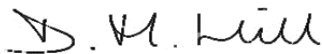


**TEWKESBURY TOWN COUNCIL  
BUILDINGS COMMITTEE  
TUESDAY 27<sup>TH</sup> MAY 2025**

To: Councillors C Danter (Chairman), R Bartlett, P Jones, K. Moran, S. Raywood, C Robertson

You are hereby summoned to a meeting of the Buildings Committee to be held in the Mayor's Parlour, Town Hall, High Street, Tewkesbury, Tuesday 27<sup>th</sup> May 2025 at 6.00pm

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



Debbie Hill,  
Town Clerk  
21<sup>st</sup> May 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 22<sup>nd</sup> April 2025
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 any vires, movement of existing earmarked reserves and new earmarked reserves
10. Retrospectively approve expenditure relating to professional fees for Town Hall refurbishment and accessibility project
11. Approve expenditure relating to emergency lighting at the Town Hall and Watson Hall
12. Receive an update from the Town Clerk on the following
  - i. Town Hall refurbishment and accessibility project and associated grant funding
  - ii. Watson Hall refurbishment and associated grant funding

**iii.** 64 Barton Street refurbishment and internal reconfiguration/accessibility project

**13.** Review buildings work programme 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 22<sup>nd</sup> April 2025 at 6.00pm in the Town Hall,**  
**Tewkesbury**

**Present:** Cllrs C Danter (Chair), E Ash, R, Gurney, J Raywood, S Raywood

**In attendance:** D Hill (Town Clerk)

**B.24.093      Receive apologies for absence**  
Cllrs P Jones, C Moran, C Robertson.

**B.24.094      Receive declarations of interest**  
None.

**B.24.095      Receive dispensations**  
None.

**B.24.096      Approve the minutes of the Buildings & Moorings Committee meeting held on 17<sup>th</sup> March 2025**  
It was RESOLVED to approve the minutes of the meeting held on 17th March.  
Proposed by Cllr S Raywood, seconded by Cllr J Raywood.

**B.24.097      Matters arising from the minutes – for information only**  
**24.074 – War Memorial repairs** – The Asset Manager advised he has a quote for two options – ongoing.  
**24.088 – Professional fee proposal for works at the Town Hall to be added to agenda** – carried forward.

**B.24.098      Receive correspondence relating to the Buildings Committee**  
None.

**B.24.099      Public Participation**  
None.

**B.24.100      Review the budget report and earmarked reserves report**  
The budget and earmarked reserves reports were reviewed. The committee notes the actual income for the year for the Town Hall and Watson Hall. Thanks was expressed to the office team for the hard work on the hall hire and bookings process.

**B.24.101      Agree any vires, movement of existing earmarked reserves and new earmarked reserves**  
It was RESOLVED to approve the following:  
EMR357 64 BS Projects £3,557 to be released to 210 4500 64 BS Projects (to balance overspend)

210 4195 Health & Safety £825 to a new EMR called BUILD 64 BS Health & Safety  
210 4390 Grant Expenditure £9,461 to EMR351 64 BS Grant Income  
210 4450 Maintenance £20,758 to EMR320 64 BS Maintenance  
220 4450 Maintenance £4,331 to EMR354 TH Maintenance  
220 4590 Projects £20,000 to EMR360 TH Projects  
220 4595 Accessibility £12,485 to a new EMR called BUILD TH Accessibility  
230 4450 Maintenance £1,000 to EMR328 War Memorial

Proposed by Cllr J Raywood, seconded by Cllr Danter.

- B.24.102      Review quotes and approve expenditure for relocation of bar heaters, installation of new heating system in the bar and installation of new electric heaters in the toilets**  
It was RESOLVED to relocate the bar heaters, instal a HVAC system in the bar and new heaters in the toilets at a cost of £3,600. Proposed by Cllr J Raywood, seconded by Cllr Danter.

