



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

24th August 2024

Dear Councillor,

Town Hall, Assets & Services Committee – 31st October 2024

You are summoned to attend a meeting of the Town Hall, Assets & Services Committee, to be held at Congleton Town Hall on **Thursday 31st October 2024** commencing at **7.00 pm**.

- **The Public and Press are welcome to attend the meeting, please note** - There will be 15 minutes at each meeting to receive any questions from Members of the Public, either verbally or at the meeting, including those which have been received in writing 7 days prior to the meeting.
- There may be confidential items towards the end of the meeting in which the law requires the Council to make a resolution to exclude the public and press in accordance with Section 100 (B) (2) of the Local Government Act 1972.

Yours sincerely,

David McGifford
Chief Officer



Congleton
beartown
where friends are made

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

Tel: 01260 270350

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



AGENDA

1. Apologies for absence

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

2. Minutes of Previous Meetings (Enclosed)

To approve and sign the [minutes of the meeting of the Town Hall, Assets and Services Committee held on 5th September 2024](#).

3. Declarations of Interest

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

4. Outstanding Actions

To receive an update of outstanding actions from previous meetings including any work in progress.

5. Questions from Members of the Public

To receive any questions from Members of the Public including those received in writing 7 days prior to the meeting.

6. Urgent Items

Members may raise urgent items related to this committee, but no discussion or decisions may be taken at the meeting.

7. Management Accounts Town Hall (Enclosed)

To accept the Town Hall Trading accounts to 30th September 2024 and to note the content of the summary report.

8. Town Hall Decarbonisation Updates (Enclosed)

To receive any updates relating to the Town Hall Decarbonisation.

9. Splash Pad Feasibility Study (Enclosed)

To receive the report relating to Splash Pad Feasibility Study.

10. Remembrance and Christmas Projections (Enclosed)

To receive the report relating to Remembrance and Christmas Projections.

11. Town Hall Charity Illumination Policy (Enclosed)

To receive the report relating to Town Hall Charity Illumination.

12. Management Accounts for Congleton Information Centre (Enclosed)

To accept the Information Centre accounts to 30th September 2024 and to note the content of the summary report.

13. Business Planning (Enclosed)

To receive the report relating to Business Planning.

To: Members of the Town Hall, Assets & Services Committee

Cllrs: **Suzie Akers Smith (Chair), Liz Wardlaw (Vice Chair),**

Mark Edwardson, Suzy Firkin, Arabella Holland, Amanda Martin, Susan Mead,
Heather Pearce, Rob Moreton, Glen Williams.

Ex Officio Members: Councillor Kay Wesley (Town Mayor), Councillor Robert Brittain
(Deputy Mayor)

Ccs: Appointed Member – Mr G Baxendale, Mr D A Parker, Mr D Murphy, Mr B Edwards,
Mr E Clarke (Honorary Burgess)
Other members of the Council
Press (3), Congleton Library, Congleton Information Centre

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 5th September 2024

Please Note – These are draft minutes and will not be ratified until the next meeting of this Committee

For the papers discussed at the meeting, please see the [Agenda & Papers – 5th September 2024](#)

In attendance:

Committee members: Cllrs

Mark Edwardson
Suzy Firkin
Amanda Martin
Susan Mead
Glen Williams

Non-Committee members:

Ex-Officio Members: Cllr Kay Wesley – Mayor, Cllr Robert Brittain

Congleton Town Council Officers:

- David McGifford – Chief Officer
- Mark Worthington - Town Hall Manager

Minutes

Due to apologies from Chair – Cllr Suzie Akers Smith and Vice Chair – Cllr Liz Wardlaw committee members were asked by the Chief Officer to select a Temporary Chair for this meeting. Cllr Kay Wesley was selected by committee members as Temporary Chair.

1. Apologies for absence

Apologies for absence were received from: Cllrs

Susie Aker Smith – Chair
Liz Wardlaw – Vice Chair
Sally Ann Holland
Arabelle Holland

2. Minutes of Previous Meetings

THAS/08/2425 Resolved to approve and [sign the minutes of the meeting of the Town Hall, Assets and Services Committee held on 20th June 2024.](#)

Typo noted on Attendees – Smit should read Smith

3. Declarations of Interest

No declarations of interest were received.

4. Outstanding Actions

No outstanding actions.

5. Questions from Members of the Public

No questions from members of the public.

6. Urgent Items

No urgent items.

7. Management Accounts Town Hall

THAS/09/2425 Resolved to accept the Town Hall Trading accounts to 31st July 2024 and to note the content of the summary report.

8. Town Hall Decarbonisation Updates

THAS/10/2425 Resolved to receive the report relating to Town Hall Decarbonisation Updates and keep Councillors and residents updated regarding the Monthly Monitoring Reports to Salix as projects progress.

9. Paddling Pool Updates and SEND Sessions

THAS/11/2425 Resolved to receive the updates report relating to Paddling Pool updates and SEND sessions and for Officers to investigate options available to support Ruby's Fund to allow them to continue to provide staff for future SEND sessions

10. Lighting Town Hall for Charities

THAS/12/2425 Resolved for CTC staff to draft a policy, similar to the CTC Flag Flying Policy, to allow registered charities or organisations linked to registered charities to support their message by illuminating the Town Hall. The policy should align with Health & Wellbeing Group and existing CTC policies with the Chief Officer having the option to take any contentious requests to the Committee.

11. Tours of the Town Hall

THAS/13/2425 Resolved to develop a plan to explore Town Hall tours further.

12. Town Hall and Information Centre Management Accounts

THAS/14/2425 Resolved to accept the report relating to Management Accounts for Congleton Information Centre accounts to 31st July 2024 and to note the content of the summary report.

Action - Minute for David to investigate CIC Business Planning Budget.

**CLlr Suzie Akers Smith
(Chair)**

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall and Assets Committee								
MEETING DATE AND TIME	31st October 2024 7.00 pm	LOCATION	Congleton Town Hall						
REPORT FROM	Serena Van Schepdael- R.F.O								
AGENDA ITEM REPORT TITLE	7 Management Accounts Town Hall								
Background	Management Accounts and Variance analysis for the period to 30 th September 2024, to accompany the attached spreadsheets in Appendix 7.1. and 7.2.								
Update	<p>These figures cover the financial period from the current financial year to 30 September 2024, month 6, which represents 50% of the budget. (Percentages in this report are rounded up /down and are based on full-year <u>budgets</u>.) Please refer to notes in Appendix 7.1 for issues to note.</p> <p>These figures will be presented to the F&P Committee on the 14th of November 2024.</p> <p><u>Town Hall, Assets and Services Committee</u></p> <p>Income:</p> <ul style="list-style-type: none"> • Bridestones is below expected levels • Service Charge below expected levels, but next quarter has been invoiced in M7 <p>Expenditure:</p> <ul style="list-style-type: none"> • Insurance over as paid in full at the beginning of the year • Maintenance contracts are high as they are paid per contract date, usually level out over the year • Water is high, this is likely to be over budget at year-end <p>There has been receipt of 2 grants this year, £15,000 from CEC for Improved, Greener, Community Facilities Fund Grant and £22,493 from Salix Finance to cover Surveyor fees, these are highlighted in purple on Appendix 7.1, taking out Grants Income and expenditure, figures are 48.9% expenditure and 51% income.</p> <p><u>Future Bookings</u></p> <p>Appendix 7.2 shows the figures for the current financial year 2024-2025. This sheet refers to chargeable sales income not internal income budgets.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Budget</td> <td>£78,200</td> </tr> <tr> <td>Total Income to date</td> <td>£36,942</td> </tr> <tr> <td>Total Confirmed bookings</td> <td>£24,899</td> </tr> </table>			Budget	£78,200	Total Income to date	£36,942	Total Confirmed bookings	£24,899
Budget	£78,200								
Total Income to date	£36,942								
Total Confirmed bookings	£24,899								

