

**TEWKESBURY TOWN COUNCIL
BUILDINGS COMMITTEE
TUESDAY 28TH MAY 2024**

To: Councillors C Danter (Chairman), 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 28th May 2024 at 6.00pm

Members of the public and press are welcome to attend.



Debbie Hill,
Town Clerk
22nd May 2024

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 5th March 2024
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 release of 64BS grant expenditure earmarked reserve relating to MEND grant
11. Retrospectively approve additional expenditure of £396.40 for acoustic solution to the fire door on the balcony fire exit door at the Watson Hall
12. Review the extended topographical survey of the Town Hall and agree the next steps in relation to the accessibility project
13. Consider the appointment of an acoustic consultant to advise on solution for the Council Chamber and agree next steps
14. Review the work programme for the Town Hall and Watson Hall

- 15.** To resolve that the press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s.1. Sub section 2
- 16.** Receive an update from the Town Clerk in respect of the Licence for the garden at the rear of the Watson Hall and agree the next steps

MINUTES
of the
**Buildings & Moorings Committee meeting held on 5th March 2024 at 6.00pm in the Town
Hall, Tewkesbury**

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

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

B&M.23.068 Receive apologies for absence

Cllrs R Langdon, K Moran, C Robertson

B&M.23.069 Receive declarations of interest

Town Clerk regarding items 23.085 and 23.087.

B&M.23.070 Receive dispensations

None.

B&M.23.071 Approve the minutes of the Buildings & Moorings Committee meeting held on 12th December 2023

It was RESOLVED to approve the minutes of the meeting held on 12th December.
Proposed by Cllr S Raywood, seconded by Cllr Jones.

B&M.23.072 Matters arising from the minutes – for information only

22.048 TH Basement storage – the basement has been cleared of items to be disposed of and a skip has been booked. Cllr Danter to arrange final sort out.

Lease to Avon Navigation Trust – awaiting update from solicitor.

Town Hall heating improvements – some upgrade issues remain outstanding.

22.115 Mooring structure at Priors Court – Town Council requires a warrant to remove the structure – ongoing.

23.016 Building Condition reports – awaiting costs for Architect managed project at the Watson Hall (grant funding stream identified) and for Historic England to visit the Town Hall for possible inclusion on the at risk register.

23.033 Accessibility issues at the Town Hall – awaiting response from Highways Manager. This is now an active project for B&M committee and on agenda for this meeting.

23.041 Moorings working group - review of moorings and number of boats to be taken to working group – meeting to be arranged.

23.043 Budget - Committee chair to review expenditure for moorings maintenance vs project related expenditure – complete.

64 Barton Street 210 4590 - expenditure to be moved to 4500 – complete.

23.064 Removal of DPS at Watson Hall – no longer progressing but committee keen to have an update from Licensing team, especially regarding town safe project.

B&M.23.073 Receive correspondence relating to the Buildings & Moorings Committee

None.

B&M.23.074 Public Participation

A member of the public queried when the moorings working group meeting will be held as there remains concerns about the jetty structure on St. Mary's Road. The member of the public also stated that there remain outstanding questions for the working group from October 2023.

A member of the public read out a statement as follows:

My fit, active husband endured 3 strokes which have left him with significant mobility impairments.

We are well aware that any disability is limiting, and have become used to the disadvantages inherent with my husband's condition, and we know it is unreasonable to expect that every opportunity open to the able bodied will be also be made available to those with disabilities. However, we feel strongly that municipal buildings, and the services within them, should comply with legal requirements and the Equality Act says that public services must make 'reasonable adjustments' so disabled people can access them.

