



Congleton Town Council

Historic market town

Chief Officer: David McGifford



17th June 2016

Dear Councillor,

Town Hall Committee – Thursday 23rd June 2016

You are requested to attend a meeting of the Town Hall Committee, to be held in the Town Hall, High Street, Congleton on **Thursday 23rd June 2016 at 7.30pm.**

Members of this committee who are unable to attend are reminded of the need to give apologies in advance with the reason for non-attendance.

Please note - There is a Planning Committee meeting on the same evening commencing at 7.00pm

Yours sincerely,

David McGifford
Chief Officer

AGENDA

1. Apologies for absence.

Apologies for absence (Members are respectfully reminded of the necessity to submit any apology for absence in advance and to give a reason for non-attendance).

2. Minutes (enclosed)

To confirm the minutes of the Meeting held on 10th March 2016 as a correct record.

3. Declarations of Interest

Members are requested to declare both “pecuniary” and “non pecuniary” interests as early in the meeting as they become known.



Congleton
beartown
where friends are made

Congleton Town Council, Town Hall, High Street, Congleton, Cheshire CW12 1BN

Tel: 01260 270350 Fax: 01260 280357

Email: info@congletoncouncil.co.uk www.congleton-tc.gov.uk



4. Outstanding Actions

There are no outstanding actions.

5. Town Hall -150 Year Celebration Update (report attached)

To receive a report from the Town Centre Manager on the progress of the Town Hall 150 year celebrations.

6. Town Hall Contract (verbal update)

To receive a verbal update from the Chief Officer on the Town Hall Commercial Partner Contract.

7. Fire Audit (report attached)

To note updates on the progress of works emanating from the Fire Audit dated 26th April 2016.

8. Decoration of the Town Hall (enclosed)

To receive an update on the progress of the decoration of the Town Hall.

9. Hearing Loop (report attached)

To receive progress and improvements to the facilities in the Town Hall for the hard of hearing.

10. Office Space Availability (verbal update)

To receive notice that Ledgerwood, the current tenant in the Town Hall back offices, will be vacating at the end of July 2016.

11. Town Hall Trading Account (enclosed)

To accept the Town Hall Trading account to May 2016.

To: Members of the Town Hall Committee

Cllrs:

G P Hayes (Chairman), Mrs. A E Morrison (Vice Chairman)

N Adams, Mrs D S Allen, Mrs A L Armitt, L D Barker, P Broom, Mrs S A Holland
Mrs E Wardlaw and H Richards.

Ex-Officio Members: Cllrs D T Brown (Town Mayor), CH Booth (Deputy Mayor) and G R Edwards

Ccs: Appointed Member - Mr D A Parker (Honorary Burgess).

Other members of the Council and Honorary Burgesses (4) for Information; Press (2),
Congleton Library, Congleton Tourist Information Centre.

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN HALL COMMITTEE HELD ON THURSDAY 10TH MARCH 2016

PRESENT: Councillors

Mrs D S Allen
G P Hayes (Chairman)
Mrs A M Martin
Mrs A M Morrison (Vice Chairman)
Mrs E Wardlaw (Town Mayor)

1. APOLOGIES

Apologies were received from Cllrs Mrs A L Armitt, L D Barker, R Boston, Mrs S A Holland and P Broom.

Apologies were also received from Cllrs C Booth, D T Brown and G S Williams who are not members of this particular Committee.

2. MINUTES

THC/19/1516 RESOLVED that the minutes of the Meeting held on 7th January 2016 be approved and signed by the Chairman as a correct record.

3. DECLARATIONS OF INTEREST

Members are requested to declare both "pecuniary" and "non-pecuniary" interests as early in the meeting as they become known.

Cllrs G P Hayes declared a non-pecuniary interest in any matters related to Cheshire East Council.

4. OUTSTANDING ACTIONS

There are no outstanding actions.

5. 150 YEAR CELEBRATION UPDATE

THC/20/1516 RESOLVED to receive the update for the 150 year celebration provided by Town Centre & Marketing Manager.

6. TOWN HALL PRICES AND TERMS AND CONDITIONS

THC/21/1516 RESOLVED to receive amendments to the proposed prices and terms and conditions with one amendment.

- Concessionary Hire Charges for rooms on a Friday and Saturday to revert back to 50% (proposal stated 40%).

7. TOWN HALL CONTRACT

The Chief Officer advised that the first draft of the contract had been completed and was currently with the solicitors for updating.

