenditure	43,735	0	(43,735)		(43,735)	
4450 Maintenance	9,697	5,000	(4,697)		(4,697)	
4460 Rates	1,369	1,300	(69)		(69)	
4470 Mooring Leases	100	100	0		0	
4480 Projects - Moorings	1,508	10,000	8,492		8,492	
4960 Equipment	358	0	(358)		(358)	
Moorings :- Indirect Expenditure	56,766	16,400	(40,366)	0	(40,366)	0
Net Income over Expenditure	(16,729)	(10,400)	6,329			
<u>210 64 Barton Street</u>						
4195 Health & Safety	0	800	800		800	
4390 Grant Expenditure	64,789	0	(64,789)		(64,789)	
4450 Maintenance	1,917	50,000	48,083		48,083	
4500 64 Barton Street Projects	37,346	0	(37,346)		(37,346)	
4505 Fundraising	450	4,000	3,550		3,550	
4590 Projects	1,950	0	(1,950)		(1,950)	
64 Barton Street :- Indirect Expenditure	106,452	54,800	(51,652)	0	(51,652)	0
Net Expenditure	(106,452)	(54,800)	51,652			
<u>220 Town Hall</u>						
1400 Garden Income	0	50	50			
1410 Town Hall Income	11,872	20,000	8,128			
1415 TH Merch Income	10	0	(10)			
1850 HAZ Income	9,000	0	(9,000)			
Town Hall :- Income	20,882	20,050	(832)			0
4195 Health & Safety	0	600	600		600	
4390 Grant Expenditure	26,270	0	(26,270)		(26,270)	
4450 Maintenance	3,286	12,735	9,449	480	8,969	90
4460 Rates	2,835	4,200	1,365		1,365	
4550 Water	811	900	89		89	
4560 Electric	1,482	5,000	3,518		3,518	
4570 Gas	396	3,500	3,104		3,104	

Detailed Income & Expenditure by Budget Heading 07/12/2023

Month No: 8

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4580 Garden Expenditure	59	300	241		241	
4590 Projects	9,265	16,000	6,735		6,735	
4960 Equipment	1,177	2,000	823		823	
4961 Waste and recycling	0	200	200		200	
Town Hall :- Indirect Expenditure	<u>45,580</u>	<u>45,435</u>	<u>(145)</u>	<u>480</u>	<u>(625)</u>	<u>90</u>
Net Income over Expenditure	<u>(24,698)</u>	<u>(25,385)</u>	<u>(687)</u>			
6000 plus Transfer from EMR	90					
Movement to/(from) Gen Reserve	<u>(24,608)</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>
Net Expenditure	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>			
Building & Moorings :- Income	60,919	26,050	(34,869)			
Expenditure	208,797	117,635	(91,162)	480	(91,642)	
Net Income over Expenditure	<u>(147,879)</u>	<u>(91,585)</u>	<u>56,294</u>			
plus Transfer from EMR	90					
Movement to/(from) Gen Reserve	<u>(147,789)</u>					
Grand Totals:- Income	60,919	26,050	(34,869)			
Expenditure	208,797	117,635	(91,162)	480	(91,642)	
Net Income over Expenditure	<u>(147,879)</u>	<u>(91,585)</u>	<u>56,294</u>			
plus Transfer from EMR	90					
Movement to/(from) Gen Reserve	<u>(147,789)</u>					