	CP Rental Income	£5,000
	Cumulative v budget	(-£10,369)
Financial	No requirements/implications for this decision.	
Environmental	No implications for the decision.	
Equality and Diversity	No implications for the decision.	
Decision Request	To note the Management Accounts for the Town Hall current financial year to date of 30 th September 2024.	

Congleton Town Council
Management Accounts 2024-25
TOWN HALL
Sep-24

OK
 Monitor
 Overspent

Month 6
 Percentage 50.0%

TOWN HALL

		ANNUAL BUDGET	BUDGET TO M6	ACTUAL SPEND TO M6	£ VARIANCE OF M6 BUDGETS	% SPENT AGAINST M6 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M6 EXPECTED
4000	Staff Costs (re-allocated)	74,918	37,459	37,894	-435	101.2%	50.6%	0.58%
4008	Training	1,000	500	0	500	0.0%	0.0%	-50.00%
4009	Protective Clothing/H & Safety	550	275	42	233	15.3%	7.6%	-42.36%
4010	Cleaners	8,000	4,000	3,708	292	92.7%	46.4%	-3.65%
4011	Rates	26,522	13,261	14,970	-1,709	112.9%	56.4%	6.44%
4012	Water	4,000	2,000	3,676	-1,676	183.8%	91.9%	41.90%
4014	Electricity	26,950	13,475	9,425	4,050	69.9%	35.0%	-15.03%
4015	Gas	25,920	12,960	5,774	7,186	44.6%	22.3%	-27.72%
4016	Cleaning materials	2,250	1,125	1,087	38	96.6%	48.3%	-1.69%
4017	Refuse Disposal	2,350	1,175	685	490	58.3%	29.1%	-20.85%
4020	Miscellaneous Office Costs	1,600	800	807	-7	100.9%	50.4%	0.44%
4025	Insurance	12,647	6,324	13,785	-7,462	218.0%	109.0%	59.00%
4033	Marketing/Promotions	3,500	1,750	733	1,017	41.9%	20.9%	-29.06%
4040	Maintenance Contracts	9,000	4,500	6,387	-1,887	141.9%	71.0%	20.97%
4041	Property Maintenance	21,300	10,650	6,424	4,226	60.3%	30.2%	-19.84%
4065	Architect/Survevor Fees	0	0	22,493	-22,493			
4068	Licences (incl PRS)	4,200	2,100	3,789	-1,689	180.4%	90.2%	40.21%
6000	Central Overheads Reallocated	5,822	2,911	3,531	-620	121.3%	60.6%	10.65%
4951	Tfr to EMR	0	0	15,000	-15,000			
	Town Hall Expenditure	230,529	115,265	150,210	-34,946	130.3%	65.2%	15.16%
3020	Catering costs	0	0	1,588	-1,588			
3021	Security Supplies	0	0	910	-910			
		0	0	2,498	2,498			
	Total Town Hall Expenditure	230,529	115,265	152,708	-37,444	132.5%	66.2%	16.24%
1009	Rent Rec'd - Museum Notional	-4500	-2250	-2250	0	100.0%	50.0%	0.00%
1010	Rent Received - 3rd Party Partnership	-1533	-767	-767	1	100.0%	50.0%	0.03%
1011	Rent Received - Internal CTC	-26517	-13259	-13259	1	100.0%	50.0%	0.00%
1013	Letting Income - Grand Hall	-30000	-15000	-14174	-826	94.5%	47.2%	-2.75%
1014	Letting Income - Bridestones	-13200	-6600	-2414	-4186	36.6%	18.3%	-31.71%
1015	Letting Income - Spencer Suite	-5000	-2500	-2458	-42	98.3%	49.2%	-0.84%
1018	Letting Income - Cambell Suite	0	0	0	0		0.0%	-50.00%
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-6000	-7000	1000	116.7%	58.3%	8.33%
1021	Letting Income - Internal	-9000	-4500	-5830	1330	129.6%	64.8%	14.78%
1022	Letting income - F&F	-1000	-500	-1771	1271	354.2%	177.1%	127.10%
1023	Commission- CP	-8000	-4000	-3295	-705	82.4%	41.2%	-8.81%
1024	Letting Income- Security	0	0	-2115	2115		0.0%	-50.00%
1035	Service Charoes - Brasserie	-4000	-2000	-1214	-786	60.7%	30.4%	-19.65%
1037	Service Charoes - Other	-5000	-2500	-1185	-1315	47.4%	23.7%	-26.30%
1051	Catering Sales (recharges)	0	0	-2859	2859		0.0%	-50.00%
1177	Grant Income- CEC Greener	0	0	-15000	15000		0.0%	-50.00%
1179	Grants Receivable- Salix Project	0	0	-22493	22493			
	Total Town Hall Income	-119750	-59875	-98084	38209	163.8%	81.9%	31.91%
	Net Expenditure over Income	110,779	55,390	54,624	766	98.6%	49.3%	-0.69%

NOTES

Expenditure Variance 0-100% Green 101-115% Amber 115% over Red

Paid over 10 months not 12
 May go overspent. will be monitored
 May go overspent. will be monitored
 May go overspent. will be monitored
 Dependant on requirements. too up of supplies. include expenses for Public toilets approx 30%

Paid at start of the year. 3 month prepayment journal to complete

First quarter services

Salix Grant project. see below

Paid at start of the year.

CEC Grant (1177-Income) tranferred to Property Maintenance EMR

Recharged to customers

Recharged to customers

Income Variance 100% Green. 75% to 99% Amber. 0%-75% Red

No budoet

Invoiced a month ahead

Awaiting information

Recharged to customers

Awaiting 2nd quarter invoice to be raised

Awaiting 2nd quarter invoice to be raised

Recharged to customers

Grant income to be moved out of TH to Property Maintenance EMR

Grant income for Survevor fees

Town Hall Summary 24-25

This sheet refers to chargeable sales income not internal income budgets.

