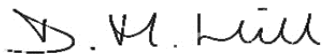


**TEWKESBURY TOWN COUNCIL  
BUILDINGS COMMITTEE  
MONDAY 17<sup>TH</sup> MARCH 2025**

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, Monday 17<sup>th</sup> March 2025 at 6.00pm

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



Debbie Hill,  
Town Clerk  
11<sup>th</sup> March 2025

**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 19<sup>th</sup> December 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. Review the budget report and earmarked reserves report
9. Agree to release EMR 364 Buildings Fundraising to 210 4505 64 Barton Street Fundraising
10. Retrospectively approve expenditure of £520.45 for removal and re-fitting of door openers for installation of new acoustic doors in the Watson Hall
11. Receive an update from the Town Clerk on the following
  - i. Town Hall Accessibility Project
  - ii. Buildings fundraising
  - iii. 64 Barton Street refurbishment and internal reconfiguration/accessibility project

- 12.** Receive an overview of work undertaken by the Asset Manager since joining the Town Council
- 13.** Review buildings work tracking documentation
- 14.** 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
- 15.** 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 19<sup>th</sup> December 2024 at 6.00pm in the Town Hall,**  
**Tewkesbury**

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

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

**B.24.060 Receive apologies for absence**

Cllrs P Jones & C Robertson

**B.24.061 Receive declarations of interest**

Cllr J Raywood as Tewkesbury Museum Trustee.

**B.24.062 Receive dispensations**

None.

**B.24.063 Approve the minutes of the Buildings & Moorings Committee meeting held on 8<sup>th</sup> October 2024**

It was RESOLVED to approve the minutes of the meeting held on 8th October.  
Proposed by Cllr Moran, seconded by Cllr S Raywood.

**B.24.064 Matters arising from the minutes – for information only**

**24.028 HVAC grant application** – The Town Clerk confirmed that £24,999 had been awarded to the Town Council for this project and the VAT query has now been resolved.

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

**B.24.065 Receive correspondence relating to the Buildings Committee**

None.

**B.24.066 Public Participation**

None.

**B.24.067 Approve payments to be made**

It was RESOLVED to approve payments totalling £5,644.60. Proposed by Cllr Moran, seconded by Cllr S Raywood

**B.24.068 Review the budget report and earmarked reserves report**

The budget and earmarked reserves reports were reviewed.

**B.24.069 Agree to take over the intruder alarm maintenance and monitoring contract at 64 Barton Street**

It was RESOLVED to take over the intruder alarm contract with Security 1. Proposed by Cllr S Raywood, seconded by Cllr Moran.

- B.24.070      Retrospectively approve purchase of a new ice machine for the bar at the Watson Hall**  
It was RESOLVED to retrospectively approve the purchase of the ice machine at a cost of £1,769.98. Proposed by Cllr S Raywood, seconded by Cllr Danter.
- B.24.071      Agree refurbishment of the kitchen at the Town Hall**  
**Action:** Town Clerk to investigate possibility of replacing door fronts in the kitchen.
- B.24.072      Delegate authority to the Town Clerk to refurbish the front door and repair/replace the front outside light at the Town Hall**  
It was RESOLVED to delegate authority to the Town Clerk. Proposed by Cllr S Raywood, seconded by Cllr Danter.
- B.24.073      Note the inclusion of the Town Hall on Historic England's At Risk Register**  
Noted.
- B.24.074      Delegate authority to the Town Clerk for repairs to the paving around the War Memorial**  
It was RESOLVED to delegate authority to the Town Clerk. Proposed by Cllr S Raywood, seconded by Cllr Moran.
- B.24.075      Receive an update on the Town Hall Accessibility Project from the working group**  
The Town Clerk reported that she had met with Georgia Smith, Tewkesbury Town Centre Programme Manager and discussed future plans for managing plans for the town moving forwards. The Committee agreed that the next step is to commission accessibility designs and drawings for the front and the back of the building. **Action:** Town Clerk to liaise with Nick Joyce Architects.
- B.24.076      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 S Raywood, seconded by Cllr Danter.
- B.24.077      Receive an update from the Town Clerk in respect of the Licence for the garden at the rear of the Watson Hall**  
The Committee considered the repeated request that the garden is sold to a third party. The Committee reconfirmed that it was not prepared to sell the garden. Right of way for safe access to the rear of the Watson Hall is the overriding consideration in relation to this piece of land.