G P Hayes
(Chairman)

Town Hall 150 Year Celebration Update

Agenda Item - 5

Purpose of this paper

To note updates from the Town Hall 150 year celebrations committee.

1. **Flower Plaque for the Park** -This has been designed by the Town Council's Streetscape section and will be planted out by the first week in July.
2. **Guinness World Record Human Card Stunt** - This was due to take place on Wednesday 15th June but was postponed due to the poor weather forecast. The event will involve 800 children from at least 14 schools. A new date has been set for Wednesday 6th July in Congleton Park from 1pm – 2.30pm
3. **Victorian Civic Reception** – Sunday 10th July 6 – 8pm. 80 guests have been invited, we are still waiting for quite a few responses and have a reserve list of people who have requested places for partners. Lord and Lady Congleton, The Lord Lieutenant of Cheshire and many past mayors are amongst those who have already accepted the invitation.
4. **Schools – Living History Exhibition** – Monday 11th – Wednesday 13th July – we will be holding three 90 minute sessions per day for up to 60 children at a time. All nine sessions have been booked and confirmed with local primary schools. The exhibition will showcase what life was like in Congleton in 1866 – concentrating on mill work, sanitation, homes, clothes, schools, toys and play and also some of the roles and treasures in the town. All helpers at the exhibition, waiting staff at the reception and the Tourist Information staff for the three days will be in Victorian dress thanks to Jenny Unsworth.
5. **Evening Talk** – Following expressions of interest from local groups and individuals who are keen to view the exhibition the 150 celebrations committee is putting on an evening talk and opportunity to view the exhibition on Monday 11th July from 7pm – 9pm. Tickets priced £3.50
6. **Decorating the front of the Town Hall** - The front will decorated with floral garlands, red, white and blue hanging baskets and clearly showing that the building is celebrating 150 years.

7. **Town Hall History information** - the booklet about the Town Hall has been updated for the 150 year celebration and will be available to purchase in the Tourist Information Centre and Museum.
8. **Funding** – the 150 Celebrations Committee has received funding from both the Inclosure Trust and Town Trust to support this event.
9. **150 Celebrations Committee** – the committee behind this project is made up of Cllr Suzie Akers-Smith (Chair) Jenny Unsworth, Douglas Parker, Peter Aston (Chair of the History Society) Lyndon Murgatroyd, Cllr George Hayes, Ian Doughty (Congleton Museum) Rachel Brown (TIC), Jackie MacArthur (CTC) and Martha Hayes (CTC).

Section O: ACTION PLAN

The Action Plan which follows identifies those risks that must be eliminated completely or, if this is not possible or practicable, to be reduced to the minimum acceptable level possible. It also states a recommended time in which to initiate and/or complete the remedial action recommended based upon the assessment of risk involved (see Section L above).

The Action Plan identifies risk by cross reference to the Section and sub-sections of the report detailed above. For example B1.a refers to Portable Appliance (PAT) Testing.

Section	Recommended Action	Recommended Priority Time Frame	Date Completed (Ought to complete)
Section B1	<p>B1.c and d: General electrical circuits should be tested and checked by a competent electrical engineer in accordance with the Institution of Engineering and Technology Wiring Regulations and the results should be recorded. This is particularly important if structural alterations have recently taken place and the electrical system has been extended or altered. Any new items of equipment or plant such as air conditioning units MAY have an impact upon the existing electrical systems. Confirmation of the electrical systems ability to cope with extra power demand should always be sought from the contractors along with any certificate of installation and compliance.</p> <p>Management should ensure that the electrical installation has been inspected by a competent electrical engineer. Current documentation should be held on site and made readily available to officers from the Fire and Rescue Authority during an inspection.</p>	Six Months	Contacted T&S Electrical for a price.
Section B4	B4.e: Management should consider the provision of emergency shut off valves and switches for catering equipment. All emergency shut off valves and switches must be easily accessible at all times and their location(s) clearly indicated by signage complying with the current British Standard BS 5499 and British Standard BS ISO 7010.	Nine Months	Emergency shut off valve is already in place.
Section C2	C2.f: Items of furniture, refuse, combustible storage and obstructions should not be allowed to accumulate in any of the staircases and exit routes in the premises. Clear and direct exit routes	Immediate	03.05.2016

