

whCONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	Council		
<b>MEETING DATE AND TIME</b>	15 <sup>th</sup> August 2024 7pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	David McGifford (Chief Officer)		
<b>AGENDA ITEM REPORT TITLE</b>	<b>Town Hall Decarbonisation update</b>		
<b>Background</b>	<p>Following the Council decision to approve Pearsons Surveyors Limited as the contractor for the Town Hall Decarbonisation Project there have been two meetings with them. As a reminder the first year of the contract is to develop designs and solutions to assist in the decarbonisation of the Town Hall. As projects they cover alternative heating from the current gas heating system, solar energy, secondary/ double glazing and LED lighting.</p> <p><b>Financially year 1</b> activity is funded by Salix who approved a grant of £57,683 for that period. Pearsons tender for the design development stage is £49,750 leaving a balance of £7933 which can be used for surveys etc.</p> <p><b>Additional Grant</b> Our Town Hall Development Manager was successful in an additional grant application of £15,000 which can also be used for environmental projects, this has to be spent by March 31<sup>st</sup> 2025</p>		
<b>Project Board Meetings</b>	<p>The first meeting was held on the 4<sup>th</sup> July 2024 which was basically the inception meeting where the:-</p> <ul style="list-style-type: none"><li>• <b>Terms and Conditions</b> were discussed and agreed, a key point was the payment terms. As the contractor Persons requested payment within 7 days of the date of invoice from the Town Council which would potentially put the council at financial risk. Agreement was made that upon receipt of their invoice we would raise an invoice to Salix for that amount at an agreed date which is the 15<sup>th</sup> of each month. This would be supported by an update on the work programme which Pearsons would provide us and we then forward to Salix. Once Salix have paid the invoice to ourselves we would then pay Pearsons Surveyors Limited within 7 days.</li><li>• <b>Initial proposals for the Programme of Works for year 1</b> This was an initial draft which would be updated</li><li>• <b>Risk Register explained</b> Once again this was an early draft and would be updated</li><li>• <b>Proposed monthly report to Salix</b> The report is generated by Pearsons which the Project Board approve prior to it being forwarded to Salix by ourselves, this was done and accepted by Salix</li></ul> <p>The second meeting took place on the 8<sup>th</sup> August 2024 where updates were provided by Pearsons.</p> <ul style="list-style-type: none"><li>• <b>Programme of works</b></li></ul>		

<p><b>Invoice</b></p>	<p>The initial focus has been on the heating solutions and solar energy. Air source heat pumps have started to be investigated as a heating solution which if proven to be viable the ASHP would be located in the rear car park following investigations into other options. Relevant surveys into the impact of noise on adjoining property will need to be undertaken as will energy usage and costs of this usage</p> <p>One of the early concerns is the energy supply into the Town Hall which maybe be very close to the capacity. To increase the supply is expensive and we have asked that this is investigated as this may prevent us in replacing gas catering facilities in the kitchen with electric replacements in the future. As the town hall gets busier the demand on electricity will also increase, another reason for looking into the cost to increase the supply.</p> <p>Surveys have also taken place on the location of solar panels which are becoming more important due to the energy supply issue. Pearsons have investigated options to utilise the Town Hall roof as well as the museum roof – the concerns raised were about the opinion of the conservation officer with regards to the Town Hall roof, designs have been generated to enable them to have that discussion. The Town Council may also have a viewpoint on this but more information will be required to enable a debate on this matter.</p> <p>We have received the first invoice from Pearsons which aligns to their forecast sent through to Salix (<b>£22,493 plus VAT</b> ). We will raise an invoice for that amount to Salix which will be supported by the monthly update report provided by Pearsons. Upon receipt of payment from Salix we will then pay Pearsons on the agreed terms .</p>
<p><b>Finance</b></p> <p><b>Environment</b></p> <p><b>Equality</b></p>	<p>At this stage there are no financial implications or risks to the Town Council based upon the agreed invoicing and payment procedure. The additional grant could also be used if required and agreed.</p> <p>This project is about decarbonisation and the project board has the opportunity to monitor the environmental impact not only in the delivery of the project at the town hall but also the procurement process for the materials used</p> <p>The designs if implemented should not negatively impact on accessibility to the building, any equality issues will need to be highlighted and considered by the project board</p>
<p><b>Proposal</b></p>	<p>To receive the update on the Town Hall Decarbonisation Project</p>