There being no further business, the meeting closed at 19:07

Signature of Chairman upon approval of the minutes ..... 4<sup>th</sup> March 2025

## Detailed Income &amp; Expenditure by Budget Heading 11/03/2025

Month No: 11

## Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b><u>Buildings</u></b>							
<b><u>210</u></b>	<b><u>64 Barton Street</u></b>						
4195	Health & Safety	0	825	825		825	
4390	Grant Expenditure	134,860	0	(134,860)		(134,860)	144,321
4450	Maintenance	5,255	30,000	24,745		24,745	
4500	64 Barton Street Projects	3,557	0	(3,557)		(3,557)	
4505	Fundraising	3,938	0	(3,938)		(3,938)	
	64 Barton Street :- Indirect Expenditure	<b>147,610</b>	<b>30,825</b>	<b>(116,785)</b>	<b>0</b>	<b>(116,785)</b>	<b>144,321</b>
	<b>Net Expenditure</b>	<b>(147,610)</b>	<b>(30,825)</b>	<b>116,785</b>			
6000	plus Transfer from EMR	144,321	0	(144,321)			
	<b>Movement to/(from) Gen Reserve</b>	<b>(3,289)</b>	<b>(30,825)</b>	<b>(27,536)</b>			
<b><u>220</u></b>	<b><u>Town Hall</u></b>						
1400	Garden Income	0	50	50			
1410	Town Hall Income	14,407	15,000	593			
	Town Hall :- Income	<b>14,407</b>	<b>15,050</b>	<b>643</b>			<b>0</b>
4195	Health & Safety	314	1,000	686		686	
4450	Maintenance	8,432	15,000	6,568		6,568	
4460	Rates	3,798	4,330	533		533	
4550	Water	1,112	1,700	588		588	
4560	Electric	1,979	5,155	3,176		3,176	
4570	Gas	3,895	3,000	(895)		(895)	
4580	Garden Expenditure	849	700	(149)		(149)	
4590	Projects	0	20,000	20,000		20,000	
4595	Accessibility	495	10,000	9,505		9,505	
4710	Combined Consumables	1	0	(1)		(1)	
4960	Equipment	873	2,000	1,127		1,127	
4961	Waste and recycling	0	200	200		200	
4990	Sundries/Petty Cash	29	0	(29)		(29)	
	Town Hall :- Indirect Expenditure	<b>21,776</b>	<b>63,085</b>	<b>41,309</b>	<b>0</b>	<b>41,309</b>	<b>0</b>
	<b>Net Income over Expenditure</b>	<b>(7,369)</b>	<b>(48,035)</b>	<b>(40,666)</b>			
<b><u>230</u></b>	<b><u>War Memorial</u></b>						
4450	Maintenance	0	1,000	1,000		1,000	
	War Memorial :- Indirect Expenditure	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0</b>
	<b>Net Expenditure</b>	<b>0</b>	<b>(1,000)</b>	<b>(1,000)</b>			
	Buildings :- Income	<b>14,407</b>	<b>15,050</b>	<b>643</b>			
	Expenditure	<b>169,386</b>	<b>94,910</b>	<b>(74,476)</b>	<b>0</b>	<b>(74,476)</b>	
	<b>Net Income over Expenditure</b>	<b>(154,979)</b>	<b>(79,860)</b>	<b>75,119</b>			

## Detailed Income &amp; Expenditure by Budget Heading 11/03/2025

Month No: 11

## 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	0	(144,321)			
<b>Movement to/(from) Gen Reserve</b>	<b>(10,658)</b>	<b>(79,860)</b>	<b>(69,202)</b>			
Grand Totals:- Income	14,407	15,050	643			
Expenditure	169,386	94,910	(74,476)	0	(74,476)	
<b>Net Income over Expenditure</b>	<b>(154,979)</b>	<b>(79,860)</b>	<b>75,119</b>			
plus Transfer from EMR	144,321	0	(144,321)			
<b>Movement to/(from) Gen Reserve</b>	<b>(10,658)</b>	<b>(79,860)</b>	<b>(69,202)</b>			

