

Minutes of the FACILITIES COMMITTEE

held on

Monday 15th September 2025

at 7.00pm

at The Pump Rooms, Off Teme Street, Tenbury Wells, Worcs, WR15 8BA.

PRESENT: Cllrs L. Davies. M. Davies, D. Ingram, D. Patrick, R. Perrin and B. Smith.

IN ATTENDANCE: The Town Clerk, the Assistant to the Town Clerk, Cllr. A. Gould and one member of the public.

FC25.34 APOLOGIES FOR ABSENCE

Members received apologies for absence from Cllr. E. Bunting and Cllr. R. Connolly due to planned holidays.

FC25.35 DECLARATIONS OF INTEREST

A declaration of interest was made by Cllr. D. Patrick under the Code of Conduct pursuant to the Localism Act 2011 in respect of item **FC25.43 REVENUE BUDGET 2026/2027** on the agenda. Cllr Patrick is the Treasurer for Tenbury Museum and History Group, which would be affected by increases in Fees and Charges.

FC25.36 DISPENSATIONS

No requests for dispensation had been received.

FC25.37 PUBLIC PARTICIPATION

None

FC25.38 MINUTES

Members considered the minutes of the previous Facilities Committee meeting.

It was proposed by Cllr. M. Davies seconded by Cllr. R. Perrin and unanimously

RESOLVED:

The minutes of the Facilities Committee meeting held on 14th July 2025 were agreed as a true and accurate account of the meeting and duly signed by the Chair.

FC25.39 REPORTS FROM LEAD MEMBERS FOR THE COUNCIL FACILITIES

To receive reports from Lead Members on the following areas: -

- (i) **The Burgage** – Cllr. D. Ingram – There have been some emergency tree works carried out due to storm damage. The Town Clerk stated that she was obtaining a quotation to repair the steps for the slide in the children's over 8 play area.



- (ii) **Cemetery, Street Lighting & Public Domain** (including street furniture, planters) -Cllr. M. Davies – The cemetery hedge needs cutting back. This will be done outside of nesting season. The bin had overflowed and there was rubbish around it, the Town Clerk stated that the Groundsman would attend and empty the rubbish. Cllr. Davies noted there is a loose bollard outside The Pitter Potter shop, however this has already been marked for repair. Cllr. Davies asked if there was an update on the streetlights in the swimming pool car park. The Town Clerk stated that Prysmian had visited the site on three occasions and undertaken initial works however this has not resolved the issue. The contractor will send a quotation for works to provide a new consumer board.
- (iii) **Pavilion and Civic Garden** – Cllr. D. Ingram – The Groundsman has tidied the garden beds and the bowling green gutters. Cllr. Ingram asked the Town Clerk for an update regarding the repairs to the Pavilion. The Town Clerk stated that the loss adjuster is waiting for the tenders for work to be returned. The Town Clerk will update when there is a date for commencement.
- (iv) **Palmers Meadow & Skate Park** – Cllr. R. Connolly – Members noted the request for a proposed skatepark project update to be an item on the next Full Council agenda.
- (v) **The Pump Rooms** – Cllr. R. Perrin – Awaiting the results of the survey, which will highlight required maintenance issues. Legionella water samples have been taken for testing. Results to follow.
- (vi) **The Regal** – Cllr. R. Perrin – The roof works are almost complete including a window, which was in urgent need of repair. Due to a suspected gas leak, the gas supply has been turned off.
- (vii) **Events & Community Support.** – Cllr. Ingram asked if there was an update from the rugby club with regards changing location of the match scheduled for 4th October, to allow Applefest to use Palmers Meadow for an alternative parking scheme. The Town Clerk was requested to follow up with the rugby club.

FC25.40 BUS SHELTER

It was proposed by Cllr. D. Ingram seconded by Cllr. R. Perrin and unanimously

RESOLVED:

To approve the Town Clerk to sign the Works Mandate and Schedule of Works for the bus shelter.

The Town Clerk to request that work is undertaken outside of peak travel hours.

FC25.41 THE REGAL

Members discussed the change in the colour scheme for The Regal foyer.

It was proposed by Cllr. L. Davies seconded by Cllr. R. Perrin and unanimously

RESOLVED:



To agree that the paint colour scheme in The Regal foyer should be as detailed in the schedule. The contractor to be requested to repaint in the heritage colour.

FC25.42 THE BURGAGE

It was proposed by Cllr. D. Patrick seconded by Cllr. R. Perrin and unanimously

RESOLVED:

- (i) To note the emergency works required following storm damage to two trees in The Burgage undertaken by Mulberry Tree services and approve the cost of £385.00 for the works.
- (ii) To agree the additional works required to the trees in The Burgage and the quotation for the works from Mulberry Tree Services at a cost of £860.00.