The issue of access to the Town Hall was brought home to us a few years ago when an event was organised in the venue by our local u3a, an organisation for retired people, and my husband, among others, was unable to attend, as the steps are insurmountable. I was alarmed to witness an elderly member of the u3a attempting to negotiate the steps with a walking aid. After the event, I raised the issue with the u3a committee who commendably undertook to raise the issue with the council and to find an alternative venue for future events until access to the Town Hall had been made possible. I also personally contacted the Mayor at around this time and received a positive response, but I ran out of steam when, despite requesting that the issue be added to the council agenda, I could find nothing in subsequent meeting notes which seemed to relate to the issue. I became despondent when reading in local publications about improvements to the High Street through the Heritage Action Zone fund and finding no reference to the Town Hall access.

I am aware that much work goes on behind the scenes and that I don't always know where to look for information about the councils committees and sub committees but I do feel that up to now disabled access has not been given the priority it should have. The Equality Act was passed over 13 years ago ... I appreciate the challenges involved with the building being listed, etc, but access 'through the back door' while not being ideal, as acknowledged in the meeting notes, would be a good indication to the community that the council at least acknowledged the needs of those with disabilities.

We are very pleased that the council now appears to be giving the issue some attention and it would be very helpful if you could share your progress with the community, by any means available. I also feel that to keep the momentum, the issue should be on the council's agenda until the matter is resolved.

B&M.23.075 Approve payments to be made

It was RESOLVED to approve the payments list totalling £2,747.98. Proposed by Cllr Jones, seconded by Cllr Bowman.

B&M.23.076 Review the budget report and earmarked reserves report

The budget and earmarked reserves reports were reviewed. It was noted that the Moorings maintenance budget and project budget had not reflected the journal of £3,237 from maintenance to projects.

B&M.23.077 Review Watson Hall income and expenditure – from Finance Committee

The committee reviewed Watson Hall income and expenditure and it was noted that current income over expenditure was £4,205.

B&M.23.078 Agree any vires, movement of existing earmarked reserves and new earmarked reserves

It was RESOLVED to approve the following movements in earmarked reserves. Proposed by Cllr Bowman, seconded by Cllr Danter.

EMR 351 Moorings St. Mary's Road to be combined with EMR 349 Moorings Projects

EMR 363 Watson Hall maintenance to be released to 600 4450

EMR 364 to be renamed to Buildings fundraising

Remaining budget at year end to be earmarked

200 4480 Moorings Projects to EMR 349

210 1100 64 Bartons Street grant income to new EMR

210 4450 64 Barton Street maintenance to EMR 320

220 4450 Town Hall maintenance to EMR 354

220 4590 Town Hall projects to EMR 360

230 4450 War Memorial maintenance to EMR 328

600 4913 Watson Hall bar equipment to EMR 356

600 1835 to new EMR

B&M.23.079 Review quotes and approve expenditure for replacement fire exit door to the balcony at the Watson Hall in financial year 2024/25

It was RESOLVED to approve the replacement fire exit door at a cost of £2,441.60. Proposed by Cllr Raywood, seconded by Cllr Jones.

B&M.23.080 Receive a report on accessibility to the Town Hall and to approve the next steps

Cllr J Raywood gave an overview of the report. She reported that the potential loss of car parking space in front of the Town Hall is acceptable in principle with Gloucestershire Highways. Tewkesbury Borough Council's Conservation Officer is also in favour in principle of the accessibility proposals. It was noted that the public status of the building may be in the Town Council's favour for the proposed alterations. The next step is to commission a Topographical Survey. **Action:** Town Clerk to contact Nick Joyce Architects for recommendation for a contractor to undertake the Topographical Survey. The Town Clerk has registered the Town Hall with Historic England regarding possible at risk status. The Town Clerk is looking into funding possibilities with the Town Council's fundraiser.

B&M.23.081 Note the Mechanical & Electrical Buildings Services Condition Report for 64 Barton Street

The report was noted. **Action:** Town Clerk to look into gas service recommendations.

B&M.23.082 Receive an update from the Town Clerk on the refurbishment project at 64 Barton Street

The Town Clerk reported that internally the radiators are being installed, internal plaster repairs and decorations are ongoing. A damp proof specialist has been appointed to instal a membrane and drain in the South room on the ground floor that has historically been a problem. It is hoped that this will help with humidity levels in this room. Externally the scaffolding is being taken down. Remaining roofing works should be completed by 18th March and also the repairs to the decorative ceiling. Anticipated completion of grant funded refurbishment works is now the end of April.