<p>should be maintained at all times. The combustible storage at ground floor level within the rear staircase enclosure in the Grand Hall should be removed.</p> <p>Management should put positive pro-active measures in place to prevent a recurrence.</p> <p>C2.h.(ii): The fire door to the ground floor first aid room should be fitted with a self-closing device in order to ensure a degree of separation from the adjacent main staircase enclosure.</p> <p>C2.h.(iii): The fire door to the Campbell Room should be fitted with a self-closing device in order to ensure a degree of separation from the adjacent staircase enclosure.</p> <p>C2.i.(i) to (iii): The cabin hooks should be removed to prevent the fire doors from being held open.</p> <p>C2.i.(iv) and (v): Fire resisting doors must not be wedged open as this practice compromises the means of escape for all occupants.</p> <p>Management should put positive pro-active measures in place to prevent a recurrence.</p> <p>C2.m.(i): The fire doors in the following locations should be fitted with intumescent strips and / or cold smoke seals to the top and both sides of each door or frame:</p> <ol style="list-style-type: none"> 1) The double fire doors between the Grand Hall Bar and the Grand Hall - required on the top and the hinge side of each door. 2) The double fire doors between the kitchen and the café - required on the top and the hinge side of each door. 3) The top and the leading edge side of the fire door between the kitchen and the rear corridor area. 4) The fire door to the kitchen store room off the rear corridor. 5) Required on the leading edge of the left hand double fire door leading to the exit corridor from the side of the Grand Hall. 6) Required on the leading edge of the fire door to the first floor council meeting room. 7) Required on the hinge side of the fire door to the first floor lift lobby. 8) The fire door to the first floor staff room. 9) The fire door between the Grand Hall balcony and the rear staircase enclosure on the first floor - required on the top edge only. 	<p>Three Months</p> <p>Three Months</p> <p>Immediate</p> <p>Immediate</p> <p>Six Months</p>	<p>Query with local fire authority</p> <p>Done</p> <p>Need to arrange local contractor to complete the works</p>
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	<p>10) The fire door to the Campbell Room on the first floor - required on the top and the hinge side of the door.</p> <p>C2.m.(ii): The gap between the leaves of the double fire doors between the kitchen and the café on the ground floor should be reduced so that it does not exceed 4 mm.</p> <p>C2.m.(iii) and (iv): The gaps around the services where they pass through the ceiling in the basement boiler room and through the wall in the ground floor first aid room should be in-filled using suitable minimum 30 minute fire resisting materials in order to prevent the passage of fire and smoke to other parts of the building.</p>	<p>Six Months</p> <p>Three Months</p>	<p>Contractor required</p> <p>Contractor required</p>
<p>Section D</p>	<p>D.c: External staircases, ladders, walkways, balconies and gangways which form part of the means of escape from the premises, should be examined by a competent person at appropriate intervals as recommended in the current British Standard BS 8210 <i>Guide To Facilities Management In Buildings</i>. All necessary repairs and maintenance work must be carried out and the competent person should provide a written report of every examination, all repair and maintenance work, and provide a certificate that the structure is safe and in a satisfactory condition.</p> <p>It is strongly recommended that a check is made to ensure that this important safety requirement has been complied with.</p> <p>D.e: The nosing of the external steps and staircases that are used by members of the public should be rendered conspicuous under all conditions of use.</p>	<p>Six Months</p> <p>Three Months</p>	<p>Received two prices to complete this; £5,000 and £10,000.</p> <p>CPJ to get third quote before starting works</p>
<p>Section E</p>	<p>E.a: to e: Management should check that the emergency lighting system has been tested and serviced by a competent electrical engineer within the previous 12 months. The relevant documentation should be retained on site and the date of the test and service must be recorded in the fire safety Log Book.</p> <p>E.b and e: Monthly 'flick' tests should be carried out by management on the emergency lighting system by the simulation of a failure of the power supplies. The results of these tests should be recorded in the fire safety Log Book. Any failure of lighting units etc must also be recorded and arrangements made to carry out the necessary repairs as a matter of urgency.</p>	<p>Three Months</p> <p>Immediate</p>	<p>This is now going to be picked up with the new Chubb contract.</p>