Watson Hall600 Watson Hall

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
1100 Grant Income	205	0	(205)			
1800 Watson Hall Income	16,547	24,000	7,453			
1810 Leases	0	600	600			
1820 Tudor Bar Income	29,553	45,000	15,447			
1830 Events Income	6	7,000	6,994			
Watson Hall :- Income	<u>46,310</u>	<u>76,600</u>	<u>30,290</u>			<u>0</u>
4195 Health & Safety	159	800	641	152	489	
4221 Telephone/IT (WH)	734	1,000	266		266	
4280 Events & Services	540	7,000	6,460		6,460	
4450 Maintenance	10,705	10,000	(705)	650	(1,355)	
4550 Water	794	1,500	706		706	
4560 Electric	5,462	6,000	538		538	
4570 Gas	459	4,000	3,541		3,541	
4590 Projects	13,931	14,000	69		69	
4912 Bar Payroll Processing	177	220	43		43	
4913 Bar Equipment	1,172	1,500	328		328	
4914 Bar Card Charges	443	850	407		407	
4915 Events Card Charges	12	300	288		288	
4920 Bar Audit	0	520	520		520	
4950 Bar Stock	12,367	25,000	12,633		12,633	
4955 Bar Salaries	10,514	17,000	6,486		6,486	
4960 Equipment	2,728	2,000	(728)	300	(1,028)	
4961 Waste and recycling	248	300	52		52	
Watson Hall :- Indirect Expenditure	<u>60,446</u>	<u>91,990</u>	<u>31,544</u>	<u>1,102</u>	<u>30,442</u>	<u>0</u>
Net Income over Expenditure	<u>(14,136)</u>	<u>(15,390)</u>	<u>(1,255)</u>			
Watson Hall :- Income	46,310	76,600	30,290			
Expenditure	60,446	91,990	31,544	1,102	30,442	
Movement to/(from) Gen Reserve	<u>(14,136)</u>					
Grand Totals:- Income	46,310	76,600	30,290			
Expenditure	60,446	91,990	31,544	1,102	30,442	
Net Income over Expenditure	<u>(14,136)</u>	<u>(15,390)</u>	<u>(1,255)</u>			
Movement to/(from) Gen Reserve	<u>(14,136)</u>					

Earmarked Reserves

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
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
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
335 EMR E&A Bus Shelters	2,640.00		2,640.00
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
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
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
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>277,142.96</u>	<u>-1,306.00</u>	<u>275,836.96</u>

Annual Budget - By Committee (Actual YTD Month 8)

		<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 & Moorings</u>										
<u>200</u>	<u>Moorings</u>									
1300	Moorings Income	5,722	6,855	6,000	4,934	0	0	7,000	0	0
1850	HAZ Income	0	-35,103	0	35,103	0	0	0	0	0
	Total Income	5,722	-28,248	6,000	40,037	0	0	7,000	0	0
4390	Grant Expenditure	0	0	0	43,735	0	0	0	0	0
4450	Maintenance	4,162	14,692	5,000	9,697	0	0	7,000	0	0
4460	Rates	1,561	1,098	1,300	1,369	0	0	1,500	0	0
4470	Mooring Leases	100	100	100	100	0	0	100	0	0
4480	Projects - Moorings	6,500	27,980	10,000	1,508	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	56,766	0	0	18,910	0	0
	200 Net Income over Expenditure	-6,601	-72,118	-10,400	-16,729	0	0	-11,910	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)	(16,729)	0		(11,910)		
<u>210</u>	<u>64 Barton Street</u>									
4195	Health & Safety	300	382	800	0	0	0	825	0	0
4390	Grant Expenditure	0	0	0	64,789	0	0	0	0	0
4450	Maintenance	15,000	1,445	50,000	1,917	0	0	30,000	0	0
4500	64 Barton Street Projects	25,000	13,781	0	37,346	0	0	0	0	0
4505	Fundraising	0	6,068	4,000	450	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4590	Projects	0	0	0	1,950	0	0	0	0	0
	Overhead Expenditure	40,300	21,675	54,800	106,452	0	0	30,825	0	0
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>(106,452)</u>	<u>0</u>		<u>(30,825)</u>		
<u>220</u>	<u>Town Hall</u>									
1400	Garden Income	104	10	50	0	0	0	50	0	0
1410	Town Hall Income	20,000	18,622	20,000	11,872	0	0	15,000	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>20,882</u>	<u>0</u>	<u>0</u>	<u>15,050</u>	<u>0</u>	<u>0</u>
4195	Health & Safety	500	1,454	600	0	0	0	1,000	0	0
4390	Grant Expenditure	0	0	0	26,270	0	0	0	0	0
4450	Maintenance	12,485	12,117	12,735	3,286	0	480	15,000	0	0
4460	Rates	4,266	4,192	4,200	2,835	0	0	4,330	0	0
4550	Water	728	1,590	900	811	0	0	1,700	0	0
4560	Electric	2,000	4,360	5,000	1,482	0	0	5,155	0	0
4570	Gas	3,000	2,551	3,500	396	0	0	3,000	0	0
4580	Garden Expenditure	312	618	300	59	0	0	700	0	0
4590	Projects	15,606	1,079	16,000	9,265	0	0	20,000	0	0
4960	Equipment	2,081	1,211	2,000	1,177	0	0	2,000	0	0
4961	Waste and recycling	0	144	200	0	0	0	200	0	0
	Overhead Expenditure	<u>40,978</u>	<u>29,316</u>	<u>45,435</u>	<u>45,580</u>	<u>0</u>	<u>480</u>	<u>53,085</u>	<u>0</u>	<u>0</u>