B&M.23.083 Delegate authority to Cllrs Danter, Jones & Raywood to appoint a contractor to undertake improvement works up to the value of £10,000 to the mooring area adjacent to St. Mary's Lane car park being funded by the High Street Heritage Action Zone fund

It was RESOLVED to delegate authority. Proposed by Cllr Bowman, seconded by Cllr Danter.

The meeting was extended for up to 30 minutes. Proposed by Cllr Danter, seconded by Cllr Jones.

B&M.23.084 Note expenditure for health & safety works to the mooring at the Back of Avon
Emergency expenditure of £1,360 was noted.

B&M.23.085 Note increase to mooring rate with effect from 1st April 2024 as advised by Avon Navigation Trust

It was noted that the mooring rate will increase to £3.25 per foot and £3.60 per foot for commercial vessels.

B&M.23.086 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

The additional information requested had been received from the Finance Officer. It was RESOLVED to approve the request. Proposed by Cllr Jones, seconded by Cllr Bowman.

There being no further business, the meeting closed at 20:12

Signature of Chairman upon approval of the minutes 28th May 2024

Detailed Income & Expenditure by Budget Heading 22/05/2024

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Buildings						
<u>160 Fundraising</u>						
4505 Fundraising	413	0	(413)		(413)	
Fundraising :- Indirect Expenditure	<u>413</u>	<u>0</u>	<u>(413)</u>	<u>0</u>	<u>(413)</u>	<u>0</u>
Net Expenditure	<u>(413)</u>	<u>0</u>	<u>413</u>			
<u>210 64 Barton Street</u>						
4195 Health & Safety	0	825	825		825	
4390 Grant Expenditure	78,574	0	(78,574)		(78,574)	
4450 Maintenance	0	30,000	30,000	211	29,789	
64 Barton Street :- Indirect Expenditure	<u>78,574</u>	<u>30,825</u>	<u>(47,749)</u>	<u>211</u>	<u>(47,960)</u>	<u>0</u>
Net Expenditure	<u>(78,574)</u>	<u>(30,825)</u>	<u>47,749</u>			
<u>220 Town Hall</u>						
1400 Garden Income	0	50	50			
1410 Town Hall Income	1,475	15,000	13,525			
Town Hall :- Income	<u>1,475</u>	<u>15,050</u>	<u>13,575</u>			<u>0</u>
4195 Health & Safety	314	1,000	686		686	
4450 Maintenance	34	15,000	14,966	538	14,428	
4460 Rates	357	4,330	3,973		3,973	
4550 Water	118	1,700	1,582		1,582	
4560 Electric	0	5,155	5,155		5,155	
4570 Gas	0	3,000	3,000		3,000	
4580 Garden Expenditure	617	700	83		83	
4590 Projects	495	20,000	19,505		19,505	
4595 Accessibility	0	10,000	10,000		10,000	
4960 Equipment	0	2,000	2,000		2,000	
4961 Waste and recycling	0	200	200		200	
Town Hall :- Indirect Expenditure	<u>1,934</u>	<u>63,085</u>	<u>61,151</u>	<u>538</u>	<u>60,613</u>	<u>0</u>
Net Income over Expenditure	<u>(459)</u>	<u>(48,035)</u>	<u>(47,576)</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>			
Buildings :- Income	<u>1,475</u>	<u>15,050</u>	<u>13,575</u>			
Expenditure	<u>80,920</u>	<u>94,910</u>	<u>13,990</u>	<u>749</u>	<u>13,241</u>	
Movement to/(from) Gen Reserve	<u>(79,445)</u>					

