

**MINUTES**  
***of the***  
**Buildings Committee meeting held on 8<sup>th</sup> October 2024 at 6.00pm in the Town Hall,**  
**Tewkesbury**

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

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

**B.24.037      Receive apologies for absence**

Cllr C Robertson

**B.24.038      Receive declarations of interest**

None.

**B.24.039      Receive dispensations**

None.

**B.24.040      Approve the minutes of the Buildings & Moorings Committee meeting held on 24<sup>th</sup> July 2024**

It was RESOLVED to approve the minutes of the meeting held on 24<sup>th</sup> July. Proposed by Cllr Moran, seconded by Cllr Jones.

**B.24.041      Matters arising from the minutes – for information only**

**22.048 Town Hall heating improvements** – heaters in the Corn Exchange have been serviced. Heating system being monitored now it is on again.

**23.016 Building Condition reports** – awaiting costs for Architect managed project at the Watson Hall (grant funding stream identified is now on hold). Deferred.

**23.081 Gas Service recommendations at 64 Barton Street** – Wales & West Utilities has attended site and confirmed the supply is dead. Complete.

**24.022 Intruder alarm at 64 Barton Street – Action** – to be added to the December agenda.

**24.028 HVAC grant application** – The Town Clerk confirmed that £24,999 had been awarded to the Town Council for this project. However there is an outstanding query in relation to VAT.

**24.029 COF fund** – On hold until Spring 2025.

**B.24.042      Receive correspondence relating to the Buildings Committee**

None.

**B.24.043      Public Participation**

None.

**B.24.044 Approve payments to be made**

It was RESOLVED to approve payments totalling £18,013.13. Proposed by Cllr Jones, seconded by Cllr Moran. **Action:** retrospective approval for purchase of ice machine to be added to the next agenda.

**B.24.045 Review the budget report and earmarked reserves report**

The budget and earmarked reserves reports were reviewed.

Expenditure coded under 210 4500 to be moved to 4450.

The committee noted that income was encouraging at both the Town Hall and the Watson Hall. The Town Clerk reported an ongoing issue with estimated billing in relation to gas and electric at the Town Hall and Watson Hall. Grant expenditure at the Watson Hall has exceeded budget, but this will be covered in part by the grassroots music grant monies received currently sitting under Tewkesbury Live. There will be a journal once expenditure has been finalised.

**B.24.046 Approve work required to wall at the rear of the Watson Hall following emergency works**

It was RESOLVED to approve works to remove the tree stump and re-instate the wall due to health and safety concerns up to a cost of £5,000. Proposed by Cllr Danter, seconded by Cllr Jones.

**B.24.047 Consider and approve urgent works to address areas of damp and brick up the windows at the back of the stage at the Watson Hall**

The Town Clerk to liaise with retained contractor regarding areas of damp and any specialist surveys required. It was noted that one area of damp on the stage has been identified as some roof work being required. Expenditure up to £550 was approved for this work. **Post meeting note:** this has been completed by the contractor on site working on the flat roof at a cost of around £50. The work to remove the windows at the rear of the stage was also approved at a cost of £3,400 due to the extreme poor condition of the windows and health and safety risk posed by these. It was RESOLVED to proceed with works at the Watson Hall as detailed above. Proposed by Cllr Raywood, seconded by Cllr Jones.

**B.24.048 Approve vire of Town Mayor accessibility monies to a new earmarked reserve**

It was RESOLVED to vire the money for accessibility project currently held in the Mayor's Charity account.

**B.24.049 Consider and agree the committee budgets for 2025/26 and the forthcoming years**

The committee budgets were reviewed and set by the Committee for recommendation to the Finance Committee.

The meeting was extended for a further 30 minutes.

**B.24.050 Note the use of emergency powers to replace a flat roof at the Watson Hall**

The use of emergency powers for this work was noted.

- B.24.051 Delegate authority to the Town Clerk to act for the Town Council in respect of the licence of the garden at the rear of the Watson Hall upon sale of the adjoining property**  
It was RESOLVED to delegate authority to the Town Clerk. Proposed by Cllr Danter, seconded by Cllr Jones.
- B.24.052 Approve works to under-board the basement at the Town Hall**  
The committee noted the health & safety reasons for needing to proceed with this work. It was RESOLVED to delegate authority to the Town Clerk to obtain two additional quotes for the work and to arrange for the work to be completed at a cost of up to £11,350 plus £1,000 for any service alterations. Proposed by Cllr Jones, seconded by Cllr Moran.
- B.24.053 Consider whether to install a night time silencing device doe the clock at the Town Hall**  
The committee considered this and agreed not to proceed with this work at the current time as no complaints had been received.
- B.24.054 Consider a request to install a memorial bench in the Town Hall garden**  
The request was approved. Deputy Town Clerk to liaise on the details.
- B.24.055 Receive an update on the Town Hall Accessibility Project from the working group**  
The working group has not met recently. The Town Clerk is liaising with Lloyds Bank to obtain a point of contact for the building. Carried forward.
- B.24.056 Receive an update from the Town Clerk on possible funding for the Accessibility Project in the Anglo American Garden of Remembrance**  
Carried forward. The Town Clerk is awaiting this information.
- B.24.057 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 s1, sub-section 2**  
Proposed by Cllr Jones, seconded by Cllr Raywood.
- B.24.058 Receive an update from the Town Clerk in respect of the Licence for the garden at the rear of the Watson Hall**  
The third party has advised the Council's solicitor that they will be appointing a solicitor to act on their behalf.

There being no further business, the meeting closed at 20:27

Signature of Chairman upon approval of the minutes ..... 19<sup>th</sup> December 2024