

## TENBURY TOWN COUNCIL 2014/15 – PR01

Minutes of the **PREMISES COMMITTEE** held on **Monday 12<sup>th</sup> May 2014 at 7.40pm** in the **Pump Rooms, off Teme Street**, Tenbury Wells.

PRESENT: Cllr E. Weston (Chairman), Cllrs E. Hudson (Deputy Chairman), Cllrs M. Drummond, J. Morgan, Cllr D. Ingram, J. Watson  
IN ATTENDANCE: Town Clerk

### 1.1 To elect a Chairman

Cllr Weston was nominated to continue as Chairman by Cllr Drummond, seconded by Cllr Ingram. Cllr Weston agreed she was willing to continue.

**RESOLVED** that Cllr Weston be elected as Chairman.

### 1.2 Apologies. To consider the acceptance of apologies for absence from Councillors

Apologies had been received from Cllr Hudson

**RESOLVED** that apologies be accepted.

### 1.3 Declarations of Interest.

None

### 1.4 To approve as a true and accurate record the resolutions and Minutes of the Premises Committee meeting held on 10<sup>th</sup> March 2014.

The Minutes of the previous meeting held on 10<sup>th</sup> March 2014 were approved and signed by the Chairman as a true and correct record of proceedings.

### 1.5 To elect a Deputy Chairman

This item was deferred to next meeting in light of the current Deputy Chair's absence.

### 1.6 To review Actuals v. Budget to date

Members reviewed their budget to date and felt it remained on target. (Appendix A)

**RESOLVED** that the budget position be accepted.

### 1.7 Premises Reports

- Regal – Cllr Hudson reported that two main on-going issues remained – safety lighting, and front door hinges. The Clerk confirmed that both items were in hand with the main contractor due back on site in the next few weeks to make alterations to the safety lighting so that all overrides worked correctly. The door hinges had been purchased but a suitable date for the work had yet to be agreed. The Clerk was progressing this matter. As a Regal Volunteer who helped co-ordinate safety procedure Cllr Watson reported that a Fire Alarm sounder had been installed in the top floor offices and a safety briefing recently carried out for all volunteers. He felt that the safety lighting should be treated with urgency to ensure the building was as safe as it could possibly be.
- Pavilion – Cllr Drummond – no change.
- Changing Rooms – Cllr Ingram felt these were not being well looked after and a strong letter to the club would be necessary. Members would need to consider this carefully when reviewing the lease agreements in future. Club be given opportunity to clean the Changing Rooms in the next week and if no improvement is visible then a letter was to be sent.
- Pump Rooms - Cllr Morgan – Nettles and moss outside of pump rooms need clearing.

### 1.8 Correspondence for Information

None

### 1.9 Clerk's report including any Urgent Decisions since the last meeting

None

### 1.10 Councillors' reports and items for future agenda

The Clerk was asked to obtain a cost for replacement of decorative coping bricks above the entrance door.

Meeting Closed at 8:45pm

Signed .....

Dated .....

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PREMISES						PREMISES				
EXPENDITURE	Total Budgeted Spend	ACTUAL	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	INCOME	ORIGINAL BUDGET	ACTUAL	ACTUAL	% of Budget Reached TO DATE
	2014-15	Apr-14	May-14	Jun-14			2014-15	Apr-14	May-14	
<b>Pump Rooms</b>						<b>Pump Rooms</b>				
Gas	1500					Bookings	4000		100.00	3%
Electricity	1500									
Water	200									
Rates	3100	305.40	606.40	907.40	20%					
Building Maintenance	2000									
Fire Extinguishers/Alarm	400									
Electrical Maintenance/Checks	200									
Boiler Maintenance	200									
Cleaning Materials/Disposables	50									
Wedding License	500									
Project Reserves	4000									
	<b>13650</b>	<b>305.4</b>	<b>606.4</b>	<b>907.4</b>	<b>4%</b>		<b>4000</b>		<b>100</b>	<b>3%</b>
<b>Regal</b>						<b>Regal &amp; C.Centre</b>				
Building Maintenance	2500									
Project Reserves	4000					Rent	4400	367.00		
RTT Grant Donation	10000	5,000.00	5,000.00	5,000.00	50%					
	<b>16500</b>	<b>5,000.00</b>	<b>5000</b>	<b>5000</b>	<b>30%</b>		<b>4400</b>			
<b>Pavilion &amp; Groundsmans Shed</b>										
Electricity	1100									
Water	200	92.26	92.26	92.26	46%					
Rates	400	32.70	65.70	98.70	16%					
Building Maintenance	500									
Electrical Maintenance	500		159.00	159.00	32%					
Pavilion Roof Maintenance	500									
Project Reserves	2000									
	<b>5,200.00</b>	<b>124.96</b>	<b>316.96</b>	<b>349.96</b>	<b>6%</b>		<b>-</b>			
<b>Changing Rooms</b>										
Electricity	550					Changing Rooms Meter	400	91.00	91.00	23%
Water	200		62.19	62.19	31%					
Building Maintenance	500									
Electrical Maintenance	500	49.50	49.50	49.50	10%					
Project Reserves	1000									
	<b>2,750.00</b>	<b>49.50</b>	<b>111.69</b>	<b>111.69</b>	<b>4%</b>		<b>400.00</b>			
	<b>38,100.00</b>	<b>5,479.86</b>	<b>6,035.05</b>	<b>6,369.05</b>	<b>16%</b>					
<b>Contingency Fund</b>	1000									
<b>PREMISES TOTAL</b>	<b>39100</b>	<b>5479.86</b>	<b>6035.05</b>	<b>6369.05</b>	<b>15%</b>	<b>PREMISES TOTAL</b>	<b>8800</b>	<b>458</b>	<b>191</b>	<b>2%</b>