Detailed Income & Expenditure by Budget Heading 22/05/2024

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	1,475	15,050	13,575			
Expenditure	80,920	94,910	13,990	749	13,241	
Net Income over Expenditure	(79,445)	(79,860)	(415)			
Movement to/(from) Gen Reserve	(79,445)					

	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	3,718	20,000	16,283			
1810 Leases	0	600	600			
1820 Bar Income	5,413	30,000	24,587			
1830 TTC Events Income	325	3,000	2,675			
	<u>9,456</u>	<u>53,600</u>	<u>44,144</u>			<u>0</u>
Watson Hall :- Income						
4195 Health & Safety	507	800	293		293	
4221 Telephone/IT (WH)	93	1,500	1,407		1,407	
4280 Events & Services	17	3,000	2,983		2,983	
4450 Maintenance	337	13,000	12,663	5,438	7,225	
4550 Water	61	1,500	1,439		1,439	
4560 Electric	0	8,800	8,800		8,800	
4570 Gas	0	4,000	4,000		4,000	
4590 Projects	0	18,000	18,000		18,000	
4912 Bar Payroll Processing	36	250	214		214	
4913 Bar Equipment	0	2,000	2,000		2,000	
4914 Bar Card Charges	82	700	618		618	
4915 Events Card Charges	11	100	89		89	
4920 Bar Audit	0	500	500		500	
4950 Bar Stock	2,337	17,000	14,663		14,663	
4955 Bar Salaries	2,208	12,000	9,792		9,792	
4957 Duty Manager	85	0	(85)		(85)	
4960 Equipment	21	2,000	1,979	300	1,679	
4961 Waste and recycling	0	400	400		400	
4980 Workwear	0	200	200		200	
	<u>5,794</u>	<u>85,750</u>	<u>79,956</u>	<u>5,738</u>	<u>74,218</u>	<u>0</u>
Watson Hall :- Indirect Expenditure						
Net Income over Expenditure	<u>3,662</u>	<u>(32,150)</u>	<u>(35,812)</u>			
<hr/>						
Watson Hall :- Income	9,456	53,600	44,144			
Expenditure	5,794	85,750	79,956	5,738	74,218	
Movement to/(from) Gen Reserve	<u>3,662</u>					
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Grand Totals:- Income	9,456	53,600	44,144			
Expenditure	5,794	85,750	79,956	5,738	74,218	
Net Income over Expenditure	<u>3,662</u>	<u>(32,150)</u>	<u>(35,812)</u>			
Movement to/(from) Gen Reserve	<u>3,662</u>					

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR B&M 64 BS Maintenance	66,935.00		66,935.00
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	24,003.00		24,003.00
326 EMR E&A Youth	4,105.00		4,105.00
328 EMR B&M War Memorial	7,875.73		7,875.73
329 EMR SH Severn Ham	34,133.00		34,133.00
330 EMR E&A CCTV	4,125.00		4,125.00
331 EMR E&A Tree Maintenance	5,650.00		5,650.00
332 EMR E&A Street Furniture	6,014.00		6,014.00
333 EMR E&A Toilet Block Project	13,145.00		13,145.00
335 EMR E&A Bus Shelters	10,773.25		10,773.25
336 EMR FIN Regalia	209.00		209.00
337 EMR FIN Website	2,520.00		2,520.00
338 EMR FIN Professional Fees	5,237.00		5,237.00
339 EMR FIN Legal	17,467.00		17,467.00
340 EMR FIN Elections	5,000.00		5,000.00
341 EMR FIN Tourism & Marketing	1,757.00		1,757.00
342 EMR FIN Newsletter	2,148.00		2,148.00
343 EMR SH Weeding	22,679.00		22,679.00
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	3,253.00		3,253.00
349 EMR B&M Moorings Projects	14,051.00		14,051.00
350 EMR B&M Watson Hall Lease *	20,000.00		20,000.00
351 EMR B&M 64 BS Grant expenditure	181,023.00		181,023.00
354 EMR B&M TH Maintenance	18,029.00		18,029.00
355 EMR B&M WH Projects	19,319.00		19,319.00
356 EMR B&M WH Bar Equipment	2,062.00		2,062.00
357 EMR B&M 64 BS Projects	11,219.00		11,219.00
359 EMR PLA Community Devel Planni	5,856.00		5,856.00
360 EMR B&M TH Projects	33,362.00		33,362.00
361 EMR FIN Community Grants	600.00		600.00
362 EMR FIN Tewkes Live Music Fest	2,029.00		2,029.00
364 EMR Buildings Fundraising	720.00		720.00
365 EMR FIN Events and Services	2,439.00		2,439.00
366 EMR B&M TH Equipment	870.00		870.00
367 EMR E&A Toilet Block Utilities	1,429.00		1,429.00
369 EMR STA Training	2,087.00		2,087.00
370 EMR CIL	2,252.00		2,252.00
371 EMR Planning Consultancy	1,415.00		1,415.00
372 EMR STA Professional Fees	3,792.00		3,792.00
373 EMR Defibrillators	1,500.00		1,500.00
374 Staffed Bar Hire Income	3,509.00		3,509.00
	<u>603,119.21</u>	<u>0.00</u>	<u>603,119.21</u>