	12 mth Budget	April	Actual	May	Actual	June	Actual	July	Actual	August	Actual	September	Actual
Letting Income - Grand Hall	30,000	2,500	1,069	5,000	3,263	7,500	7,322	10,000	9,891	12,500	11,980	15,000	14,174
Letting Income - Bridestones	13,200	1,100	688	2,200	893	3,300	1,201	4,400	1,701	5,500	1,916	6,600	2,414
Letting Income - Spencer Suite	5,000	417	370	833	823	1,250	1,233	1,667	1,686	2,083	2,098	2,500	2,458
Commissions	8,000	667	-	1,333	-	2,000	-	2,667	-	3,333	3,402	4,000	3,295
Lighting /equip	1,000	83	-	167	500	250	1,000	333	1,438	417	1,438	500	1,771
Lettings income grant CTC	9,000	750	-	1,500	615	2,250	2,253	3,000	3,654	3,750	4,209	4,500	5,830
Cp rental income	12,000	1,000	1,000	2,000	2,000	3,000	3,000	4,000	4,000	5,000	6,000	6,000	7,000
Totals	78,200	6,517	3,127	13,033	8,094	19,550	16,009	26,067	22,370	32,583	31,043	39,100	36,942
Variance		-	3,390	-	4,939	-	3,541	-	3,697	-	1,540	-	2,158
Current bookings value Confirmed													
Commissions to invoice													
Cp rental income													
Current bookings value Provisional													
Total future bookings			-		-				-		-		-
Cumulative (Includes CP Rent)													

	12 mth Budget	October	Actual	November	Actual	December	Actual	January	Actual	February	Actual	March	Actual	
Letting Income - Grand Hall	30,000	17,500		20,000		22,500		25,000		27,500		30,000		
Letting Income - Bridestones	13,200	7,700		8,800		9,900		11,000		12,100		13,200		
Letting Income - Spencer Suite	5,000	2,917		3,333		3,750		4,167		4,583		5,000		
Commissions	8,000	4,667		5,333		6,000		6,667		7,333		8,000		
Lighting /equip	1,000	583		667		750		833		917		1,000		
Lettings income grant CTC	9,000	5,250		6,000		6,750		7,500		8,250		9,000		
Cp rental income	12,000	7,000		8,000		9,000		10,000		11,000		12,000		
Totals	78,200	45,617	-	52,133	-	58,650	-	65,167	-	71,683	-	78,200	-	
Variance		-	8,675	-	15,191	-	21,708	-	28,225	1,000	-	34,741	-	41,258
Current bookings value Confirmed			5,893		5,677		3,262		2,230		2,995		5,459	
Commissions to invoice														
Cp rental income					1,000		1,000		1,000		1,000		1,000	
Current bookings value Provisional			135		238									
Total future bookings			6,028		6,915		4,262		3,230		3,995		6,459	
Cumulative (Includes CP Rent)		-	2,647	-	2,248	-	4,503	-	7,790	-	10,311	-	10,369	

SUMMARY

36,942	Actual
30,889	Future
10,369	Variance

Updated to end September invoicing

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES


COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	31st October 2024	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	8 Town Hall Decarbonisation Updates		
Background	<p>Monthly reports have been submitted to Salix by CTC Officers on the 15th of each month since April 2024 to outline progress so far toward the milestones of the overall project. These monthly reports align with meetings between Salix representatives and CTC Officers as well as the monthly Project Board meetings with Pearson Surveyors.</p> <p>Financially year 1 activity is funded by Salix who approved a grant of £57,683 for that period. Pearson's tender for the design development stage is £49,750 leaving a balance of £7933 which can be used for surveys etc.</p> <p>Additional Grant 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 31st 2025</p>		
Update	<p>Monthly meetings between CTC Officers, Salix and Pearson Surveyors are ongoing as the project moves towards the next stage of submitting planning applications. Conservation Officers have been on site to discuss the locations for potential Air Source Heat Pump and solar PV. The installation of double glazing to the windows on all floors of the front elevation of the Town Hall has also been discussed with the Conservation Officer, we are advised work of this type would need Listed Building Consent and not planning consent. There is the potential to use the Improved, Greener, Community Facilities Fund Grant (75% of project up to £15k) for the installation of double glazing to the Information Centre and Bluey's windows as this area did not form part of the original Salix grant application.</p> <p>Analysing the gas and electricity data logging carried out at the Town Hall during September, the data indicates an increase in electrical supply would be required to accommodate the electrical demands of an Air Source Heat Pump. The Distribution Network Operator (DNO) have been contacted by Pearson Surveyors to determine a cost for this work to increase the electrical supply to the Town Hall. Pearson Surveyors have proposing to make an application to include the building base load, Air Source Heat Pump and 2 x Electric Vehicle chargers. The Town Hall currently has 164KVA with a proposed application for an increase to 220KVA or 315a TP&N. CTC Officers felt this increase would not be enough to future proof the Town Hall against further electrical demand and have requested that Pearson submit an additional application to increase the supply beyond 220KVA or 315a TP&N.</p>		

	<p>CTC received payment of £22,493 from Salix on 18.09.24. This payment was used to pay Pearson Surveyors' August invoice. Pearson Surveyors submitted their September invoice on 10.09.24 to Congleton Town Council for the sum of £18,557 + VAT (£22,268.40 including VAT). The September Monthly Monitoring Report (MMR) along with Payment Request, Statement of Expenditure for September and Invoices (from Pearson Surveyors £18,557 + VAT) were submitted to Salix Finance by CTC Officers on 14.09.24. The agreement in place is for Salix Finance, on receipt of the MMR, Payment Request, Statement of Expenditure and Pearson Surveyors invoice, to release the invoiced amount to CTC who will then in turn use these funds to pay the Pearson Surveyors invoice. CTC received payment of £18,557.00 from Salix on 16.10.24 and used these funds to pay Pearson's September invoice on xx/xx/xx. The October Monthly Monitoring Report (MMR) along with Payment Request, Statement of Expenditure for September and Invoices (from Pearson Surveyors £1,650 + VAT and £1,520 + VAT) were submitted to Salix Finance by CTC Officers on 11.10.24.</p> <p>Monthly reports will be available to THAS Committee members and Councillors and regular updates will be available throughout the project.</p>
Financial	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.
Environmental	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.
Equality	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.
Decision Request	To receive the report relating to Town Hall Decarbonisation Update.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	31st October 2024	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM	9		
REPORT TITLE	Splash Pad Feasibility Study		
Background	<p>Congleton paddling pool is an extremely popular asset within the community offering users a cost-free leisure activity. Despite the amenity's popularity it does suffer from several inherent inconveniences. The chief amongst these are ease and convenience of access, user control and operating costs. The current location of the facility does result in traffic congestion and inconvenience to residents in the adjacent street during periods of good weather and school holidays. This is due to the shortage, location and nature of parking facilities near to the pool. Due to the popularity of the facility, user management measures have needed to be put in place to control access in the interests of safety and enjoyment of the users. These measures have led to significant operating costs and some user inconvenience.</p> <p>The operating costs, location and lease arrangement of the paddling pool facility have been an area of discussion for a number years. For this reason CTC Officers have previously contacted local authorities who have replaced their existing paddling pools with modern Splash Pads, these included Amber Valley Borough Council and Great Yarmouth Borough Council. Both authorities reported the installation of a Splash Pad made a financial saving on operating costs but also created a safer, more environmentally friendly water facility.</p> <p>To determine if previous discussions relating to replacement/relocation of the paddling pool are viable/possible, would a feasibility study into the options be a positive move forward.</p>		
Update	<p>A local company with over 50 years of experience in process engineering design has been approached to provide details into the feasibility of improving/relocating the paddling pool. This company specialises in the installation of aquatic leisure applications including swimming pools, water features, aquatic leisure facilities and plant. Initial discussion indicate that, despite the dated design of the paddling pool facilities, it is possible that by incorporating more recent design concepts, practices and processes, a Splash Pad could be a viable option.</p>		

