

TENBURY TOWN COUNCIL 2013/14 – PR01

Minutes of the meeting of the **PREMISES COMMITTEE** held on **Monday 17th June 2013 at 7.00pm** in the **Pump Rooms, off Teme Street**, Tenbury Wells.

PRESENT: Cllr E. Weston (Chairman), Cllrs E. Hudson (Deputy Chairman), D. Ingram, J. Morgan, J. Watson

IN ATTENDANCE: Town Clerk, George Price (Mayor)

APOLOGIES: Cllr M. Drummond

1.1 To elect a Chairman

Cllr Weston was nominated as Chairman by Cllr Morgan, seconded by Cllr Hudson. Cllr Weston agreed she was willing to stand.

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 Drummond.

RESOLVED that apologies be accepted.

1.3 Declarations of Interest.

Cllr Watson – Volunteer for Regal Tenbury Trust

Mayor – Chairman of Tenbury United Football Club

1.4 To approve as a true and accurate record the resolutions and Minutes of the Premises Committee meeting held on 22nd April 2013.

The Minutes of the previous meeting held on 22nd April 2013 were approved and signed by the Chairman as a true and correct record of proceedings.

1.5 To elect a Deputy Chairman

Cllr Hudson was nominated as Deputy Chairman by Cllr Ingram, seconded by Cllr Watson. Cllr Hudson agreed he was willing to stand.

RESOLVED that Cllr Hudson be elected as Deputy Chairman.

1.6 To review Actuals v. Budget to date

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

RESOLVED that the budget position be accepted.

1.7 Premises Reports

- Regal – Cllr Hudson – working with Neville Topping /Architects/Contractor to resolve outstanding matters. Responses to requests were taking a long time. Meeting to be arranged w/c 24th July. Last chance to get this sorted and make the point that the response is not acceptable. If not satisfied items of concern are being taken seriously then a solicitors letter to the architect might be considered.
- Pavilion – In Cllr Drummond's absence the Clerk reported on the outcome of the electrical installation tests carried out by Brights. There were some issues which need to be attended to immediately. It was felt that further advice should be taken from Brights with regard to the approach and recommendations for how best to proceed this to include investigating the possibility of an increase in capacity of supply– Cllr Watson to liaise with Brights on this- The Clerk would then get more quotes for work. It was Agreed that a further meeting would be called in July to discuss.
- Changing Rooms – Cllr Ingram Inspected. – has been cleaned. Some issues. Much better than last inspection. Good effort made. Water noticed at base of boiler – under investigation. Some works identified by Brights relating to electrical safety.

RESOLVED to delegate powers to the Clerk and Chairman to proceed with further quotes.

- Mortuary – Cllr Watson

No report as building now up for sale.

- Pump Rooms Cllr Morgan

No report. Clerk reported that dates for repair works were still awaited.

1.8 To be updated on progress with sale of the Old Mortuary

Particulars of sale had now been received and circulated to Councillors. Closing date for tender offers was 26th July 2013.

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1.9 Correspondence for Information

None

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

None

1.11 Councillors' reports and items for future agenda

- Cllr Ingram and the Mayor to formulate a checklist to be agreed by Football Club at their forthcoming AGM. The Clerk was directed to have the lock changed on main the changing rooms the following day so that much tighter control over key holders could be maintained.

Meeting Closed at 8:25pm

Signed

Dated

PREMISES								PREMISES						
EXPENDITURE	ORIGINAL BUDGET	Carried over From RESERVES	Total Budgeted Spend	Actual	ACTUAL	ACTUAL	% of Budget Reached TO DATE	INCOME	BUDGET	Difference	ACTUAL	ACTUAL	ACTUAL	% of Budget Reached TO DATE
Property Running Costs	2013-14	2013-14	2013-14	Apr-13	May-13	Jun-13			2013-14		Apr-13	May-13	Jun-13	
Pump Rooms								Pump Rooms						
Gas	2000		2000		123.78	211.18	11%	Bookings	5600			162.00	324.00	6%
Electricity	660	100	760		208.77	208.77	27%							
Water	300		300											
Rates	3100		3100	292.80	588.80	884.80	29%							
Building Maintenance	2000	600	2600		5.96	5.96	0%							
Fire Extinguishers/Alarm	600		600											
Electrical Maintenance/Checks	200	345	545											
Boiler Maintenance	200		200											
Cleaning Materials/Disposables	50		50											
Fountain/Bath Restoration incl Reser	500	500	1000											
Wedding License	500		500											
	10110	1545	11655	292.8	927.31	1310.71	11%		5600			162	324	6%
Regal								Regal & C.Centre						
Building Maintenance	1500		1500			1,292.00	86%							
On going support fund	2500		2500		5,000.00			Rent	4400		367.00	734.00	1,101.00	25%
RTT Grant Donation	10000		10000	5,000.00	5,000.00	5,000.00	50%							
	14000		14000	5000	10000	6292	45%		4400					
Pavilion & Groundsmans Shed														
Electricity	1100		1100		284.48	284.48	26%							
Water	200		200	90.72	90.72	90.72	45%							
Rates	400		400	35.40	67.40	99.40	25%							
Building Maintenance	500	170	670			18.50	3%							
Electrical Maintenance	300	150	450											
Pavilion Roof Maintenance	1000		1000											
	3,500.00	320.00	3,820.00	126.12	442.60	493.10	13%							
Changing Rooms														
Electricity	550		550		186.40	186.40	34%	Changing Rooms Meter	400			160.00	160.00	40%
Water	200		200		54.52	54.52	27%							
Building Maintenance	250		250											
Electrical Maintenance	150		150											
	1,150.00	-	1,150.00	-	240.92	240.92	21%		400					
Old Mortuary														
Building Maintenance	1000		1000					Mortuary Rent	150					
Old Mortuary Renovation	2000		2000											
	3,000.00	-	3,000.00	-	-	-			150					
	31,760.00	1,865.00	33,625.00	5,418.92	11,610.83	8,336.73	90%							
Contingency Fund	1000		1000											
PREMISES TOTAL	32,760.00	1,865.00	34,625.00	5,418.92	11,610.83	8,336.73	24%	PREMISES TOTAL	10550		367	1056	1585	15%