NOTES

THIS DRAWING HAS BEEN PREPARED FOR A PLOT TO A SCALE ACCURACY OF 1/50

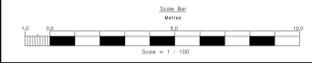
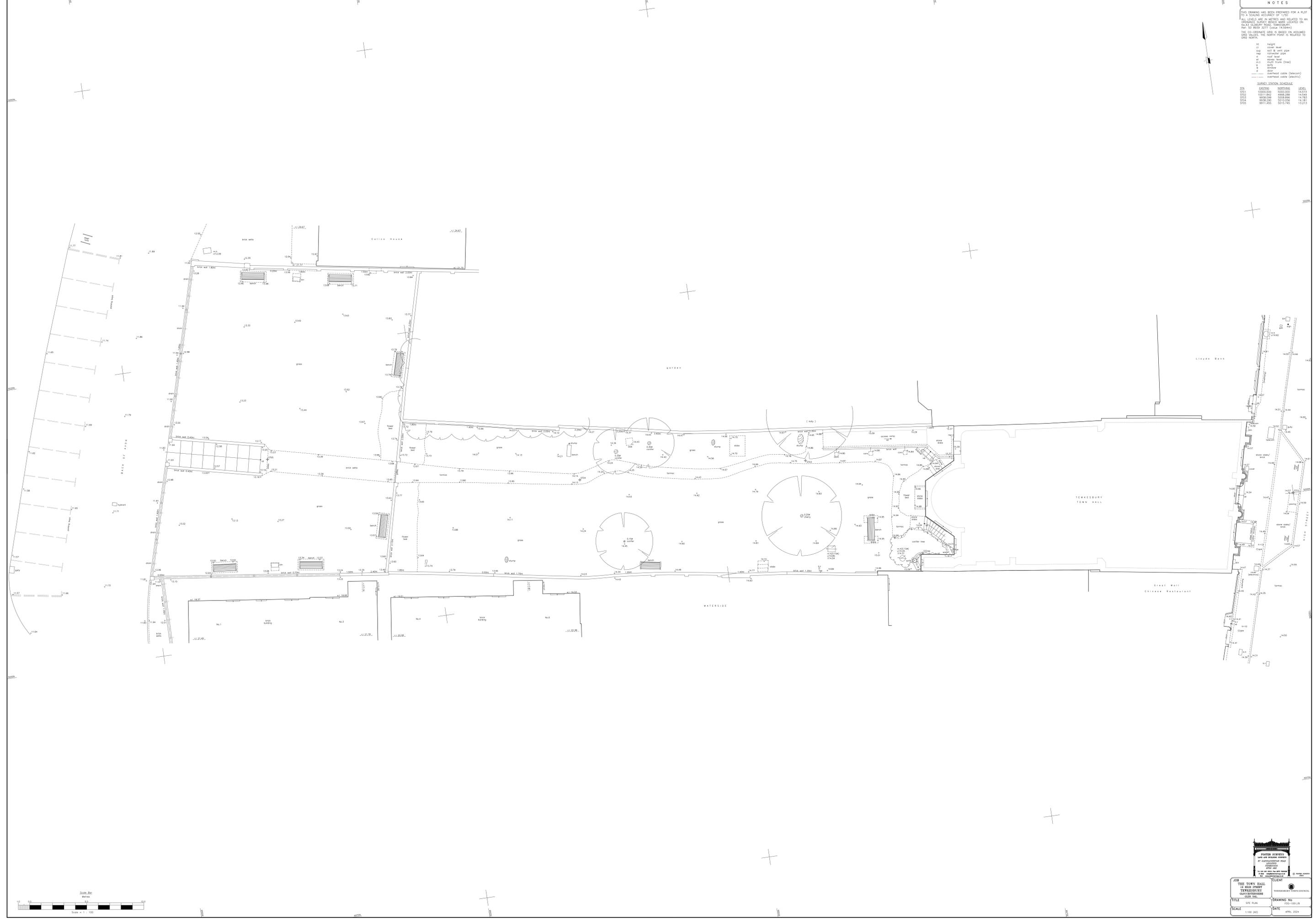
ALL LEVELS ARE IN METRES AND RELATED TO AN ORIGINALLY SURVEY BENCH MARK LOCATED ON THE 1:50000 OS MAP (TOWN OF TOWN)