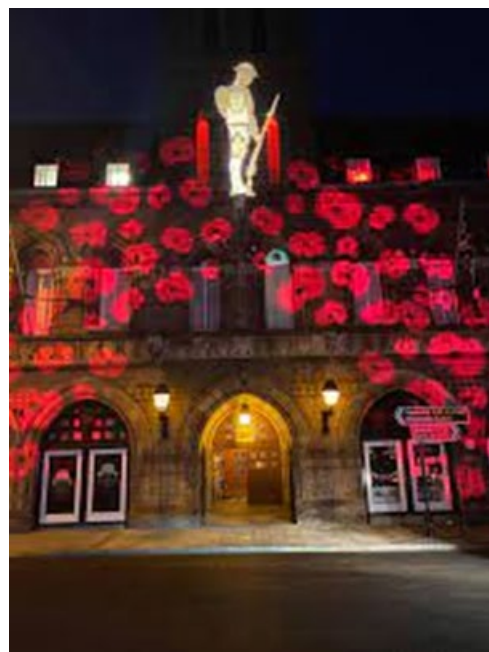
	<p>The proposed study for the improvement of the paddling pool facility would centre on and around the following possible major considerations:</p> <ul style="list-style-type: none"> • A change in the location for the paddling pool (ideally to Congleton Park) • Adaptation of the existing facility • A change in the design of the facility from a paddling pool to a modern “splash pad” • A combination of the above options to optimise user enjoyment and convenience, capital expenditure and operating costs. <p>The product of the proposed study would generally be as follows:</p> <ul style="list-style-type: none"> • To examine, identify and quantify the operating environment of the existing facility • To identify, quantify and examine the benefits and disadvantages of the existing facility, both from the viewpoint of the user and the operator • To establish and examine the possible effects on user enjoyment and operator capital and running costs of possible changes to the location, design and operation of the existing facility • Preparation of a written report and verbal presentation of the completed study to interested parties in the Council. • Suggestions and recommendations. <p>A lump sum fee for carrying out the feasibility study as described in this proposal would be £5,000.00 +VAT.</p> 
Financial	To be in accordance with allocated budgets and financial regulations
Environmental	To assess via the procurement process environmental impact and benefits
Equality	Where applicable in the procurement of services this is taken into consideration
Decision Request	To receive the report relating to Splash Pad Feasibility Study and as a Committee agree to progress this proposal to Council for approval.

CONGLETON TOWN COUNCIL


COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	31st October 2024	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	10 Remembrance and Christmas Projections		
Background	<p>Since 2020 the front façade of the Town Hall has featured light projection during Remembrance weekend and the build up to the Christmas period. Projection has been provided by the same local, specialist lighting company. The project would not be possible without the cooperation of Reeds Rain Estate Agents who allow the use of their first floor office space to house the projection equipment.</p> <p>During 2020 and 2021 the Remembrance projection was on display for 7 days covering the Remembrance weekend. The Christmas projection was on display from Christmas Lights Switch On, usually around 24th November, to around 4th January, a total of six weeks. For 2022 and 2023 the Remembrance projection was displayed as in previous years to cover Remembrance weekend, however, due to hire costs and also the increased cost of utilities, the Christmas projection was reduced to two weeks covering the Christmas holiday. It was also agreed to pay the calculated electricity costs of the projection during this period to Reeds Rains who, without their help, the projection would not be possible.</p>		
Update	<p>For 2024 the Remembrance projection will be as in previous years to cover the Remembrance weekend and relevant dates. Projection for Christmas will be the same 17-day period as last year to cover the week before Christmas and the holiday into the New Year. We will continue with the ongoing agreement with Reeds Rains whereby CTC supplement the calculated cost of electricity for this period along with providing 2 x Christmas Trees and 2 x hanging baskets (2025) for the front of Reeds Rains' building. The support of Reeds Rains is essential to this project as, without the use of their currently unused first-floor office space to locate the projection equipment, the project would not be possible. Reeds Rains has indicated there is the possibility that their office space could be converted to a meeting room for Reeds Rains staff in the near future and this could, potentially, have an impact on whether the space could continue to accommodate the projection equipment. If this were to be the case, an alternative location for the projection equipment would need to be found with the possibility of the projection not being feasible.</p>		

Projection	Dates	Cost and extras
Remembrance	Install - 6 th November Switch On – 7 th November 4:30pm – 9pm Remove – 14 th November	£880 + VAT
Christmas	Install and Switch On – 16 th December 4:30pm – 9pm Remove – 2 nd January	£2,530 + VAT CTC to supplement electrical usage by £270 2 x Christmas Trees provided and installed by CTC at Reeds Rains building 2 x hanging baskets provided and installed by CTC at Reeds Rains building





	
Financial	To be in accordance with allocated budgets and financial regulations
Environmental	To assess via the procurement process environmental impact and benefits.
Equality	Where applicable in the procurement of services this is taken into consideration
Decision Request	To receive the report relating to Remembrance and Christmas projections.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	31st October 2024	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	11 Town Hall Charity Illumination Policy		
Background	<p>Town Hall, Assets & Services Committee members discussed a report on 5th September 2024 relating to the growing number of requests from charities and organisations to illuminate the Town Hall in a specific colour to help promote their occasion and/or to increase awareness of campaigns.</p> <p>THAS/12/2425 Resolved for CTC Officers to draft a policy, similar to the CTC Flag Flying Policy, to allow registered charities or organisations linked to registered charities to support their message by illuminating the Town Hall. The policy should align with Health & Wellbeing Group and existing CTC policies with the Chief Officer having the option to take any contentious requests to the Committee.</p>		
Update	<p style="text-align: center;">Congleton Town Council</p> <p style="text-align: center;">Town Hall Charity Illumination Policy</p> <p>PURPOSE OF THE POLICY</p> <p>The aim of the policy is to establish and operate a transparent procedure to mark/promote specific days of significance to charities and organisations within the wider community, by illuminating Congleton Town Hall in a chosen colour. The policy will also apply to marking events or campaigns organised by the Council, or in partnership with another organisation.</p> <p>MANAGEMENT OF THE POLICY</p> <p>The day to day management of the Town Hall Charity Illumination Policy at Congleton Town Council will be overseen by the Chief Officer. Any change from the Policy as stated would be subject to consideration and approval by the Finance & Policy Committee.</p> <p>REQUESTS TO ILLUMINATE THE TOWN HALL</p> <p>Applications must meet the following criteria:</p> <p><u>Charities and Community Groups</u></p> <p>Organisations must be constituted and charities must have a registered charity number, compliant with charities legislation.</p>		

Illuminations will be limited to one night per occasion or campaign.

The charity or community organisation's values must be in accordance with the Council's agreed values and objectives and must not conflict with Council.