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Annual Budget - By Committee (Actual YTD Month 8)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	220 Net Income over Expenditure	-20,874	-19,677	-25,385	-24,698	0	-480	-38,035	0	0
6000	plus Transfer from EMR	0	0	0	90	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(20,874)</u>	<u>(19,677)</u>	<u>(25,385)</u>	<u>(24,608)</u>	<u>0</u>		<u>(38,035)</u>		
<u>230</u>	<u>War Memorial</u>									
4450	Maintenance	1,040	22	1,000	0	0	0	1,000	0	0
	Overhead Expenditure	1,040	22	1,000	0	0	0	1,000	0	0
	Movement to/(from) Gen Reserve	<u>(1,040)</u>	<u>(22)</u>	<u>(1,000)</u>	<u>0</u>	<u>0</u>		<u>(1,000)</u>		
	Building & Moorings - Income	25,826	-18,609	26,050	60,919	0	0	22,050	0	0
	Expenditure	94,641	94,884	117,635	208,797	0	480	103,820	0	0
	Net Income over Expenditure	<u>-68,815</u>	<u>-113,492</u>	<u>-91,585</u>	<u>-147,879</u>	<u>0</u>	<u>-480</u>	<u>-81,770</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>(147,789)</u>	<u>0</u>		<u>(81,770)</u>		
	Total Budget Income	25,826	-18,609	26,050	60,919	0	0	22,050	0	0
	Expenditure	94,641	94,884	117,635	208,797	0	480	103,820	0	0
	Net Income over Expenditure	<u>-68,815</u>	<u>-113,492</u>	<u>-91,585</u>	<u>-147,879</u>	<u>0</u>	<u>-480</u>	<u>-81,770</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>(147,789)</u>	<u>0</u>		<u>(81,770)</u>		

Annual Budget - By Committee (Actual YTD Month 8)