- B.24.103      Receive an update from the Town Clerk on the following:**
- i.    **Town Hall refurbishment and accessibility project and associated grant funding** – The Town Clerk reported that an expression of interest will be submitted to the new heritage buildings at risk grant funding by 30<sup>th</sup> April.
  - ii.   **Watson Hall refurbishment and associated grant funding** – The Town Clerk reported that an expression of interest will be submitted to the new heritage buildings at risk grant funding by 30<sup>th</sup> April.
  - iii.   **64 Barton Street refurbishment and internal reconfiguration/accessibility project** – Planning permission has been permitted. Costs are being sought for the remaining work that is hoped to be funded from the existing MEND 2 funding. It is intended to submit an expression of interest to MEND 5.

- B.24.104      Review buildings work programme tracking documentation**  
The documentation contained in the meeting pack was reviewed.

- B.24.105      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 J Raywood.

- B.24.106      Receive an update from the Town Clerk in respect of the Licence for the garden at the rear of the Watson Hall**  
The Town Clerk provided an update.

There being no further business, the meeting closed at 19:30

Signature of Chairman upon approval of the minutes ..... 27<sup>th</sup> May 2025

## Detailed Income &amp; Expenditure by Budget Heading 22/05/2025

Month No: 12

## 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>160 Fundraising</u></b>						
4505 Fundraising	238	0	(238)		(238)	
Fundraising :- Indirect Expenditure	<b>238</b>	<b>0</b>	<b>(238)</b>	<b>0</b>	<b>(238)</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(238)</b>	<b>0</b>	<b>238</b>			
<b><u>210 64 Barton Street</u></b>						
4195 Health & Safety	0	825	825		825	
4390 Grant Expenditure	134,860	0	(134,860)		(134,860)	153,782
4450 Maintenance	5,304	30,000	24,696		24,696	
4500 64 Barton Street Projects	3,557	0	(3,557)		(3,557)	3,557
4505 Fundraising	3,938	0	(3,938)		(3,938)	720
64 Barton Street :- Indirect Expenditure	<b>147,659</b>	<b>30,825</b>	<b>(116,834)</b>	<b>0</b>	<b>(116,834)</b>	<b>158,059</b>
<b>Net Expenditure</b>	<b>(147,659)</b>	<b>(30,825)</b>	<b>116,834</b>			
6000 plus Transfer from EMR	158,059	0	(158,059)			
<b>Movement to/(from) Gen Reserve</b>	<b>10,400</b>	<b>(30,825)</b>	<b>(41,225)</b>			
<b><u>220 Town Hall</u></b>						
1400 Garden Income	0	50	50			
1410 Town Hall Income	15,949	15,000	(949)			
Town Hall :- Income	<b>15,949</b>	<b>15,050</b>	<b>(899)</b>			<b>0</b>
4195 Health & Safety	314	1,000	686		686	
4450 Maintenance	10,669	15,000	4,331		4,331	
4460 Rates	3,798	4,330	533		533	
4550 Water	1,207	1,700	493		493	
4560 Electric	2,364	5,155	2,791		2,791	
4570 Gas	3,762	3,000	(762)		(762)	
4580 Garden Expenditure	617	700	83		83	
4590 Projects	0	20,000	20,000		20,000	
4595 Accessibility	(2,485)	10,000	12,485		12,485	
4710 Combined Consumables	1	0	(1)		(1)	
4960 Equipment	1,095	2,000	905		905	
4961 Waste and recycling	0	200	200		200	
4990 Sundries/Petty Cash	29	0	(29)		(29)	
Town Hall :- Indirect Expenditure	<b>21,370</b>	<b>63,085</b>	<b>41,715</b>	<b>0</b>	<b>41,715</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,421)</b>	<b>(48,035)</b>	<b>(42,614)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 22/05/2025