Requests from other public bodies should adhere to the same criteria.

Promote inclusivity and cultural awareness by recognising days of particular significance to groups within the wider community.

Publish details of those dates which will be marked, in order to further communicate the Council's commitment to supporting the charity.

Requests from within Council

When the Council itself intends to illuminate for a specific event, occasion or cause, requests will be assessed in line with the policy objectives.

Illuminations will be limited to one night per occasion or campaign. Requests cannot be submitted more than six months before the occasion.

Promote inclusivity and cultural awareness by recognising days of particular significance to groups within the wider community.

Publish details of those dates which will be marked, in order to further communicate the Council's commitment to supporting the charity.

QUESTIONS AND APPROVALS

The Chief Officer will consider and determine any request to illuminate the Town Hall or other Council owned buildings where it is not set out in the Policy. (e.g. International sporting events). Illuminations of a Political nature will NOT be considered. The request must come from a serving Town Councillor and be made in writing at least 4 weeks before the event. This decision is final. Any decisions for continued or regular illumination must be considered by the Finance & Policy Committee where it is not set out in the Policy. No illumination by, or on behalf of the Council, is to be undertaken without the approval of the Chief Officer. The Chief Officer will be consulted on all matters relating to the Illumination Protocol and any questions should be submitted in writing to the Chief Officer.

POLICY REVIEW

This policy will be reviewed every five years to ensure that it remains fit for purpose.

Financial	Electrical cost of running 24 x 62 watt event uplighters, using an electricity rate of £0.22p per kWh, would be £4.08 per 12 hours.
Environmental	Electrical usage overnight while the Town Hall is not occupied.
Equality	Policy to promote inclusivity and cultural awareness by recognising days of particular significance to groups within the wider community.
Decision Request	To agree the Illuminating Town Hall Policy and recommend to Finance & Policy Committee for approval.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall and Assets Committee		
MEETING DATE AND TIME	31st October 2024 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael- R.F.O		
AGENDA ITEM REPORT TITLE	12 Management Accounts for Congleton Information Centre		
Background	Management Accounts and Variance analysis for the period to 30 th September 2024, to accompany the attached spreadsheets in Appendix 12.1.		
Update	<p>These figures cover the financial period of the current financial year to 30th September 2024, month 6, which represents 50% of the budget. (Percentages in this report are rounded up /down and are based on <u>full-year budgets</u>.) Please refer to Appendix 12.1 for notes/issues for revenue expenditure.</p> <p>Income</p> <ul style="list-style-type: none">• Most income is via the Information Centre is third-party income and is dependent on external requirements/events. <p>Expenditure</p> <ul style="list-style-type: none">• Business Rates are higher than expected due to 50% being paid initially then moved to Direct Debit, which will level out over the year. <p>The following figures will be presented to the F&P Committee on the 14th of November 2024.</p> <p><u>225-Congleton Information Centre</u></p> <ul style="list-style-type: none">• Direct Sales Income £35,403 – 39.9%• Direct Sales Expenditure £25,713 – 30.6%		
Financial	No requirements/implications for this decision.		
Environmental	No implications for the decision.		
Equality and Diversity	No implications for the decision.		
Decision Request	To note the Management Accounts for the Congleton Information Centre's current financial year to 30 th September 2024.		

Congleton Town Council
Management Accounts 2024-25
CONGLETON INFORMATION CENTRE
Sep-24

Third Party
OK
Monitor
Overspent

Month 6
Percentage 50.0%

TOWN HALL
CONGLETON INFORMATION CENTRE

	ANNUAL BUDGET	BUDGET TO M6	ACTUAL SPEND TO M6	£ VARIANCE OF M6 BUDGETS	% SPENT AGAINST M6 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M6 EXPECTED
3000 Stock at 1st April	0	-	-	-	0.0%		
3041 3rd Party ticket resales	73,150	36,575	21,689	14,886	59.3%	29.7%	-20.35%
3042 Books, Maps, Guides resale	2,850	1,425	268	1,157	18.8%	9.4%	-40.60%
3043 Souvenirs for resale	2,375	1,188	1,421	234	119.7%	59.8%	9.83%
3044 Stamps for resale	500	250	138	112	55.2%	27.6%	-22.40%
3046 Local Produce for resale	3,800	1,900	1,760	140	92.6%	46.3%	-3.68%
3047 Theatre gift cards for resale	150	75	57	18	76.0%	38.0%	-12.00%
3048 Food & Drink for resale	1,197	599	380	219	63.5%	31.7%	-18.25%
3049 CTC Merchandise	0	-	-	-	0.0%	0.0%	-50.00%
3999 Stock at 31st March 2022	0	-	-	-	0.0%	0.0%	-50.00%
Direct Expenditure	84,022	42,011	25,713	16,298	61.2%	30.60%	-19.40%
4000 Staff costs	60,704	30,352	30,024	328	98.9%	49.5%	-0.54%
4011 Rates	5,068	2,534	3,497	963	138.0%	69.0%	19.00%
4013 Rent Payable	7,500	3,750	3,750	-	100.0%	50.0%	0.00%
4162 General Expenditure	2,000	1,000	926	74	92.6%	46.3%	-3.70%
6000 Central Overheads Reallocated	4,807	2,404	2,861	458	119.0%	59.5%	9.52%
Indirect Expenditure	80,079	40,040	41,058	1,019	102.5%	51.3%	1.27%
1041 Third Party Ticket Sales	-77,000	-38,500	-31,272	-7,228	81.2%	40.6%	-9.39%
1042 Books, Maps, Guides sales	-3,000	-1,500	-548	-952	36.5%	18.3%	-31.73%
1043 Souvenir sales	-2,500	-1,250	-551	-699	44.1%	22.0%	-27.96%
1044 Stamp Sales	-500	-250	-113	-137	45.2%	22.6%	-27.40%
1045 Photocopy sales	-300	-150	-266	-116	177.3%	88.7%	38.67%
1046 Local Produce for resale	-4,000	-2,000	-2,009	9	100.5%	50.2%	0.22%
1047 Theatre gift cards	-150	-75	-68	-7	90.7%	45.3%	-4.67%
1048 Food and Drink sales	-1,260	-630	-533	-97	84.6%	42.3%	-7.70%
1049 CTC Merchandise sales	0	-	-43	43	0.0%	0.0%	-50.00%
Income	-88,710	-44,355	-35,403	-8,952	79.8%	39.9%	-10.09%
Total Income	-88,710	-44,355	-35,403	-8,952	79.8%	39.9%	-10.09%
Net Expenditure over Income	75,391	37,696	31,368	6,328	83.2%	41.6%	-8.39%

NOTES

Expenditure Variance 0-100% Green 101-115% Amber 115% over Red
Yellow are 3rd party expenditure, traffic lights CTC

Third Party Income see corresponding expense line

Third Party Income see corresponding expense line

Third Party Income see corresponding expense line

Third Party Income see corresponding expense line

50% of invoice paid, switching to Direct Debit for remainder

As per requirement, includes card payment bank charges

Yellow are 3rd party income, traffic lights our own income
Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red

