

**TEWKESBURY TOWN COUNCIL
BUILDINGS COMMITTEE
TUESDAY 15TH JULY 2025**

To: Councillors C Danter (Chairman), R Bartlett, R Gurney, 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 15th July 2025 at 6.00pm

Members of the public and press are welcome to attend.

Debbie Mason, Town Clerk
10th July 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 27th May 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. 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 grant funding
 - iii. 64 Barton Street refurbishment and internal reconfiguration/accessibility project
10. Review buildings work programme tracking documentation
11. 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
12. Receive an update from the Town Clerk in respect of the Licence for the garden at the rear of the Watson Hall
13. Review lease and relationship to Tewkesbury Museum

MINUTES
of the
Buildings Committee meeting held on 27th May 2025 at 6.00pm in the Town Hall,
Tewkesbury

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

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

B.25.001 Receive apologies for absence
Cllrs R Bartlett, R Gurney, P Jones

B.25.002 Receive declarations of interest
None.

B.25.003 Receive dispensations
None.

B.25.004 Approve the minutes of the Buildings & Moorings Committee meeting held on 22nd April 2025
It was RESOLVED to approve the minutes of the meeting held on 22nd April. Proposed by Cllr K Moran, seconded by Cllr S Raywood.

B.25.005 Matters arising from the minutes – for information only
24.074 – War Memorial repairs – Update from Asset Manager to be circulated to the Committee.

B.25.006 Receive correspondence relating to the Buildings Committee
The Town Clerk reported that 64 Barton Street has now been registered at HM Land Registry.

B.25.007 Public Participation
A member of the public stated that he was not aware of this or the last meeting. He queried the amount of money allocated to the accessibility budget from the Mayor's Charity monies.

B.25.008 Review the budget report and earmarked reserves report
The budget and earmarked reserves reports were reviewed.

B.25.009 Agree any vires, movement of existing earmarked reserves and new earmarked reserves
It was RESOLVED to release £3,033 from EMR 355 (relating to 2024/25 accounts, so will go into general reserve) and release EMR 351 64 BS Grant Income to 210 4390. Proposed by Cllr Moran, seconded by Cllr Robertson.

- B.25.010 Retrospectively approve expenditure relating to professional fees for Town Hall refurbishment and accessibility project**
It was RESOLVED to approve expenditure of £650 for Quantity Survey fees and £7,450 for Architect fees (£8,100 in total). Proposed by Cllr S Raywood, seconded by Cllr Moran.
Action: Town Clerk to check whether inclusion of a handrail to first floor of the Town Hall has been obtained.
- B.25.011 Approve expenditure relating to emergency lighting at the Town Hall and Watson Hall**
It was RESOLVED to approve expenditure of £6,450 for the Watson Hall, £3,250 for the Town Hall and £1,450 for the Town Hall basement. Proposed by Cllr S Raywood, seconded by Cllr Robertson.
- B.25.012 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 the expression of interest had not been successful. Alternative sources of grant funding will be investigated.
 - ii. **Watson Hall refurbishment and associated grant funding** – The Town Clerk reported that the expression of interest had not been successful. Alternative sources of grant funding will be investigated.
 - iii. **64 Barton Street refurbishment and internal reconfiguration/accessibility project** – Work to asbestos soil pipe will for part of the MEND5 application. Town Clerk liaising with Historic England regarding remaining work felt to be part of MEND2.
- B.25.013 Review buildings work programme tracking documentation**
The documentation contained in the meeting pack was reviewed.
- B.25.014 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 Danter, seconded by Cllr S Raywood.
- B.25.015 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. The committee wishes to receive an opinion from a litigation solicitor.

There being no further business, the meeting closed at 19:20

Signature of Chairman upon approval of the minutes 15th July 2025

Detailed Income & Expenditure by Budget Heading 10/07/2025

Month No: 3

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	1,172	4,000	2,828		2,828	
Fundraising :- Indirect Expenditure	<u>1,172</u>	<u>4,000</u>	<u>2,828</u>	<u>0</u>	<u>2,828</u>	<u>0</u>
Net Expenditure	<u>(1,172)</u>	<u>(4,000)</u>	<u>(2,828)</u>			
<u>210 64 Barton Street</u>						
4195 Health & Safety	0	860	860		860	
4390 Grant Expenditure	0	0	0		0	9,461
4450 Maintenance	1,108	30,000	28,892		28,892	
64 Barton Street :- Indirect Expenditure	<u>1,108</u>	<u>30,860</u>	<u>29,752</u>	<u>0</u>	<u>29,752</u>	<u>9,461</u>
Net Expenditure	<u>(1,108)</u>	<u>(30,860)</u>	<u>(29,752)</u>			
6000 plus Transfer from EMR	9,461	0	(9,461)			
Movement to/(from) Gen Reserve	<u>8,353</u>	<u>(30,860)</u>	<u>(39,213)</u>			
<u>220 Town Hall</u>						
1400 Garden Income	0	50	50			
1410 Town Hall Income	4,612	18,000	13,388			
Town Hall :- Income	<u>4,612</u>	<u>18,050</u>	<u>13,438</u>			<u>0</u>
4195 Health & Safety	315	1,000	685		685	
4450 Maintenance	4,710	25,000	20,290		20,290	
4460 Rates	1,095	5,000	3,905		3,905	
4550 Water	337	1,700	1,363		1,363	
4560 Electric	462	3,000	2,538		2,538	
4570 Gas	880	3,000	2,120		2,120	
4580 Garden Expenditure	232	400	168		168	
4590 Projects	6,350	25,000	18,650		18,650	
4595 Accessibility	0	15,000	15,000		15,000	
4960 Equipment	228	2,000	1,772		1,772	
4961 Waste and recycling	0	200	200		200	
Town Hall :- Indirect Expenditure	<u>14,609</u>	<u>81,300</u>	<u>66,691</u>	<u>0</u>	<u>66,691</u>	<u>0</u>
Net Income over Expenditure	<u>(9,997)</u>	<u>(63,250)</u>	<u>(53,253)</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>			