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<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>
<b>Net Expenditure</b>	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>			
Buildings :- Income	15,949	15,050	(899)			
Expenditure	169,266	94,910	(74,356)	0	(74,356)	
<b>Net Income over Expenditure</b>	<u>(153,317)</u>	<u>(79,860)</u>	<u>73,457</u>			
plus Transfer from EMR	158,059	0	(158,059)			
<b>Movement to/(from) Gen Reserve</b>	<u>4,742</u>	<u>(79,860)</u>	<u>(84,602)</u>			
Grand Totals:- Income	15,949	15,050	(899)			
Expenditure	169,266	94,910	(74,356)	0	(74,356)	
<b>Net Income over Expenditure</b>	<u>(153,317)</u>	<u>(79,860)</u>	<u>73,457</u>			
plus Transfer from EMR	158,059	0	(158,059)			
<b>Movement to/(from) Gen Reserve</b>	<u>4,742</u>	<u>(79,860)</u>	<u>(84,602)</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	24,999	0	(24,999)			
1800 Watson Hall Income	27,557	20,000	(7,557)			
1810 Leases	0	600	600			
1820 Bar Income	48,974	30,000	(18,974)			
1823 Staffed Bar Hire Income	3,865	0	(3,865)			
1830 TTC Events Income	358	3,000	2,642			
Watson Hall :- Income	105,753	53,600	(52,153)			0
4195 Health & Safety	507	800	293		293	
4221 Telephone/IT (WH)	1,121	1,500	379		379	
4280 Events & Services	717	3,000	2,283		2,283	
4390 Grant Expenditure	139	0	(139)		(139)	
4450 Maintenance	21,207	13,000	(8,207)		(8,207)	
4505 Fundraising	2,145	0	(2,145)		(2,145)	
4550 Water	1,461	1,500	39		39	
4560 Electric	7,877	8,800	923		923	
4570 Gas	3,141	4,000	859		859	
4590 Projects	47,225	18,000	(29,225)		(29,225)	1,193
4912 Bar Payroll Processing	348	250	(98)		(98)	
4913 Bar Equipment	1,899	2,000	101		101	
4914 Bar Card Charges	768	700	(68)		(68)	
4915 Events Card Charges	19	100	81		81	
4920 Bar Audit	700	500	(200)		(200)	
4950 Bar Stock	24,701	17,000	(7,701)		(7,701)	
4955 Bar Salaries	17,308	12,000	(5,308)		(5,308)	
4957 Duty Manager	1,332	0	(1,332)		(1,332)	
4960 Equipment	527	2,000	1,473		1,473	
4961 Waste and recycling	1,270	400	(870)		(870)	
4980 Workwear	0	200	200		200	
Watson Hall :- Indirect Expenditure	134,413	85,750	(48,663)	0	(48,663)	1,193
Net Income over Expenditure	(28,659)	(32,150)	(3,491)			
6000 plus Transfer from EMR	1,193	0	(1,193)			
Movement to/(from) Gen Reserve	(27,466)	(32,150)	(4,684)			
Watson Hall :- Income	105,753	53,600	(52,153)			
Expenditure	134,413	85,750	(48,663)	0	(48,663)	
Net Income over Expenditure	(28,659)	(32,150)	(3,491)			
plus Transfer from EMR	1,193	0	(1,193)			
Movement to/(from) Gen Reserve	(27,466)	(32,150)	(4,684)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	105,753	53,600	(52,153)			
Expenditure	134,413	85,750	(48,663)	0	(48,663)	
Net Income over Expenditure	<u>(28,659)</u>	<u>(32,150)</u>	<u>(3,491)</u>			
plus Transfer from EMR	1,193	0	(1,193)			
Movement to/(from) Gen Reserve	<u>(27,466)</u>	<u>(32,150)</u>	<u>(4,684)</u>			

Buildings160 Fundraising

4505	Fundraising	0	4,000	4,000		4,000	
	Fundraising :- Indirect Expenditure	0	4,000	4,000	0	4,000	0
	Net Expenditure	0	(4,000)	(4,000)			

210 64 Barton Street

4195	Health & Safety	0	860	860		860	
4450	Maintenance	1,015	30,000	28,985		28,985	
	64 Barton Street :- Indirect Expenditure	1,015	30,860	29,845	0	29,845	0
	Net Expenditure	(1,015)	(30,860)	(29,845)			