Third Party expenditure

Third Party expenditure

Third Party expenditure

Third Party expenditure

No budget, old stock

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	31st October 2024	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	13 Business Planning		
Update	<p>Whilst the Town Hall is a magnificent building we recognise that we are the custodians of a Grade 2* listed building which we have a duty to maintain. As a committee, we need to understand and agree on the priorities for both maintenance and where possible, developments and projects such as the Decarbonisation project. Consideration should also be given for ongoing maintenance and improvements to other CTC assets and responsibilities including the paddling pool and public toilets. The thoughts of the THAS committee will be taken into the overall budget setting during November where considerations from the other committees will also be discussed and developed. The Business Plan will represent a considerable financial commitment.</p> <p>The current annual budget for Town Hall maintenance is £21,300. This is used for day-to-day maintenance around the building such as lighting and plumbing repairs but also more expensive repairs to the boiler, lifts, CCTV and alarm systems. A detailed Maintenance Plan (see Appendix 13.1) was created by Officers to highlight works around the Town Hall and other assets which would not fall under the annual maintenance budget. The total estimated costs for work in the Maintenance Plan is over £1,000,000 and included £53,000 to completely paint the Grand Hall with an additional cost for scaffolding of £36,000. The Ear Marked Reserve currently stands at £177,000 which includes £15,000 from the Improved, Greener, Community Facilities Fund Grant (which cannot be used for general maintenance and has to be spent by 31st March 2025) and £53,000 for CTCs commitment towards the Salix Decarbonisation project. This Ear Mark Reserve could potentially be used towards future projects/improvements at the Town Hall but would need an annual budget increase to maintain the funds within the Ear Mark Reserve.</p> <p>Potential future projects are detailed below, along with potential costs and budget lines.</p>		

	Project	Potential Costs (£)	Budget Line
	CTC Salix Commitment	53,000	Ear Mark Reserve*
	Improved, Greener, Community Facilities Fund Grant	15,000 (75% of project costs)	Ear Mark Reserve*
	Maintenance Plan (as a whole)	1,000,000	Public Works Loans. Capital Reserve/Ear Mark Reserve*
	Congleton Information Centre	30,000	Capital Reserve/Ear Mark Reserve/Budget Line**
	Splash Pad	200,000 – 400,000	Public Works Loans. Capital Reserve/Ear Mark Reserve**
	Town Hall Toilets	50,000	Capital Reserve/Ear Mark Reserve*/** (there is a balance of funds in an EMR)
	Paddling Pool Toilet Improvements	30,000	Capital Reserve/Ear Mark Reserve**
	Public Toilets	40,000 60,000 annual budget line	Capital Reserve/Ear Mark Reserve** Annual cost centre budgets required for operational costs.
	Poly Tunnels – Congleton Park Yard		Capitol Reserve/Ear Mark reserve .Annual cost centre following completion**
	<p>*EMR IS ALREADY AVAILABLE</p> <p>** EMR WOULD REQUIRE BUILDING UP VIA BUDGET SETTING</p> <p>As a whole, the total figure involved for the Maintenance Programme is not an insignificant sum, however, contingencies need to be set aside to progress with the plan along with funds for proposed improvements to the building and public toilets. Options could include the use of Public Works Loans or funds from the Ear Mark Reserve and Capitol Contingency. Consideration would need to be taken to replenish these budget lines annually, along with any new annual budget lines to support new projects such as public toilets.</p>		
Financial	To be in accordance with allocated budgets and financial regulations		

Environmental	To assess via the procurement process environmental impact and benefits.
Equality	Where applicable in the procurement of services this is taken into consideration.
Decision Request	To receive the report relating to Business Planning and for the Committee to recommend projects to form part of Business Planning.

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

Project	Description	Purchase Date	Cost	Condition - ABC
External Painting and Scaffolding				
Scaffolding - Front Elevation Town Hall	Access scaffold		£ 20,000.00	
Town Hall - External Paintwork (Front)	Painting of all windows, doors and other woodwork to front elevation		£ 5,000.00	C
Scaffolding - Rear Elevation Town Hall	Access scaffold		£ 5,000.00	
Town Hall - External Paintwork (Rear)	Painting of all windows, doors and other woodwork to rear elevation		£ 2,000.00	B
Scaffolding - Museum	Access scaffold		£ 3,000.00	
Museum - External Paintwork	Painting of all windows, doors and other woodwork to Museum		£ 2,000.00	B
Stone/Masonry Cleaning	Cleaning of stone facia and pointing		£ 20,000.00	
Internal Painting/Decoration				
Tower scaffold for Grand Hall ground floor level and balcony walls	Access tower scaffold		£ 2,000.00	
Scaffold Grand Hall completely				
Grand Hall, balcony, lower levels and bar area	Painting of all walls, doors, skirting and other woodwork		£ 53,000.00	B
Scaffold for Grand Hall ceiling, windows and roof supports	Access scaffold		£ 36,000.00	
Grand Hall lower level from balcony down	Painting of all walls, doors, skirting and other woodwork		£ 23,000.00	B
Grand Hall Toilets and Corridor	Painting of all walls, doors, skirting and other woodwork		£ 2,000.00	B
Grand Hall Insulation of Roof			TBC	
Campbell Suite and Stairway	Plastering and painting/decoration of all walls and woodwork		£ 2,000.00	B
Spencer Suite and Entrance	Plastering and painting/decoration of all walls and woodwork	01/11/2019	£ 2,600.00	A
Tower scaffold for Bridestones Suite	Access tower scaffold		£ 500.00	
Bridestones Suite	Painting of all walls, doors, skirting and other woodwork		£ 4,000.00	B
Tower scaffold for Bridestones Suite Ceiling	Access tower scaffold		£ 2,000.00	
Bridestones Suite Ceiling	Staining/varnishing of timber ceiling		£ 4,000.00	B
First Floor Office and Corridor	Painting of all walls, doors, windows skirting and other woodwork		£ 1,500.00	A
Second Floor Offices and Stairway	Painting of all walls, doors, windows skirting and other woodwork		£ 2,000.00	B
Town Hall Entrance and Foyer Stone/Masonry/Stairway Cleaning	Cleaning of stone facias and pointing		£ 15,000.00	B
Town Hall Entrance and Foyer	Painting of all doors and other woodwork		£ 1,500.00	B
Entrance Toilets and Corridor	Painting of all walls, doors, skirting and other woodwork		£ 1,800.00	B
Tourist Information Centre	Painting of all walls, doors, skirting and other woodwork		£ 1,200.00	A
Museum	Painting of all walls, doors, skirting and other woodwork		£ 3,000.00	B
First Aid Room	Painting of all walls, doors, skirting and other woodwork		£ 500.00	B
Cotton Club	Painting of all walls, doors, skirting and other woodwork		£ 500.00	B
Rear Offices, Stairs and Corridor	Painting of all walls, doors, skirting and other woodwork		£ 1,200.00	B
Rear Storeroom	Painting of all walls, doors, skirting and other woodwork		£ 500.00	B
Rear Corridor from kitchen to Rear Exit	Painting of all walls, doors, skirting and other woodwork		£ 500.00	B
Rear Corridor Loading Bay	Painting of all walls, doors, skirting and other woodwork		£ 500.00	B
Safety Flooring				
Foyer Toilets and Corridor	Replacement of safety flooring		£ 2,000.00	B
Grand Hall Toilets and Corridor	Replacement of safety flooring		£ 2,000.00	B
Rear Corridor/Loading Bay	Replacement of safety flooring		£ 700.00	B
Kitchen	Replacement of safety flooring		£ 2,400.00	A
Corridor from Kitchen to Rear Door	Replacement of safety flooring		£ 1,000.00	B
First Floor Kitchenette	Replacement of safety flooring		£ 200.00	A
First Floor Disabled Toilet and Corridor	Replacement of safety flooring		£ 200.00	A
Carpets and Flooring				
Grand Hall Wooden Floor	Sand and Polish		£ 12,000.00	