		<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>									
1100	Grant Income	0	0	0	205	0	0	0	0	0
1800	Watson Hall Income	22,808	30,242	24,000	16,547	0	0	20,000	0	0
1810	Leases	300	0	600	0	0	0	600	0	0
1820	Tudor Bar Income	50,000	44,375	45,000	29,553	0	0	30,000	0	0
1830	Events Income	7,000	4,694	7,000	6	0	0	3,000	0	0
1835	Go Fund Me Watson Hall	0	76	0	0	0	0	0	0	0
	Total Income	80,108	79,387	76,600	46,310	0	0	53,600	0	0
4195	Health & Safety	500	1,499	800	159	0	152	825	0	0
4221	Telephone/IT (WH)	750	1,013	1,000	734	0	0	1,500	0	0
4250	IT	0	440	0	0	0	0	0	0	0
4280	Events & Services	7,000	8,358	7,000	540	0	0	3,000	0	0
4450	Maintenance	10,000	9,694	10,000	10,705	0	650	13,000	0	0
4550	Water	728	1,411	1,500	794	0	0	1,547	0	0
4560	Electric	3,000	8,282	6,000	5,462	0	0	8,800	0	0
4570	Gas	2,081	1,990	4,000	459	0	0	4,124	0	0
4590	Projects	18,000	5,245	14,000	13,931	0	0	18,000	0	0
4912	Bar Payroll Processing	200	250	220	177	0	0	250	0	0
4913	Bar Equipment	1,500	1,205	1,500	1,172	0	0	2,000	0	0
4914	Bar Card Charges	850	636	850	443	0	0	700	0	0
4915	Events Card Charges	0	253	300	12	0	0	100	0	0
4919	Doors & Floor Project	0	16,155	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 8)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4920	Bar Audit	0	260	520	0	0	0	500	0	0
4950	Bar Stock	23,000	23,731	25,000	12,367	0	0	17,000	0	0
4955	Bar Salaries	15,000	17,032	17,000	10,514	0	0	12,000	0	0
4960	Equipment	4,000	4,841	2,000	2,728	0	300	2,000	0	0
4961	Waste and recycling	0	385	300	248	0	0	400	0	0
4980	Workwear	0	102	0	0	0	0	200	0	0
4990	Sundries/Petty Cash	100	0	0	0	0	0	0	0	0
	Overhead Expenditure	86,709	102,781	91,990	60,446	0	1,102	85,946	0	0
	600 Net Income over Expenditure	-6,601	-23,395	-15,390	-14,136	0	-1,102	-32,346	0	0
6000	plus Transfer from EMR	0	3,402	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(6,601)	(19,993)	(15,390)	(14,136)	0		(32,346)		
	Watson Hall - Income	80,108	79,387	76,600	46,310	0	0	53,600	0	0
	Expenditure	86,709	102,781	91,990	60,446	0	1,102	85,946	0	0
	Net Income over Expenditure	-6,601	-23,395	-15,390	-14,136	0	-1,102	-32,346	0	0
	plus Transfer from EMR	0	3,402	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(6,601)	(19,993)	(15,390)	(14,136)	0		(32,346)		
	Total Budget Income	80,108	79,387	76,600	46,310	0	0	53,600	0	0
	Expenditure	86,709	102,781	91,990	60,446	0	1,102	85,946	0	0
	Net Income over Expenditure	-6,601	-23,395	-15,390	-14,136	0	-1,102	-32,346	0	0
	plus Transfer from EMR	0	3,402	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 8)

	<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>(6,601)</u>	<u>(19,993)</u>	<u>(15,390)</u>	<u>(14,136)</u>	<u>0</u>		<u>(32,346)</u>		

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.

TEWKESBURY TOWN COUNCIL

TOWN HALL HIGH STREET TEWKESBURY GL20 5AL

TEL: 01684 294639

BERTHING APPLICATION:

APPLICANT'S FIRST NAME(S):	
APPLICANT'S SURNAME:	
APPLICANT'S ADDRESS:	
POSTCODE:	
DAYTIME TELEPHONE NUMBER:	

- i. I request Tewkesbury Town Council (hereafter called TCC) to grant me a Berthing Licence for a berth afloat for the vessel described below, in accordance with the scale I have indicated below, and I enclose a remittance value of £50 as a deposit for renting a berth which I understand is not refundable in the case of cancellation, or the berth not being taken up within one month. The sum is refundable on expiry of the **licence** assuming all due fees and costs received and no damage made.
- ii. I have read and accept the conditions set out below all of which shall form the agreement in due course, when this document is received for the total berth payment, or when the Standing Order mandate is in place or the vessel arrives at the mooring whichever is the earlier.
- iii. I also understand that TTC reserves the right to allocate berths according to availability and length/type of vessel.
- iv. I declare that no Hire Purchase Company, mortgagee, other owner of any other person has an interest in the vessel other than set out below. (Application for a vessel owned by a Company shall be signed by a Director "as Guarantor").