Section F	<p>F.a: The 'Fire Exit Keep Clear' sign on the external face of the rear final exit doors from the Grand Hall should be replaced with a sign that complies with the current British Standard BS 5499 and British Standard BS EN ISO 7010.</p> <p>F.b.(i): All fire resisting self closing doors should be permanently marked on each side at eye level with a blue circular sign complying with the current British Standard BS 5499 and British Standard BS EN ISO 7010 and bearing the words 'Fire Door Keep Shut' in white letters not less than 5 mm in height.</p> <p>Cupboard doors and service room doors required to be of fire resisting construction should be permanently marked on the outside, with a blue circular sign complying with the current British Standard BS 5499 and British Standard BS EN ISO 7010 and bearing the words 'Fire Door Keep Locked' in white letters not less than 5 mm in height on the outer face of such doors.</p> <p>F.b.(ii) and (iii): 'Fire Escape Keep Clear' signs complying with the current British Standard BS 5499 and British Standard BS EN ISO 7010 should be placed on the outer surface of all doors that provide the final exit from a designated escape route or any doors, which act as and have any reciprocal bypass arrangement for any emergency egress. This signage should also be used where there is a likelihood of any emergency escape door being blocked temporarily or otherwise by cycles, bins or any other transient objects.</p> <p>F.b.(iv): Doors fitted with a thumb turn type of opening device should be provided with a sign complying with the current British Standard BS 5499 and British Standard BS EN ISO 7010 and bearing the words 'Turn To Open' in conjunction with an appropriate directional arrow. The lettering should normally be white on a green background and positioned immediately adjacent to the thumb turn device.</p> <p>F.b.(v): A sign complying with the current British Standard BS 5499 and British Standard BS EN ISO 7010 and bearing the words 'Caution in the event of fire do not use this lift' in black/white letters on a yellow/red background with an appropriate pictogram should be displayed adjacent to the call button of the lift on the balcony in the Grand Hall.</p>	<p>Three Months</p> <p>Three Months</p> <p>Three Months</p> <p>Three Months</p> <p>Three Months</p>	<p>Ordered from Talke Chemicals.</p> <p>CPJ ordered from local supplier</p> <p>CPJ ordered from local supplier</p> <p>CPJ ordered from local supplier</p> <p>CPJ ordered from local supplier</p> <p>CPJ ordered from local supplier</p>
Section G	<p>G.b.(j): It is recommended that management investigates the feasibility of having the fire alarm system covering Congleton Town Hall interlinked with that covering the adjacent Congleton Museum so that an actuation of the system in either of the premises alerts the occupants of both. The system should satisfy the requirements of the current British Standard BS 5839: Part 1.</p>	<p>Six Months</p>	<p>CPJ to discuss this with Museum and local fire authority</p>

Section H1	<p>On completion, a 'Modification Certificate' will be required from the contractor responsible for the work.</p> <p>Note: Management will still need to put some interim measures in place with the adjoining Congleton Museum to ensure both premises are in a position to alert each other in the event of a fire alarm actuation or an actual fire.</p> <p>The above recommendations reflect the requirement placed on responsible persons to co-operate and co-ordinate their efforts under Article 22 of the Regulatory Reform (Fire Safety) Order 2005.</p> <p>G.b.(ii): For property protection purposes the fire compartmentation within the building can be improved by providing the fire shutters between the café kitchen and the Grand Hall and also the shutter between the bar servery and the Grand Hall with a secondary power supply and linking them to the fire alarm system so that they close automatically on the operation of the fire alarm. Whilst this may be cost prohibitive at present it is considered that the provision of such a system in the future would enhance the fire safety of the building as a whole. The installation should satisfy the requirements of the current British Standard BS 5839: Part 1.</p> <p>G.j.(i): It is recommended that additional automatic fire detection is provided in the stockroom behind the tourist information office.</p> <p>G.j.(ii): It is recommended that additional automatic fire detection is provided in the mains electrical intake room within the ground floor first aid room.</p> <p>Automatic fire detection equipment should be installed and connected to the fire alarm system in accordance with the requirements of the current British Standard BS 5839: Part 1.</p>	<p>Nine Months</p>	To discuss as above
Section H1	<p>H1.a: Management should undertake a health and safety assessment to determine the suitability or otherwise of a dry powder type extinguisher in each location. If necessary the dry powder extinguisher should be removed and replaced with an alternative extinguisher that is appropriate for the potential risk(s).</p> <p>H1.g.(i) to (iii): Portable fire fighting equipment should be secured in place using suitable wall brackets or fire extinguishers can be placed in purpose designed floor stands. A graphic fire point sign, combined with a sign detailing the type of extinguisher provided and the type of fire</p>	<p>Six Months</p> <p>Three Months</p>	<p>To ask Chubb for price</p> <p>To ask Chubb for price</p> <p>New Chubb contract will pick this up.</p>