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

Project	Description	Purchase Date	Cost	Condition - ABC
Foyer entrance and stone stairs	Cleaning and sealing		£ 6,000.00	
Grand Hall Balcony	Replacement of carpets		£ 5,000.00	B
Bridestones Suite	Replacement of carpets		£ 5,000.00	B
Spencer Suite and Entrance	Replacement of carpets	01.11.19	£ 832.50	A
Campbell Suite and Rear Stairs	Replacement of carpets		£ 700.00	B
First Floor Office and Corridor	Replacement of carpets		£ 1,550.00	A
Second Floor Offices and Stairway	Replacement of carpets		£ 3,000.00	B
Rear Offices, Stairs and Corridor	Replacement of carpets		£ 2,000.00	B
Meeting Room Furniture				
Grand Hall Rectangular Tables 30 x 6ft	30 x 6ft conference tables	03.01.13	£ 3,778.00	B
Grand Hall Rectangular Tables 10 x 5ft	10 x 6ft conference tables	03.01.13	£ 3,522.00	B
Grand Hall Round Tables 6ft	15 x 6ft round banquet tables	28.07.17	£ 1,319.00	A
Grand Hall Round Tables 5ft	5 x 5ft round banquet tables	28.07.17	£ 319.00	A
Round Tables Storage Trolley x 2	2 x metal storage and carriage trolleys	28/07/2017	£ 425.00	A
Grand Hall Chairs	300 x conference chairs	25.02.13	£ 12,045.00	B
Grand Hall Stage	12 - piece adjustable stage	01.06.08	£ 500.00	B
Grand Hall Fixed Balcony Chairs (re-upholstery)	64 x fixed seats at rear of balcony		£ 7,000.00	B
Bridestones Suite Rectangular Tables	6 x 6ft conference tables	07.06.10	£ 744.00	B
Bridestones Suite Rectangular Tables	3 x 7ft conference tables	07.06.10	£ 402.00	B
Bridestones Suite Round End Tables	2 x 4ft round end conference tables	07.06.10	£ 242.00	B
Bridestones Suite Chairs	42 x meeting room chairs with arms	07.06.10	£ 3,318.00	B
Bridestones Suite Stage	2 x individual adjustable stages	07.06.10	£ 1,668.00	B
Mayor's Chairs	2 x historical chairs	01.06.08	£ 500.00	B
Spencer Suite Tables	2 x 4ft rectangular, 2 x 4ft round end conference tables	01.06.08	£ 680.00	B
Spencer Suite Cupboard	1 x cupboard	01.06.08	£ 580.00	B
Spencer Suite Chairs	10 x meeting room chairs with arms	01.11.19	£ 599.90	A
Campbell Suite Tables	1 x conference table (2 x piece)	01.06.08	£ 680.00	B
Campbell Suite Chairs	10 x conference chairs (part of the 300 from Grand Hall)	25.02.13	£ 500.00	A
Campbell Suite Cupboard			£ 500.00	
Bar Tables	3 x Tall bar tables	01.06.08	£ 540.00	B

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

Project	Description	Purchase Date	Cost	Condition - ABC
Office Furniture				
5 x First Floor Office Work Stations (price per table)	5 x curved work stations		£ 300.00	A
5 x First Floor Office Chairs (price per chair)	5 x swivel office chairs		£ 150.00	B
1 x First Floor Office Filing Cabinets	3 x tamber door filing cabinets		£ 150.00	A
5 x First Floor Office Desk Drawers (price per unit)	5 x under desk draws		£ 200.00	A
1 x First Floor Office Bookcase			£ 250.00	A
Second Floor Office 1(Ruth) Work Stations	2 x curved work stations		£ 300.00	A
Second Floor Office 1 Chairs	2 x swivel office chairs		£ 150.00	B
Second Floor Office 1 Filing Cabinets	2 x filing cabinets		£ 150.00	B
Second Floor Office 1 Desk Drawers	1 x under desk drawers		£ 200.00	A
Second Floor Office 1 Storeroom Racking	4 x storage racks	22.10.18	£ 363.00	A
3 x Second Floor Office 2 (David) Work Stations (price per unit)	4 x curved work stations		£ 300.00	A
3 x Second Floor Office 2 Chairs (price per chair)	4 x swivel office chairs		£ 150.00	B
1 x Second Floor Office 2 Filing Cabinets	2 x filing cabinets		£ 150.00	B
3 x Second Floor Office 2 Desk Drawers (price per unit)	4 x under desk drawers		£ 200.00	A
1 x Second Floor Office 2 Meeting Tables	1 x meeting table		£ 250.00	B
2 x Second Floor Office 2 Meeting Chairs (price per unit)	4 x meeting chairs		£ 200.00	B
Grand Hall and Balcony Furnishings and Lighting				
Sprung Wooden Flooring	Replacement of sprung wooden flooring		£ 60,000.00	B
Balcony Carpet	Replacement of balcony carpet and carpet around fixed seating		£ 5,000.00	B
Chandeliers x 2	2 x metal, feature chandeliers replacement		£ 14,000.00	B
Chandelier Winding Mechanism x 2	2 x manual chandelier winches		£ 4,950.00	B
Wall Lights x18	18 x balcony, wall mounted lights		£ 4,000.00	B
Spot Lights x 16	16 x balcony, wall mounted, directional spot lights		£ 4,000.00	B
Under Balcony Light x 27	27 x under balcony mounted, down lighters		£ 3,000.00	C
Emergency Lighting x 15	15 x bulk head and directional emergency lights		£ 2,000.00	A
Radiators x 18	18 x wall mounted, boiler linked radiators		£ 7,200.00	B
Fan Heaters x 6	6 x under balcony mounted, boiler linked, fan heaters		£ 2,400.00	B
Recirculator ceiling Fans x 2	2 x recirculator ceiling fans to blow heat or cold air down from the ceiling		£ 800.00	B
Window Fans x 4	4 x window fans to blow cool air into the room		£ 1,600.00	B
Sound System and 6 speakers	Fixed sound system and 5 x speakers		£ 5,000.00	A
Hearing Loop	Fixed hearing loop connected to sound system		£ 2,500.00	A
Upright Piano	Schaiedmyer upright piano		£ 1,500.00	B
Bridestones Suite Furnishings and Lighting				
Curtain System	1 x manually operated curtain opener/closure. 1 x fixed curtain		£ 800.00	C
2 x Recirculator Ceiling Fans	2 x recirculator ceiling fans to blow heat or cold air down from the ceiling		£ 800.00	A
2 x Window Fans	2 x window fans to blow cool air into the room		£ 800.00	B
2 x Chandeliers	2 x metal feature chandeliers		£ 14,106.00	A
2 x Chandelier Winding Mechanism	2 x manual chandelier winches		£ 4,950.00	A