PREFERRED PAYMENT METHOD: – strike through other.	ONE OFF PAYMENT IN ADVANCE (Cheque or Bank transfer) or MONTHLY PAYMENTS (Standing Order)
NAME OF VESSEL:	
TYPE OF VESSEL (CRUISER, NARROWBOAT ETC.):	
OVERALL LENGTH OF VESSEL INC. DAVITS, ENGINES, BOWSPIRITS ETC: (In feet to nearest foot). <i>Minimum overall length for berthing cost calculations: 21ft</i>	
BEAM: (in feet and inches) <i>Maximum 10 feet.</i>	
DRAFT: (in feet and inches)	
BERTHING FEE PAYABLE: (Overall length in feet x 6 or 12 months x £2.70) <i>Minimum 21 feet</i> Commercial rate £3.00 per ft per month	£

The berthing charge detailed above is inclusive of VAT.

CONDITIONS:

- i. Use of TTC's moorings by a vessel outside a contracted period shall be charged at a daily rate of £5 per vessel.
- ii. Vessels moored on TTC's moorings must be currently licensed by ANT and abide by their by-laws, including insurance and Boat Safety Certification requirements.
- iii. Vessel owners are not permitted to attach or erect any object to or on TTC's property including the mooring and the river bank.
- iv. All refuse, waste of any sort etc, must be disposed of properly and not left at the TTC mooring or discharged into the river.
- v. No vessel berthed at a TTC mooring may be used for permanent habitation.
- vi. No berthing fee reduction will be made for time a vessel is away from its contracted TTC mooring.
- vii. A new licence application may not necessarily be accepted by TTC unless taken out at least 28 days before expiry of a current licence.
- viii. Vessels must be moored correctly. Owners are responsible for the safety of their vessel when the river is in flood and must comply with instructions given by ANT/TTC/Environment Agency.
- ix. Owners should ensure that their vessel does not cause damage to the TTC mooring. The Town Council reserves the right to claim for any damage caused to the mooring from the vessel owner or their insurers.

DETAILS OF OWNERSHIP AND INSURANCE COVERAGE:

NAME & ADDRESS OF JOINT OWNER, HP COMPANY, MORTGAGEE:	
VESSEL INSURED WITH:	
FOR 3 rd PARTY COVER TO: <i>Minimum £3M</i>	£
REQUESTED BERTH AREA – SEE PLAN: <i>Not allocated until contracted.</i>	
SIGNATURE OF APPLICANT:	
DATE:	

DEPOSIT RECEIPT/AND LICENCE VIEWED:

TEWKESBURY TOWN COUNCIL HEREBY ACKNOWLEDGE RECEIPT OF THE SUM OF: <i>A deposit – refundable only under conditions stated above.</i>	£50.00 (Cheque or Bank Transfer)
RECEIVED FROM:	
ADDRESS:	
ANT LICENCE VIEWED (<i>TICK BOX</i>):	
SIGNED FOR TEWKESBURY TOWN COUNCIL:	
DATE:	

BERTHING LICENCE:

Licenses will be issued for six or twelve month periods in advance.

FOR A BERTH FOR THE ABOVE VESSEL: <i>To be allocated at the mooring owner's discretion at any time during the contract period.</i>	
FOR A PERIOD OF:	SIX MONTHS: TWELVE MONTHS:
COMMENCING ON:	MONTH: YEAR:

PAYMENT INFORMATION:

PAYMENT TO:	TEWKESBURY TOWN COUNCIL
BANK:	LLOYDS
ACCOUNT NUMBER:	03031583
SORT CODE:	30-91-87

DRAFT