Detailed Income & Expenditure by Budget Heading 10/07/2025

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Buildings :- Income	4,612	18,050	13,438			
Expenditure	16,888	117,160	100,272	0	100,272	
Net Income over Expenditure	(12,277)	(99,110)	(86,833)			
plus Transfer from EMR	9,461	0	(9,461)			
Movement to/(from) Gen Reserve	(2,816)	(99,110)	(96,294)			
Grand Totals:- Income	4,612	18,050	13,438			
Expenditure	16,888	117,160	100,272	0	100,272	
Net Income over Expenditure	(12,277)	(99,110)	(86,833)			
plus Transfer from EMR	9,461	0	(9,461)			
Movement to/(from) Gen Reserve	(2,816)	(99,110)	(96,294)			

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	6,459	30,000	23,541			
1810 Leases	0	600	600			
1820 Bar Income	8,832	55,000	46,168			
1823 Staffed Bar Hire Income	0	3,500	3,500			
1830 TTC Events Income	0	3,000	3,000			
Watson Hall :- Income	<u>15,291</u>	<u>92,100</u>	<u>76,809</u>			<u>0</u>
4195 Health & Safety	367	1,000	633		633	
4221 Telephone/IT (WH)	307	1,200	893		893	
4280 Events & Services	160	3,000	2,840		2,840	
4450 Maintenance	3,286	30,000	26,714		26,714	
4550 Water	477	1,500	1,023		1,023	
4560 Electric	2,550	8,800	6,250		6,250	
4570 Gas	676	4,000	3,324		3,324	
4590 Projects	3,600	18,000	14,400		14,400	
4912 Bar Payroll Processing	44	300	256		256	
4913 Bar Equipment	0	5,000	5,000		5,000	
4914 Bar Card Charges	140	750	610		610	
4915 Events Card Charges	2	50	48		48	
4920 Bar Audit	175	500	325		325	
4950 Bar Stock	3,532	25,000	21,468		21,468	
4955 Bar Salaries	5,319	17,000	11,681		11,681	
4957 Duty Manager	263	2,000	1,737		1,737	
4960 Equipment	454	3,000	2,546		2,546	
4961 Waste and recycling	99	1,200	1,101		1,101	
4980 Workwear	0	200	200		200	
Watson Hall :- Indirect Expenditure	<u>21,451</u>	<u>122,500</u>	<u>101,049</u>	<u>0</u>	<u>101,049</u>	<u>0</u>
Net Income over Expenditure	<u>(6,160)</u>	<u>(30,400)</u>	<u>(24,240)</u>			
6000 plus Transfer from EMR	0	0	0			
6001 less Transfer to EMR	(3,033)	0	3,033			
Movement to/(from) Gen Reserve	<u>(3,127)</u>	<u>(30,400)</u>	<u>(27,273)</u>			
Watson Hall :- Income	15,291	92,100	76,809			
Expenditure	21,451	122,500	101,049	0	101,049	
Net Income over Expenditure	<u>(6,160)</u>	<u>(30,400)</u>	<u>(24,240)</u>			
plus Transfer from EMR	0	0	0			
less Transfer to EMR	(3,033)	0	3,033			
Movement to/(from) Gen Reserve	<u>(3,127)</u>	<u>(30,400)</u>	<u>(27,273)</u>			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	15,291	92,100	76,809			
Expenditure	21,451	122,500	101,049	0	101,049	
Net Income over Expenditure	<u>(6,160)</u>	<u>(30,400)</u>	<u>(24,240)</u>			
plus Transfer from EMR	0	0	0			
less Transfer to EMR	(3,033)	0	3,033			
Movement to/(from) Gen Reserve	<u>(3,127)</u>	<u>(30,400)</u>	<u>(27,273)</u>			

Earmarked Reserves

	<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
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	0.00
354	EMR BUILD TH Maintenance	22,360.00		22,360.00
355	EMR BUILD WH Projects	18,876.00	-3,033.00	15,843.00
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	-21,775.00	0.00
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
		<u>543,141.21</u>	<u>-34,269.00</u>	<u>508,872.21</u>

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	Redundant 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
Jun-25	Faulty Lower archive Storage Area Ladder	
Jun-25	Upper Toilet window works	

Work done

Work booked in

Work yet to be done

**Watson Hall –
2024 / 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
Jun-25	New Extra bar CCTV	Luke GES
Jun-25	Accoustic Glass install	L & L
Jul-25	Kitchen Area Taps	Les Minter

Work done
Work booked in
Work yet to be done

64 Barton Street
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	Electrical works and heater investigation	Luke GES
Feb-25	Fire Extinguisher upgrades	A & E
Feb-25	New Under cupboard Heater	Neptune
Apr-25	Investigate upper light issue / quote	Luke GES
Apr-25	Faulty Lower Light replacement quote	Luke GES
May-25	Faulty battery issue	A & E
Jul-25	Investigate Damp Area Kitchen and front Doorway	Les Minter

Work done
Work booked in
Work yet to be done