Watson Hall600 Watson Hall

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
1800 Watson Hall Income	25,896	20,000	(5,896)			
1810 Leases	0	600	600			
1820 Bar Income	44,441	30,000	(14,441)			
1823 Staffed Bar Hire Income	1,860	0	(1,860)			
1830 TTC Events Income	358	3,000	2,642			
Watson Hall :- Income	72,556	53,600	(18,956)			0
4195 Health & Safety	507	800	293		293	
4221 Telephone/IT (WH)	1,027	1,500	473		473	
4280 Events & Services	717	3,000	2,283		2,283	
4390 Grant Expenditure	139	0	(139)		(139)	
4450 Maintenance	20,023	13,000	(7,023)		(7,023)	
4505 Fundraising	2,145	0	(2,145)		(2,145)	
4550 Water	1,222	1,500	278		278	
4560 Electric	7,211	8,800	1,589		1,589	
4570 Gas	2,527	4,000	1,473		1,473	
4590 Projects	2,325	18,000	15,675		15,675	750
4912 Bar Payroll Processing	324	250	(74)		(74)	
4913 Bar Equipment	1,872	2,000	128		128	
4914 Bar Card Charges	692	700	8		8	
4915 Events Card Charges	19	100	81		81	
4920 Bar Audit	700	500	(200)		(200)	
4950 Bar Stock	21,656	17,000	(4,656)		(4,656)	
4955 Bar Salaries	16,163	12,000	(4,163)		(4,163)	
4957 Duty Manager	1,259	0	(1,259)		(1,259)	
4960 Equipment	527	2,000	1,473		1,473	
4961 Waste and recycling	1,053	400	(653)		(653)	
4980 Workwear	0	200	200		200	
Watson Hall :- Indirect Expenditure	82,110	85,750	3,640	0	3,640	750
Net Income over Expenditure	(9,554)	(32,150)	(22,596)			
6000 plus Transfer from EMR	750	0	(750)			
Movement to/(from) Gen Reserve	(8,804)	(32,150)	(23,346)			
Watson Hall :- Income	72,556	53,600	(18,956)			
Expenditure	82,110	85,750	3,640	0	3,640	
Net Income over Expenditure	(9,554)	(32,150)	(22,596)			
plus Transfer from EMR	750	0	(750)			
Movement to/(from) Gen Reserve	(8,804)	(32,150)	(23,346)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	72,556	53,600	(18,956)			
Expenditure	82,110	85,750	3,640	0	3,640	
Net Income over Expenditure	<u>(9,554)</u>	<u>(32,150)</u>	<u>(22,596)</u>			
plus Transfer from EMR	750	0	(750)			
Movement to/(from) Gen Reserve	<u>(8,804)</u>	<u>(32,150)</u>	<u>(23,346)</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	-321.00	1,387.00
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	1,429.00	14,574.00
335 EMR E&A Bus Shelters	10,773.25	-3,822.00	6,951.25
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	-3,750.00	4,250.00
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	-750.00	19,250.00
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	0.00
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
	563,154.21	-156,663.00	406,491.21

## **Asset Manager update - January into February 2025**

Overview of all maintenance activities and toolbox talks (ongoing).

Oversee GAB Services' workflow management and have weekly catchup.

Updating monthly inspection sheets ( Fire Alarms, Legionella for ease of printing for folders ongoing).

Development of maintenance schedule and building files for ease of inspection (ongoing).

Arrangement of maintenance works as programme. To date fire extinguisher inspections and combining inspections for cost effectiveness on all sites.

Meeting contractors and overseeing health and safety including obtaining insurance paperwork, method statements and risk assessments.

Assessment of various procedures to ensure safe actions put in place e.g. flag installation (ongoing).

Development of safe system of works / permit to work for maintenance, major electrical and mechanical works with Town Council contractors (ongoing).

Investigate other support contractors for areas that other contractors' performance is a risk e.g. Town Hall heating issue (ongoing).

Attend various asset related meetings and zoom calls.

Project Management of major contractor works (installation of HVAC system) at Watson Hall.

**64 BS 2024 / 2025**

Apr-24	Reconnect the fire alarm at the museum and service the fire alarm	
Jun-24	CW one off clean of windows following renovation	
Jun-24	FRA	
Feb-25	Luke GES	

Work done
Work booked in
Work yet to be done

### Town Hall - 2024 / 2025

Date	Work	Company
Mar-24	Fire extinguisher remedials following service - TH	A&E
Mar-24	Lighting in the cellar	GES Ltd
May-24	Fire alarm service	A&E
	Emergency Lights service	A&E
	Intruder Alarm service	A&E
Jun-24	Clock	
Sep-24	Intermittent fault	Dormakaba
Jan-25	Redunant Door Bell	Stonemason / Mel
Jan-25	Front Doors	
Jan-25	Back Door	Trevor Babajack
Feb-25	Ramp Issue	
Feb-25	Sash Window	Kenelm Joinery
Feb-25	Kitchen Units	

Work done

Work booked in

Work yet to be done

## Watson Hall 2025

Date	Work	Company
Jan-24	Emergency Lights and to test all detectors and label on the panel correctly	A&E
Jan-24	Installation of new balcony fire exit door	Dormakaba/Ascot doors
Ongoing - started Jun-23	Proscenium curtains and track	Chinnicks
	Proscenium curtains and track	Abacus StageTech
21/02/2024	Small hole in floor at Watson Hall	LK Flooring
Feb-24	Zone plan/map of the Watson hall	A&E
Mar-24	6 door release buttons	A&E
Mar-24	To scrub main floor and apply a coat of lacquer	AJ Flooring
Mar-24	Extra CCTV - Watson Hall	GES Ltd
Mar-24	Fire extinguisher remedials following service - WH	A&E
May-24	Fire alarm service	A&E
25-24	Ice machine service	SK
18-24	Energy survey booked in	
Jan-25	Leaking Loft Water tank	Les Minter
Jan-25	Back Windows	
Jan.25	Dorr Noise	Dormakaba
Jan-25	National Grid seal work Mains	National Grid
Jan-25	Side Security Gate	
Jan-25	Flooring Main Bar Damage	

Work done

Work booked in

Work yet to be done