THE CO-ORDINATE GRID IS BASED ON ASSUMED GRID VALUES. THE NORTH POINT IS RELATED TO GRID NORTH.

TO HIGH
 CI COVER WALL
 HDP HD & WELL PIPE
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 RW ROAD
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SURVEY STATION SCHEDULE

STA	EASTING	NORTHING	LEVEL
001	10000.000	50000.000	14.171
002	10011.842	49998.088	14.242
003	9998.088	50000.000	14.181
004	9911.450	5015.740	13.213



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 10 HIGH STREET
 TEWKESBURY
 GLOUCESTERSHIRE
 GLO1 2AA

CLIENT
 TEWKESBURY TOWN COUNCIL

TITLE
 SITE PLAN

DRAWING NO.
 101-101/18

SCALE
 1:100 (A2)

DATE
 APRIL 2004

Watson Hall - 2024

Date	Work	Company	Quote (£)	Date quote accepted	Date work booked in
Jan-24	Emergency Lights and to test all detectors and label on the panel correctly	A&E	£278.20 exc VAT	3rd Jan	15th Jan
Jan-24	Installation of new balcony fire exit door	Dormakaba/Ascot doo	£3089 inc VAT		
Ongoing	Storage solution for chairs and tables - under stage storage is one option. Contractors to quote for possible alteration of secret garden. Will need to be surveyed.				
Ongoing - started Jun-23	Proscenium curtains and track	Chinnicks	£4636.82 exc VAT		
	Proscenium curtains and track	Abacus StageTech	£4166 exc VAT		
21/02/2024	Small hole in floor at Watson Hall	LK Flooring	£556.40		
Feb-24	Zone plan/map of the Watson hall	A&E			
Mar-24	6 door release buttons	A&E	506.88		8th April
Mar-24	To scrub main floor and apply a coat of lacquer	AJ Flooring	1560		26-28 April

Mar-24	Extra CCTV - Watson Hall	GES Ltd	£216 per camera x 2 = £432		
Mar-24	Fire extinguisher remedials following service - WH	A&E			
May-24	Fire alarm service	A&E			
25-Apr	Ice machine service	SK			

Work done

Work booked in

Work yet to be done

64 Barton Street

Apr-24	Reconnect the fire alarm at the museum and service the fire alarm				
Ongoing	Remaining works from refurbishment project	A G Boniface			mid June