FC25.43 REVENUE BUDGET 2026/2027

It was proposed by Cllr. D. Ingram seconded by Cllr. L. Davies and unanimously

RESOLVED:

- (i) Fees and Charges to be increased by 10% (rounded) with effect from 1st April 2026.

The Pump Rooms

Room Hire (per hour)	£ 13.90 Exempt
Room Hire - regular booking (per hour)	£ 12.50 Exempt
Room Hire Local Community Charities 0 - 1 hour	Free
Room Hire Local Community Charity 1 hour+ (per hour)	£ 13.90 Exempt
Main and Back Room - Wedding (weekdays)	£257.80 (inc. vat)
Main and Back Room - Wedding (Saturday)	£299.40 (inc. vat)
Hire of crockery	£6.90 (inc. vat)

Tennis Courts

Adult (per hour)	£ 2.80 Non-business
Child (under 16)	£ 1.40 Non-business
Adult (Annual Fee)	£111.00 Non-business
Child (Annual Fee)	£ 55.50 Non-business



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Bowling Green Fees

Adult (per hour)	£ 3.50 Non-business
Bowling League – Hire of Green	£2,500.00 Non-business

The Pavilion

Room Hire (per hour)	£ 8.30 (inc. vat)
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Palmer's Meadow

Fair	£ 1,178.00 Exempt
Overflow Car Park (car boot/events)	£ 55.50 (inc. vat)
Sports Pitch hire (2 hours)	£ 27.70 Non-business
Events- Free Community Events	Free

Caravans

Under 5 caravans – per caravan	£13.90 (inc. vat)
Over 5 caravans – per caravan	£11.10 (inc. vat)
Tents – per tent	£ 6.90 (inc. vat)

The Burgage

Events (hire of land) – entrance fee charged	£ 199.60 (inc. vat)
Events – free community events	Free
Car Boots	£ 274.50 (inc. vat)

VAT Standard Rate – 20% inclusive.

Cemetery

Parishioners of Tenbury Wells

Erection of Headstone	£ 46.20 Exempt
Interment of Cremated Remains	£ 144.50 Exempt
Interment in Existing Grave	£ 336.00 Exempt
Interment in New Grave Space	£ 336.00 Exempt
Exclusive Rights of Burial	£1,097.00 Exempt
Exclusive Rights of Burial of Cremated Remains	£ 548.50 Exempt

Non-Parishioners of Tenbury Wells

Erection of Headstone	£ 80.85 Exempt
Interment of Cremated Remains	£ 144.50 Exempt
Interment in Existing Grave	£ 336.00 Exempt
Interment in New Grave Space	£ 336.00 Exempt
Exclusive Rights of Burial	£1,097.00 Exempt
Exclusive Rights of Burial of Cremated Remains	£ 548.50 Exempt



The charging policy as below: -

1. 10% discount for regular room hire bookings at The Pump Rooms.
 2. Local charities – first hour free and thereafter £13.90 per hour for the hire of the hall.
 3. The hire of The Burgage and/or Palmers Meadow for events – free for the first 2 years and a charge applied from the third year onwards.
 4. The hire of The Burgage or Palmers Meadow will not be charged for free community events.
 5. New free to attend community groups, no charge during normal working hours, normal charges apply out of hours.
- (iii) Members reviewed the Committee's budgets and considered any recommendations for the 2026/2027 budget.

It was proposed by Cllr. L. Davies seconded by Cllr. M. Davies and unanimously

RESOLVED:

No recommendations for the 2026/27 budget were made.

FC25.44 EXCLUSION OF PRESS AND PUBLIC

The Committee agreed the exclusion of Press and Public on the grounds that the consideration of the following items may involve the likely disclosure of confidential information Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

FC25.45 BOWLING GREEN LICENCE

Members discussed the Bowling League Licence Agreement. The Town Clerk was requested to contact Highground to discuss postponing the autumn maintenance until spring.

It was proposed by Cllr. B. Smith seconded by Cllr. M. Davies and unanimously

RESOLVED:

To agree the fee for the Bowling League for the 2026 season.

FC25.46 RE-ADMISSION OF PRESS AND PUBLIC

There being no further confidential business, the Committee agreed a motion to readmit the press and public for the remainder of the meeting.



FC25.47 COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA

None

FC25.48 DATE OF NEXT MEETING

17th November 2025 at 7:00pm

Meeting closed 8.31pm

Signed

Date