	<p>on which it can safely be used, should be provided adjacent to the location where the fire extinguisher is to be positioned. The signs should comply with the current British Standard BS 5499 and British Standard BS EN ISO 7010.</p>		
<p>Section I</p>	<p>I1.b: A site specific Fire Emergency Plan should be produced which will augment the existing 'Fire Action' signs that are provided in the premises.</p> <p>It is recommended that the following detailed issues are included in the fire emergency plan:-</p> <ol style="list-style-type: none"> 1) The action to be taken upon discovering a fire. 2) The correct method of operating the fire alarm or raising the alarm, including the location of the fire alarm call points and alarm indicator panels. 3) The action to be taken upon hearing the fire alarm. 4) The correct method of calling the Fire and Rescue Service. 5) The location and use of the fire extinguishers and other fire equipment provided. 6) Knowledge of the method of operation of special escape door fastenings. 7) An appreciation of the importance of fire doors and the need to keep them closed at all times. 8) Stopping machines and processes and isolating power supplies where appropriate. 9) The operation of all escape doors which are not in regular use, in order to ensure that they function satisfactorily. 10) The evacuation procedure to the assembly point. 11) The arrangements for roll call after evacuation. 12) The location of a fire assembly point which should be at a safe place outside the building. 13) The arrangements for the safe management of any disabled persons or visitors to the premises. 14) General information on any appropriate arson control and reduction measures. <p>The Fire Emergency Plan should be used in conjunction with staff fire training.</p>	<p>Three Months</p>	<p>To put in place</p>
<p>Section I2</p>	<p>I2.b: Article 21 of The Regulatory Reform (Fire Safety) Order 2005 requires that all persons at work should be instructed and trained to ensure that they understand the Fire Emergency Plan and the fire precautions in the premises and the action to be taken in the event of fire.</p> <p>This training should also be provided for persons on irregular duties or shift duties outside normal working hours, including part-time staff, cleaners etc.</p> <p>Training should be based on written instructions but it is important that they are specific to the premises and the nature of the current occupancy. Reliance upon a standard instruction of a type</p>	<p>Three Months</p>	<p>To put in place</p>

	<p>used by many large organisations may not be satisfactory without modification to suit individual needs.</p> <p>Instruction should be given by a competent person at such intervals as to ensure that everyone at work is instructed, preferably at least twice in each period of twelve months. The instruction should take place during normal working hours. It is particularly important that management ensure that all newly appointed or temporary staff are made aware of the means of escape and fire procedures at the commencement of their employment.</p> <p>Where necessary the training should be delivered in such a manner that it can be understood by all employees i.e. where there are disabled employees or in those situations where English is not the common language. The training should include the personal responsibility in respect of the smoking policy, the necessity of not wedging fire doors open, attaching hooks or tying the handles back to prevent them from closing and storing items, including combustible materials, in areas that obstruct exit routes.</p> <p>In addition certain categories of staff should be instructed and trained in matters which are their particular responsibilities. These may include:-</p> <p>Fire wardens/marshals, receptionists, heads of department, floor supervisors, security staff, and engineering and maintenance staff.</p> <p>The level of understanding should be validated as part of the training. This may be by way of a question and answer session or by a simple written test.</p> <p>All training and instruction should be recorded in the dedicated fire safety Log Book. The following are examples of matters which will need to be included in such a record:-</p> <p>The date of the instruction or exercise. The duration. The name of the person giving the instruction. The names of the persons receiving the instruction or taking part in the drill. The nature of the instruction or drill.</p> <p>12.g It is recommended that the number of fire wardens is constantly reviewed so that when any fire wardens leave they are replaced with other suitably trained persons.</p>		<p>04.05.2016 Five Staff</p> <p>Review periodically</p>
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	<p>12.h and i: A practice fire drill should be carried out at least once and preferably twice each year simulating conditions in which, where appropriate, one of the escape routes from the building is considered to be unavailable. During these drills the alarm of fire should be raised verbally by a member of staff who is told of a supposed outbreak of fire, and thereafter the fire routine should be rehearsed as fully as circumstances allow.</p>	Three Months	To be arranged
Section I3	<p>13.b. A fire safety Log Book should be introduced that contains current records of any or all of the following as appropriate:</p> <ol style="list-style-type: none"> 1) A copy of your Fire Risk Assessment. 2) Fire alarm testing and maintenance by a competent person. 3) Emergency lighting testing and maintenance by a competent person. 4) Fire fighting equipment, testing and maintenance by a competent person. 5) Checks on means of escape routes. 6) Electronic door release and manual over-ride mechanisms. 7) Electrical wiring test certificates. 8) Portable appliance (PAT) test certificates. 9) Fire evacuation procedures. 10) Staff fire awareness training and fire warden training. 11) Fire evacuation drills. 12) Kitchen extract system(s) cleaning and maintenance. 13) Heating and air conditioning systems maintenance by a competent person. 14) Lightning protection system testing and maintenance by a competent person. <p>Note: The above guidance is not intended to present an exhaustive list of matters requiring attention as much will depend on the type and the nature of the premises concerned. Management must ensure that a comprehensive and robust system of checking and recording is in place and that it is reviewed and the contents audited at regular intervals.</p>	Three Months	To be completed
Section I4	<p>I4.a to d: It is recommended that the safe management of any disabled persons in the premises is actively considered and included in the fire emergency plan and staff training. In practice this may include the need to enquire with staff and visitors as to any special needs they may have in the event of an emergency and then require the provision of adequate and appropriate arrangements as a result. This may include the development of a personal evacuation plan (PEEP) tailored to the individual's specific requirements, the details of which should be recorded for future reference. The provision of patented types of evacuation chairs to assist in the evacuation of disabled people should also be considered. Whilst the provision of these chairs could assist in evacuating disabled people, the following matters will require consideration:</p>	Three Months	

