

**TEWKESBURY TOWN COUNCIL
BUILDINGS COMMITTEE
THURSDAY 19TH DECEMBER 2024**

To: Councillors C Danter (Chairman), P Jones, 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, Thursday 19th December 2024 at 6.00pm

Members of the public and press are welcome to attend.



Debbie Hill,
Town Clerk
13th December 2024

AGENDA

1. Receive apologies for absence
2. Receive declarations of interests
3. Receive dispensations
4. Approve the minutes of the Buildings Committee meeting held on 8th October 2024
5. Matters arising from the minutes – for information only
6. Receive correspondence relating to the Buildings 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 to take over the intruder alarm maintenance and monitoring contract at 64 Barton Street
11. Retrospectively approve purchase of a new ice machine for the bar at the Watson Hall
12. Agree refurbishment of the kitchen at the Town Hall
13. Delegate authority to the Town Clerk to refurbish the front door and repair/replace the front outside light at the Town Hall
14. Note the inclusion of the Town Hall on Historic England's 'At Risk Register'

- 15.** Delegate authority to the Town Clerk for repairs to the paving around the War Memorial
- 16.** Receive an update on the Town Hall Accessibility Project from the working group
- 17.** 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
- 18.** Receive an update from the Town Clerk in respect of the Licence for the garden at the rear of the Watson Hall

MINUTES
of the
**Buildings Committee meeting held on 8th 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 24th July 2024

It was RESOLVED to approve the minutes of the meeting held on 24th 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 risked 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

- B.24.052 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.24.053 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.24.054 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.24.055 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.24.056 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.24.057 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.24.058 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.24.059 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 3rd December 2024

Detailed Income & Expenditure by Budget Heading 18/12/2024

Month No: 9

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Buildings						
<u>210</u> <u>64 Barton Street</u>						
4195 Health & Safety	0	825	825		825	
4390 Grant Expenditure	134,860	0	(134,860)		(134,860)	144,321
4450 Maintenance	4,274	30,000	25,726	211	25,516	
4500 64 Barton Street Projects	3,057	0	(3,057)		(3,057)	
4505 Fundraising	3,938	0	(3,938)		(3,938)	
64 Barton Street :- Indirect Expenditure	<u>146,128</u>	<u>30,825</u>	<u>(115,303)</u>	<u>211</u>	<u>(115,514)</u>	<u>144,321</u>
Net Expenditure	<u>(146,128)</u>	<u>(30,825)</u>	<u>115,303</u>			
6000 plus Transfer from EMR	144,321					
Movement to/(from) Gen Reserve	<u>(1,807)</u>					
<u>220</u> <u>Town Hall</u>						
1400 Garden Income	0	50	50			
1410 Town Hall Income	12,881	15,000	2,119			
Town Hall :- Income	<u>12,881</u>	<u>15,050</u>	<u>2,169</u>			<u>0</u>
4195 Health & Safety	314	1,000	686		686	
4450 Maintenance	5,930	15,000	9,070	1,042	8,028	
4460 Rates	3,382	4,330	948		948	
4550 Water	1,054	1,700	646		646	
4560 Electric	165	5,155	4,990		4,990	
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	
4710 Combined Consumables	1	0	(1)		(1)	
4960 Equipment	542	2,000	1,458		1,458	
4961 Waste and recycling	0	200	200		200	
4990 Sundries/Petty Cash	29	0	(29)		(29)	
Town Hall :- Indirect Expenditure	<u>12,528</u>	<u>63,085</u>	<u>50,557</u>	<u>1,042</u>	<u>49,515</u>	<u>0</u>
Net Income over Expenditure	<u>352</u>	<u>(48,035)</u>	<u>(48,387)</u>			
<u>230</u> <u>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>12,881</u>	<u>15,050</u>	<u>2,169</u>			
Expenditure	<u>158,656</u>	<u>94,910</u>	<u>(63,746)</u>	<u>1,253</u>	<u>(64,999)</u>	
Net Income over Expenditure	<u>(145,776)</u>	<u>(79,860)</u>	<u>65,916</u>			

Detailed Income & Expenditure by Budget Heading 18/12/2024

Month No: 9

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
plus Transfer from EMR	144,321					
Movement to/(from) Gen Reserve	(1,455)					
Grand Totals:- Income	12,881	15,050	2,169			
Expenditure	158,656	94,910	(63,746)	1,253	(64,999)	
Net Income over Expenditure	(145,776)	(79,860)	65,916			
plus Transfer from EMR	144,321					
Movement to/(from) Gen Reserve	(1,455)					