220 Town Hall

1400	Garden Income	0	50	50			
1410	Town Hall Income	3,049	18,000	14,951			
	Town Hall :- Income	3,049	18,050	15,001			0
4195	Health & Safety	0	1,000	1,000		1,000	
4450	Maintenance	337	25,000	24,663		24,663	
4460	Rates	367	5,000	4,633		4,633	
4550	Water	107	1,700	1,593		1,593	
4560	Electric	262	3,000	2,738		2,738	
4570	Gas	565	3,000	2,435		2,435	
4580	Garden Expenditure	232	400	168		168	
4590	Projects	0	25,000	25,000		25,000	
4595	Accessibility	0	15,000	15,000		15,000	
4960	Equipment	0	2,000	2,000		2,000	
4961	Waste and recycling	0	200	200		200	
	Town Hall :- Indirect Expenditure	1,870	81,300	79,430	0	79,430	0
	Net Income over Expenditure	1,179	(63,250)	(64,429)			

230 War Memorial

4450	Maintenance	0	1,000	1,000		1,000	
	War Memorial :- Indirect Expenditure	0	1,000	1,000	0	1,000	0
	Net Expenditure	0	(1,000)	(1,000)			

	Buildings :- Income	3,049	18,050	15,001			
	Expenditure	2,885	117,160	114,275	0	114,275	
	Movement to/(from) Gen Reserve	164	(99,110)	(99,274)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	3,049	18,050	15,001			
Expenditure	2,885	117,160	114,275	0	114,275	
Net Income over Expenditure	<u>164</u>	<u>(99,110)</u>	<u>(99,274)</u>			
Movement to/(from) Gen Reserve	<u>164</u>	<u>(99,110)</u>	<u>(99,274)</u>			

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	2,886	30,000	27,114			
1810 Leases	0	600	600			
1820 Bar Income	5,181	55,000	49,819			
1823 Staffed Bar Hire Income	0	3,500	3,500			
1830 TTC Events Income	0	3,000	3,000			
Watson Hall :- Income	8,067	92,100	84,033			0
4195 Health & Safety	52	1,000	948		948	
4221 Telephone/IT (WH)	96	1,200	1,104		1,104	
4280 Events & Services	0	3,000	3,000		3,000	
4450 Maintenance	1,950	30,000	28,050		28,050	
4550 Water	61	1,500	1,439		1,439	
4560 Electric	1,034	8,800	7,766		7,766	
4570 Gas	304	4,000	3,696		3,696	
4590 Projects	0	18,000	18,000		18,000	
4912 Bar Payroll Processing	29	300	271		271	
4913 Bar Equipment	0	5,000	5,000		5,000	
4914 Bar Card Charges	88	750	662		662	
4915 Events Card Charges	0	50	50		50	
4920 Bar Audit	175	500	325		325	
4950 Bar Stock	776	25,000	24,224		24,224	
4955 Bar Salaries	3,071	17,000	13,929		13,929	
4957 Duty Manager	0	2,000	2,000		2,000	
4960 Equipment	0	3,000	3,000		3,000	
4961 Waste and recycling	0	1,200	1,200		1,200	
4980 Workwear	0	200	200		200	
Watson Hall :- Indirect Expenditure	7,636	122,500	114,864	0	114,864	0
Net Income over Expenditure	432	(30,400)	(30,832)			
Watson Hall :- Income	8,067	92,100	84,033			
Expenditure	7,636	122,500	114,864	0	114,864	
Movement to/(from) Gen Reserve	432	(30,400)	(30,832)			
Grand Totals:- Income	8,067	92,100	84,033			
Expenditure	7,636	122,500	114,864	0	114,864	
Net Income over Expenditure	432	(30,400)	(30,832)			
Movement to/(from) Gen Reserve	432	(30,400)	(30,832)			

## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR BUILD 64 BS Maintenance	87,693.00		87,693.00
321 EMR BUILD Town Hall Gardens	250.00		250.00
324 EMR E&A Noticeboards & Swapbox	1,387.00		1,387.00
325 EMR E&A Playground Projects	29,941.00		29,941.00
326 EMR E&A Youth	4,105.00		4,105.00
328 EMR BUILD War Memorial	8,875.73		8,875.73
329 EMR SH Severn Ham	41,163.00		41,163.00
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	6,521.00		6,521.00
333 EMR E&A Toilet Block Project	25,626.00		25,626.00
335 EMR E&A Bus Shelters	6,951.25		6,951.25
336 EMR FIN Regalia	209.00		209.00
337 EMR FIN Website	2,787.00		2,787.00
338 EMR FIN Professional Fees	5,237.00		5,237.00
339 EMR FIN Legal	16,362.00		16,362.00
340 EMR FIN Elections	6,000.00		6,000.00
341 EMR FIN Tourism & Marketing	2,117.00		2,117.00
342 EMR FIN Newsletter	2,148.00		2,148.00
343 EMR SH Weeding	24,163.00		24,163.00
344 EMR SH Severn Ham Tree Maint	4,250.00		4,250.00
345 EMR SH Hay Sowing Project	8,675.00		8,675.00
346 EMR SH Footpath Repairs	5,253.00		5,253.00
349 EMR MOOR Projects	44,340.23		44,340.23
350 EMR BUILD Watson Hall Lease *	19,250.00		19,250.00
351 EMR BUILD 64 BS Grant Income	9,461.00		9,461.00
354 EMR BUILD TH Maintenance	22,360.00		22,360.00
355 EMR BUILD WH Projects	18,876.00		18,876.00
356 EMR BUILD WH Bar Equipment	2,163.00		2,163.00
357 EMR BUILD 64 BS Projects	7,662.00		7,662.00
359 EMR PLA Community Devel Planni	6,856.00		6,856.00
360 EMR BUILD TH Projects	53,362.00		53,362.00
362 EMR FIN Tewkes Live Music Fest	21,775.00	-1,555.25	20,219.75
365 EMR FIN Events and Services	4,433.00		4,433.00
366 EMR BUILD TH Equipment	870.00		870.00
369 EMR STA Training	736.00		736.00
370 EMR PLA CIL	2,252.00		2,252.00
371 EMR PLA Planning Consultancy	6,415.00		6,415.00
372 EMR STA Professional Fees	5,501.00		5,501.00
375 EMR BUILD WH Go Fund Me	76.00		76.00
376 BUILD 64 BS Health & Safety	825.00		825.00
377 EMR BUILD TH Accessibility	12,485.00		12,485.00
378 EMR FIN IT	2,481.00		2,481.00
379 EMR WH Equipment	1,473.00		1,473.00
	543,141.21	-1,555.25	541,585.96

### 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	Paul B
Feb-25	Carbon Monoxide Detectors	Luke GES
Apr-25	Electrical Inspection	Luke GES
Apr-25	Garden Lights	Luke GES
Apr-25	Cellar Lights emergency	Luke GES
Apr-25	Cellar Basement	Paul B
May-25	Emergency Lights works	Luke GES
May-25	Faulty battery issue	A & E

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	
Feb-25	Carbon Monoxide Detectors	
Apr-25	Emergency Lights	Luke GES
Apr-25	Fans new and removal / relocation works	Luke GES
Apr-25	Office works	Luke GES
Apr-25	Bar Aircon Works	Luke GES
Apr-25	Water Leaks	Paul B
Apr-25	Upper Chinney inspection Repair works	Paul B
May-25	Office upper leak	Paul B
May-25	Bar outside Leak	Paul B
May-25	Outside Sign	Marlock
May-25	Faulty battery issue	A & E

Work done

Work booked in

Work yet to be done

## 64 BS 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		£38 plus vat
Jun-24	FRA		
Feb-25	Electrical works and heater investigation	Luke GES	Dayrate + parts
Feb-25	Fire Extinguisher upgrades	A & E	
Feb-25	New Under cupboard Heater	Neptune	Quote
Apr-25	Investigate upper light issue / quote	Luke GES	Quote
Apr-25	Faulty Lower Light replacement quote	Luke GES	Quote
May-25	Faulty battery issue	A & E	Quote

Work done

Work booked in

Work yet to be done