<p>1) Both the disabled person using the chair and those operating it must be properly trained in the use of the equipment in order to avoid accidents and to maintain adequate safety for other users of the stairs. This will require sufficient numbers of staff to be trained in the use of, handling and lifting into the chair, as well as manual handling risk assessment and specific training in correct lifting techniques.</p> <p>2) There needs to be sufficient able-bodied people available to supervise and operate the evacuation chair.</p> <p>3) The chairs must be stored so that they do not obstruct the means of escape under normal circumstances.</p> <p>4) Inevitably, the use of such a chair will restrict the use of the route as a means of escape by others. In order to minimise the problem of congestion on the route, those using the chairs should begin to evacuate from a safe area but allow the majority of the occupants of the building to pass, before themselves moving down the escape route.</p> <p>I4.f: It is recommended that the safe management of visitors to the premises is considered and included in the fire emergency plan and staff training. As a general rule it might be considered appropriate that the host member of staff is made responsible for the safety of visitors in case of fire and that a visitors book is maintained that could be used to aid roll call after a fire evacuation has taken place.</p>		<p>Need to purchase an Evac Chair and fit it to the wall in the upper lift room.</p>
	<p>Three Months</p>	<p>Is this practical with all the events & functions within the Town Hall. Needs discussing with local fire authority.</p>

Town Hall Committee 23rd June 2016

Agenda Item 8 Decoration of the Town Hall - To note updates

We have received three quotes for the decoration of the Grand Hall upper walls as attached

NC Interior Painters and Decorators £1600

Royston Beard £1670

David Pugh £1950

The lowest quote was unable to complete the painting until after the 150 year Celebration.

The contract was awarded to Royston Beard who have confirmed that they will be able to complete the required works prior to the celebration.

Chris Jones – Facilities and Operations Manager

Town Hall Committee 23rd June 2016

Agenda Item 9 Hearing Loop

To receive progress on improvements to the facilities for the hard of hearing

1. Background

Following concerns raised by a member of the public we have reviewed the options for improving facilities for residents and issues with hearing difficulties. It was felt that the quality of the equipment currently being provided was not of a standard that was acceptable and that what we were providing was not being promoted within the Town Hall.

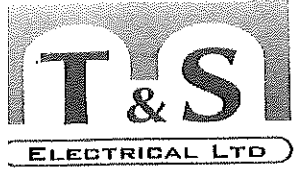
2. Current position

Gordon Morris was the company named by the member of public who had raised the issue. The company is based in Somerset and have experience in installing the proposed system, they provided the one currently in operation in Congleton Library, which we have been advised is an excellent system. We have established the make and model of the system and asked T&S electrical to also provide quote

3. Quotes received to date

See attached quotes from:

- 1. T & S Electrical Ltd**
- 2. Gordon Morris Ltd**



Electrical Contractors

**Domestic
Commercial
Industrial
Agricultural**

19 Mill Street
Congleton
Cheshire
CW12 1AB
Phone: 01260 270852
Fax: 01260 271056
E-mail: info@tselectrical.co.uk

TP/SP
19 May 2016
Mr C Jones
Congleton Town Council
The Town Hall
High Street
Congleton
Cheshire
CW12 1BN



Dear Mr Jones

QUOTATION: Electrical Installations

We thank you for your instructions and have pleasure in submitting our Quotation for electrical works.