	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	21,846	20,000	(1,846)			
1810 Leases	0	600	600			
1820 Bar Income	34,108	30,000	(4,108)			
1823 Staffed Bar Hire Income	1,860	0	(1,860)			
1830 TTC Events Income	358	3,000	2,642			
	<u>58,173</u>	<u>53,600</u>	<u>(4,573)</u>			<u>0</u>
Watson Hall :- Income						
4195 Health & Safety	507	800	293		293	
4221 Telephone/IT (WH)	747	1,500	753		753	
4280 Events & Services	617	3,000	2,383		2,383	
4390 Grant Expenditure	139	0	(139)		(139)	
4450 Maintenance	18,392	13,000	(5,392)	1,270	(6,662)	
4505 Fundraising	2,145	0	(2,145)		(2,145)	
4550 Water	868	1,500	632		632	
4560 Electric	4,193	8,800	4,607		4,607	
4570 Gas	0	4,000	4,000		4,000	
4590 Projects	540	18,000	17,460		17,460	
4912 Bar Payroll Processing	183	250	67		67	
4913 Bar Equipment	1,805	2,000	195		195	
4914 Bar Card Charges	530	700	170		170	
4915 Events Card Charges	11	100	89		89	
4920 Bar Audit	0	500	500		500	
4950 Bar Stock	18,911	17,000	(1,911)		(1,911)	
4955 Bar Salaries	12,260	12,000	(260)		(260)	
4957 Duty Manager	744	0	(744)		(744)	
4960 Equipment	527	2,000	1,473	300	1,173	
4961 Waste and recycling	706	400	(306)		(306)	
4980 Workwear	0	200	200		200	
	<u>63,825</u>	<u>85,750</u>	<u>21,925</u>	<u>1,570</u>	<u>20,355</u>	<u>0</u>
Watson Hall :- Indirect Expenditure						
Net Income over Expenditure	<u>(5,653)</u>	<u>(32,150)</u>	<u>(26,497)</u>			
Watson Hall :- Income	58,173	53,600	(4,573)			
Expenditure	63,825	85,750	21,925	1,570	20,355	
Movement to/(from) Gen Reserve	<u>(5,653)</u>					

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	58,173	53,600	(4,573)			
Expenditure	63,825	85,750	21,925	1,570	20,355	
Net Income over Expenditure	<u>(5,653)</u>	<u>(32,150)</u>	<u>(26,497)</u>			
Movement to/(from) Gen Reserve	<u>(5,653)</u>					

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR BUILD 64 BS Maintenance	66,935.00		66,935.00
321 EMR BUILD Town Hall Gardens	250.00		250.00
322 EMR MOOR Prior's Court	19,894.23	-19,894.23	0.00
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 BUILD 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 MOOR Projects	14,051.00	19,894.23	33,945.23
350 EMR BUILD Watson Hall Lease *	20,000.00		20,000.00
351 EMR BUILD 64 BS Grant Income	144,321.00	-144,321.00	0.00
354 EMR BUILD TH Maintenance	18,029.00		18,029.00
355 EMR BUILD WH Projects	19,319.00		19,319.00
356 EMR BUILD WH Bar Equipment	2,062.00		2,062.00
357 EMR BUILD 64 BS Projects	11,219.00		11,219.00
359 EMR PLA Community Devel Planni	5,856.00		5,856.00
360 EMR BUILD TH Projects	33,362.00		33,362.00
361 EMR FIN Community Grants	600.00		600.00
362 EMR FIN Tewkes Live Music Fest	2,199.00	-2,199.00	0.00
364 EMR Buildings Fundraising	720.00		720.00
365 EMR FIN Events and Services	2,439.00		2,439.00
366 EMR BUILD 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 PLA CIL	2,252.00		2,252.00
371 EMR PLA Planning Consultancy	1,415.00		1,415.00
372 EMR STA Professional Fees	3,792.00		3,792.00
373 EMR E&A Defibrillators	1,500.00	-1,500.00	0.00
375 EMR BUILD WH Go Fund Me	76.00		76.00
	<u>563,154.21</u>	<u>-148,020.00</u>	<u>415,134.21</u>