

TENBURY TOWN COUNCIL 2014/15 – PR05

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Minutes of the meeting of the **PREMISES COMMITTEE** held on **Monday 12<sup>th</sup> January 2015 at 7.45pm** in the **Pump Rooms, off Teme Street**, Tenbury Wells.

**PRESENT:** Cllr E. Weston (Chairman), , E. Hudson, Cllr D. Ingram, Cllr J. Morgan

**IN ATTENDANCE:** Town Clerk , The Mayor

Cllrs M. Drummond, Cllr J. Watson

**5.1 Apologies. To consider the acceptance of apologies for absence from Councillors**

Apologies had been received from Cllr Drummond and Cllr Watson.

**RESOLVED** that apologies be accepted.

**5.2 Declarations of Interest.**

None

**5.3 Public Participation**

None

**5.4 To approve as a true and accurate record the resolutions and Minutes of the Premises Committee meeting held on 17th November 2014.**

The Minutes of the previous meeting held on 17<sup>th</sup> November 2014 were approved and signed by the Chairman as a true and correct record of proceedings.

**5.5 To review Actuals v. Budget to date**

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

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

**5.6 Premises Reports**

- Regal – Cllr Hudson – see item 5.7
- Pavilion – Cllr Drummond – No change
- Changing Rooms – Cllr Ingram – Section of ceiling has collapsed in one side of the changing rooms. It appears this is due to damp. Quotes to be obtained to repair with plaster board. Cllr Ingram said he felt this was due to wear and tear rather than any wilful damage.
- Pump Rooms - Cllr Morgan – OK. New gate looks good. Exterior render may need to be repainted

**5.7 To be updated on outstanding works at the Regal.**

The Clerk and the Mayor reported that on 6<sup>th</sup> January they had met onsite with the architect, main contractor, electrical contractor and lighting manufacturer to discuss a solution which would ensure the emergency lighting in the auditorium would activate in all circumstances of electrical failure. The lighting manufacturer proposed the installation of a further switch in the relay and it was agreed that the electrical contractor would carry out the works and that the system would then be further tested with the Mayor and the Clerk in attendance to ensure that it met all expectations. The work was scheduled for 16<sup>th</sup> January. The other outstanding works to the guttering on the north elevation of the auditorium had now been completed. Members agreed that the retention balance should be released once all work was satisfactorily completed. The Clerk reported that the architect would sign off a final completion certificate which would trigger the final invoice for the retention. It was suggested that a small amount of the retention be withheld for 6 months to cover the newly installed switch which could be tested over this period. It was agreed that this would be discussed further once it was clear that the work had been successfully completed.

**5.8 Correspondence for Information**

None

**5.9 Councillors' reports and items for future agenda**

None

Meeting Closed at 8:25 pm

Signed .....

Dated .....

PREMISES							PREMISES						
EXPENDITURE	Re Forecast Budget 20/10/14	Total Budgeted Spend incl Reserves	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED	INCOME	ORIGINAL BUDGET	ACTUAL	PROJECTED TO DATE	% of Budget Reached TO DATE	March 2014 YEAR END PROJECTED	
	2014-15	2014-15	Dec-14	Jan-15			2014-15	Dec-14	Jan-15				
<b>Pump Rooms</b>							<b>Pump Rooms</b>						
Gas	1500	1500	552.36	552.36	37%	1,300.00	Bookings	4000	2756.4	2756.4	69%	3500	
Electricity	1500	1500	402.12	402.12	27%	1,100.00							
Water	200	200				100.00							
Rates	3100	3100	2,713.40	3,014.40	97%	3,015.00							
Building Maintenance	3330	3330	1,854.81	1,854.81	56%	3,330.00							
Fire Extinguishers/Alarm	200	200	85.00	85.00	43%	200.00							
Electrical Maintenance/Checks	200	200	13.20	13.20	7%	200.00							
Boiler Maintenance	200	200	115.00	115.00	58%	200.00							
Cleaning Materials/Disposables	50	50	21.22	21.22	42%	50.00							
Wedding License	500	500	500.00	500.00	100%	500.00							
Project Reserves	4000	4000	4,000.00	4,000.00	100%	4,000.00							
<b>Pump Rooms</b>	<b>14780</b>	<b>14780</b>	<b>10,257.11</b>	<b>10,558.11</b>	<b>71%</b>	<b>13,995.00</b>		<b>4,000.00</b>	<b>2756.4</b>	<b>2756.4</b>	<b>69%</b>	<b>3500</b>	
<b>Regal</b>							<b>Regal &amp; C.Centre</b>						
Building Maintenance	2500	2500	1,510.38	1,510.38	60%	2,500.00							
Project Reserves	4000	4000	4,000.00	4,000.00	100%	4,000.00	Rent	4400	2,569.00	2,936.00	67%	4,400.00	
RTT Grant Donation	10000	10000	10,000.00	10,000.00	100%	10,000.00							
<b>Regal</b>	<b>16500</b>	<b>16500</b>	<b>15,510.38</b>	<b>15,510.38</b>	<b>94%</b>	<b>16,500.00</b>		<b>4400</b>					
<b>Pavilion &amp; Groundsmans Shed</b>													
Electricity	1100	1100	290.92	290.92	26%	1,100.00							
Water	200	200	92.26	92.26	46%	100.00							
Rates	400	400	296.70	329.70	82%	330.00							
Building Maintenance	500	500				500.00							
Electrical Maintenance	500	500	234.00	234.00	47%	400.00							
Pavilion Roof Maintenance	250	250				250.00							
Project Reserves	2000	2000	2,000.00	2,000.00	100%	2,000.00							
<b>Pavilion &amp; Shed</b>	<b>4950</b>	<b>4950</b>	<b>2,913.88</b>	<b>946.88</b>	<b>19%</b>	<b>4,680.00</b>		<b>-</b>					
<b>Changing Rooms</b>													
Electricity	550	550	232.57	232.57	42%	550.00	Changing Rooms Meter	400	91.00	91.00	23%	250.00	
Water	200	200	115.63	115.63	58%	170.00							
Building Maintenance	500	500	22.34	22.34	4%	500.00							
Electrical Maintenance	500	500	49.50	49.50	10%	500.00							
Project Reserves	1000	1000	1,000.00	1,000.00	100%	1,000.00							
<b>Changing Rooms</b>	<b>2750</b>	<b>2750</b>	<b>1,420.04</b>	<b>1,420.04</b>	<b>52%</b>	<b>2,720.00</b>		<b>400.00</b>				<b>300</b>	
	<b>38980</b>	<b>38980</b>	<b>30,101.41</b>	<b>28,435.41</b>	<b>73%</b>	<b>37,895.00</b>							
<b>Contingency Fund</b>	1000	1000				1,000.00							
<b>PREMISES TOTAL</b>	<b>39980</b>	<b>39980</b>	<b>30101.41</b>	<b>28435.41</b>	<b>71%</b>	<b>38895</b>	<b>PREMISES TOTAL</b>	<b>8800</b>	<b>5416.4</b>	<b>5783.4</b>	<b>66%</b>	<b>8150</b>	