Main Hall:

Supply and installation of an Induction Loop System.
£930.00 Exclusive of VAT

Bridestones:

Supply and installation of an Induction Loop System.
£840.00 Exclusive of VAT

All works to be fully tested upon completion and certification issued in accordance with the current edition of the IEE Wiring Regulations and Amendments.

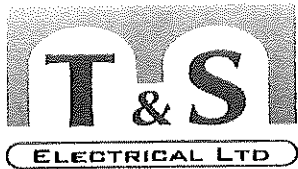
We trust the above will meet with your approval, but should you have any queries, do not hesitate to contact me.

Yours sincerely
T & S ELECTRICAL LTD

Trevor Park



For Domestic Electrical Installation Work Only



Electrical Contractors

Domestic
Commercial
Industrial
Agricultural

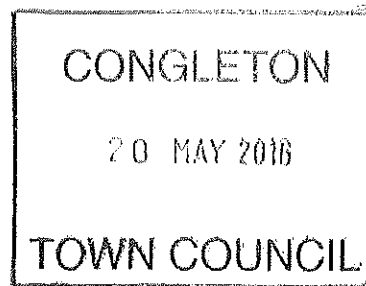
19 Mill Street
Congleton
Cheshire
CW12 1AB

Phone: 01260 270852
Fax: 01260 271056
E-mail: info@tselectrical.co.uk

TP/SP

20 May 2016

Mr C Jones
Congleton Town Council
The Town Hall
High Street
Congleton
Cheshire
CW12 1BN



Dear Mr Jones

QUOTATION: Electrical Installations

We thank you for your instructions and have pleasure in submitting our Quotation for electrical works.

Bridestones Suite:

Remove PA system and wiring.

Installation of new wiring from new position adjacent to the Exit Doors.

Reconnect PA system.

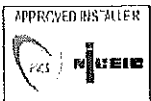
£155.00 Exclusive of VAT

All works to be fully tested upon completion and certification issued in accordance with the current edition of the IEE Wiring Regulations and Amendments.

We trust the above will meet with your approval, but should you have any queries, do not hesitate to contact me.

Yours sincerely
T & S ELECTRICAL LTD

Trevor Park



For Domestic Electrical
Installation Work Only

Ref: CNI60616CONG-3094

16 June 2016

Mr. Chris Jones
Congleton Town Council

Gordon Morris Ltd
Unit 21 Wessex Park
Somerton Business
Park
Somerton
Somerset
TA11 6SB

Tel / Minicom 01458 272121
Fax 01458 274545
Email info@gordonmorris.co.uk
www.gordonmorris.co.uk

QUOTATION

Dear Mr. Jones

Induction Loop Systems for Congleton Town Council

Thank you for your enquiry in connection with the above, we have pleasure in submitting our prices in accordance with our telephone conversation and the details you have supplied.

I have priced to supply and install a standard perimeter loop system into the two rooms requested. The loop system will consist of a rack cabinet, line input point, loop amplifier and loop cable installation in each room.

Bridestone Suite

1 x AEM5003 6u Wall Cabinet and vents
1 x LAUI022 UniVox PLS-X5 Loop Amplifier
1 x WCL8010 2.5mm Single Tri Rated loop cable
1 x WPA8213 Line Input Box fort existing PA to plug in
2 x ANT5001 T Sticker

Main Hall

1 x AEM5003 6u Wall Cabinet and vents
1 x LAUI009 UniVox PLS-700 Loop Amplifier
1 x WCL8073 4.0mm Single Tri Rated loop cable
1 x WPA8213 Line Input Box fort existing PA to plug in
2 x ANT5001 T Sticker
1 x ALL5001 UniVox Loop Listener

Price for the above £6,948.00 excluding VAT

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Please note a 13-amp socket outlet will be required at the loop amplifier/cabinet positions, our price does not include for these.

These systems will only work when you plug in an audio signal from your existing sound system. I have not included for any microphones within my price. I have assumed all the existing equipment is in good working order.

I have only allowed for a surface clipped cable in each room.

There could be magnetic overspill between these two systems/rooms so cannot be used at the same time, depends on distance between loops and the building construction.

I have allowed that the loop cables would be installed at around 3.3 metres from floor in each room, confirmation is needed that this is allowed.

- Please note the loop and neck loop systems only work with hearing aids with the "T" position facility
- All works completed comply to BS 7594 and BS EN 60118-4:2006 standards (dimensions allowing)
- All works guaranteed for 1 year from date of completion
- We are able to offer a service contract beyond the guarantee period
- Price quoted valid for 60 days

I hope the above information meets your requirements but if you have any queries or need any further information, please do not hesitate to contact me at the above address.

Yours sincerely



Mark Birch
Operations Manager

Report to Town Hall committee

Town Hall Trading Account May 2016

This trading account is for the first 2 months of 2016/17 – so 17% of the budget would be used if expenditure was regular monthly. See spreadsheet.

Income

- The Grand Hall is on budget and the Bridestones and Spencer suites are over budget, so overall the Town Hall income is slightly above budgeted income. When the budget was set the commercial partner hadn't given notice to retire so the budget for De Lacey's, Kitchen and Bar was still set at £18,000. The agreement with the new commercial partner is for rent of £15,000 per year but this will be offset by recharging utilities on a quarterly basis so the net figure should be about the same.

Expenditure

Generally on budget:

- Protective Clothing/Health and Safety is showing nearly 50% of budget but the budget is only small at £300 for the year. Purchases are t-shirts for the Town Hall staff and updating the first aid kit in line with current regulations.
- Property maintenance is slightly over budget already. The budget was increased from 2015/16 but it is very difficult with a building of this age and size to predict essential maintenance. Expenditure to date includes painting of the front doors £735 and fire risk assessment £490.
- Central overheads reallocated is a way of reapportioning overheads charged to the Corporate Management cost centre, between all the cost centres with staff, in accordance with the financial regulations. It is slightly over budget at M2 as some of the overhead costs (e.g. insurance and subscriptions) are full year costs.

Recommendation:

To accept the Town Hall Trading account to May 2016.

Congleton Town Council

Detailed Income & Expenditure by Budget Heading 31/05/16

		<u>2016/17</u>	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget	2015 comparator
		£	£	£			
Town Hall							
4000	Staff Costs (re-allocated)	8,782	57,155	48,373	15%		8,646
4009	Protective Clothing\H & Safety	147	300	153	49%		45
4011	Rates	3,810	23,150	19,340	16%		3,780
4012	Water	601	4,000	3,399	15%		651
4014	Electricity	3,248	17,000	13,752	19%		2,840
4015	Gas	1,372	14,000	12,628	10%		1,597
4016	Janitorial	199	1,500	1,301	13%		104
4017	Refuse Disposal	447	2,500	2,053	18%		409
4020	Miscellaneous Office Costs	140	1,200	1,060	12%		96
4025	Insurance	1,421	8,400	6,979	17%		1,373
4033	Marketing/Promotions	615	3,500	2,885	18%		142
4040	Maintenance Contracts	786	4,590	3,804	17%		873
4041	Property Maintenance	1,444	7,000	5,556	21%		1,478
4064	Legal & Professional fees	0	100	100	0%		-
4068	Licences (incl PRS)	242	1,450	1,208	17%		233
6000	Central Overheads Reallocated	1,422	5,047	3,625	28%		1,385
Congleton Town Hall:-Expenditure		24,676	150,892	126,216	16%		23,652
1009	Rent Rec'd - Museum Notional	750	4,500	3,750	17%		750
1010	Rent Received - 3rd Party (TIC, Partnership & rear office)	2,339	14,033	11,694	17%		2,339
1011	Rent Received - Internal CTC	2,836	17,017	14,181	17%		2,836
1013	Letting Income - Grand Hall	3,932	23,000	19,068	17%		3,460
1014	Letting Income - Bridestones	1,850	5,000	3,150	37%		1,066
1015	Letting Income -Spencer Suite	375	2,000	1,625	19%		165
1018	Letting Income - Campbell Suite	225	0	225	0%		-
1016	Letting Income - De Lacey's, Kitchen and Bar	2,500	18,000	15,500	14%		3,000
1021	Letting Income - Internal	1,734	8,000	6,266	22%		1,134
1030	TIC Service Charge	267	1,600	1,333	17%		250
1199	Miscellaneous Income		0	0	0%		
Congleton Town Hall :- Income		16,808	93,150	76,342	18%		15,000
Net Expenditure over Income		£7,868	£57,742	£49,874	14%		£8,652