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

Project	Description	Purchase Date	Cost	Condition - ABC
8 x Up/Down Lighters	8 x wall mounted up/down lighters		£ 4,269.00	A
Carpets	Carpet replacement		£ 5,000.00	A
2 x Emergency Lighting	2 x wall mounted emergency lights		£ 400.00	A
9 x Radiators	2 x double, wall mounted radiators linked to boiler		£ 4,000.00	A
Sound System and 4 speakers	Fixed sound system and 4 x speakers		£ 4,000.00	A
Hearing Loop	Fixed hearing loop connected to sound system		£ 2,000.00	A
Spencer Suite Furnishings and Lighting				
3 x Window Blinds	3 x roller blinds		£ 600.00	A
2 x LED Fluorescent Lights	2 x Led strip lights		£ 500.00	A
1 x LED Feature Light	1 x feature lantern		£ 250.00	A
Carpets	Carpets		£ 850.00	A
2 x Radiators	2 x double radiators		£ 300.00	A
2 x Radiator Covers	2 x bespoke radiator covers		£ 300.00	A
Campbell Suite Furnishings and Lighting				
3 x Window Blinds	3 x Venetian blinds		£ 200.00	C
3 x Fluorescent lights	3 x fluorescent lights		£ 300.00	C
1 x Radiator	1 x double radiator		£ 150.00	B
Carpets	Carpets		£ 500.00	B
Rear Offices and Stores Furnishing and Lighting				
6 x Fluorescent Lights	6 x fluourescent strip lights		£ 600.00	B
2 x Emergency Lights	2 x emergency lights		£ 300.00	A
3 x Radiators	3 x double radiators		£ 450.00	B
1 x Under Counter Water Boiler	1 x electric water heater		£ 300.00	B
Carpets	Carpets		£ 2,000.00	B
Foyer, Entrance Furnishings and Lighting				
13 x LED Lights	13 x LED lights		£ 800.00	
6 x Emergency Lights	6 x emergency lights		£ 400.00	
4 x Radiators	4 x cast iron feature radiators		£ 1,600.00	
Corridor Furnishings and Lighting				
17 x Fluorescent Lights	17 x fluorescent lights		£ 2,000.00	B
5 x Emergency Lights	5 x emergency lights		£ 1,000.00	A
4 x Radiators	4 x double radiators		£ 600.00	B
Cotton Club and Kitchen Furnishings and Lighting				
14 x Fluorescent Lights	14 x fluorescent lights		£ 1,800.00	B

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

Project	Description	Purchase Date	Cost	Condition - ABC
2 x Emergency Lights	2 x emergency lights		£ 400.00	A
2 x Radiators	2 x double radiators		£ 300.00	B
Kitchen Suspended Ceiling			£ 8,000.00	C
Toilet Furnishings				
Grand Hall Sanitary Ware	Toilets, wash basins, taps etc		£ 20,000.00	B
Grand Hall Toilets and Corridor Suspended Ceiling	Tiled suspended ceiling		£ 7,000.00	B
Foyer Toilets Sanitary Ware	Toilets, wash basins, taps etc		£ 3,000.00	B
Foyer Toilets Suspended Ceilings	Toilets, wash basins, taps etc		£ 2,000.00	B
First Floor Toilets Sanitary Ware	Toilets, wash basins, taps etc		£ 1,000.00	B
Presentation Equipment				
NEC M311W Projector 1	Mobile projector used in Grand Hall and Bridestones Suite	26.07.16	£ 463.00	B
NEC M311W Projector 2	Mobile projector used in Grand Hall and Bridestones Suite		£ 463.00	B
Avocor Interactive Screen (Spencer Suite)	Wall mounted interactive touch screen in Spencer Suite	12.02.18	£ 1,854.00	A
Flat screen TV (Campbell Suite)	Wall mounted flat screen TV with laptop connectability	01.06.08	£ 300.00	B
Flat Screen TV (Foyer)	Wall mounted flat screen TV with laptop connectability	01.06.08	£ 300.00	B
Sound Equipment				
Bosch Dicontis Conference System	Conference system featuring 12 x handsets and 1 x control unit plus cases	08.05.17	£ 15,193.00	A
Audio Technica Hand Held Microphones x 1	1 x hand held microphones and cases used in Bridestones Suite	28.02.17	£ 305.00	A
Audio Technica Hand Held Microphones x 4	4 x hand held microphones and cases used in Grand Hall	23.05.19	£ 1,051.00	A
Grand Hall Sound System including 6 speakers	Sound system, amplifier and 6 Bose wall speakers in Grand Hall	01.08.11	£ 6,000.00	A
Bridestones Sound System including 4 speakers	Sound system, amplifier and 4 wall speakers in Bridestones Suite	28.01.11	£ 5,000.00	A
CCTV Equipment				
Chubb CCTV	Chubb CCTV Controller and 13 Cameras. Annual service charge.	26.04.17	£ 5,187.00	A
Event Lighting				
Coloured Uplighter x 24	LEDJ Slimline 7Q5 Parcan RGBW	31.07.17	£ 1,896.00	A
Wireless Coloured Uplighters x 4	Chauvet DJ SlimPAR Q6 USB LED Par Can rechargeable	31.07.17	£ 760.00	A
Light Carry Cases x 7	LEDJ 7Q5 Carry Case (holds 4)	31.07.17	£ 495.83	A
String Lighting	String Light Indoor LED Warm White White Cable - 10m 100 bulbs	31.07.17	£ 560.00	B
First Aid Equipment				
Defibrillator	Lifepak CR2 Defibrillator	28.09.17	£ 980.00	A
Safety Harness x 2	Fall Arrest Harness x 1 and Safety Harness x 1	19.09.17	£ 1,142.00	A
First Aid Bed	Town Hall ground floor First Aid bed	13.10.10	£ 324.00	A
Boilers/Heating and Hot Water Systems				
2 x Remeha Gas 110 Eco Boilers	2 x boilers and control board situated in boiler room beneath TIC. Annual service charge	2009	£ 50,000.00	A
1 x TIC/First Aid Room Water Heater	1 x Water boiler to supply 1st floor toilet		£ 800.00	
1 x Entrance Foyer Toilets Water Heater	1 x Water boiler to supply hot water to 3 x entrance toilets	2019	£ 800.00	A

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

<u>Project</u>	<u>Description</u>	<u>Purchase Date</u>	<u>Cost</u>	<u>Condition - ABC</u>
1 x Campell Suite Water Heater	1 x Water boiler to supply hot water to Campbell Suite		£ 400.00	B
1 x First Floor Kitchen/Brewroom Water Heater	1 x Water boiler to supply hot water to 1st floor kitchen/brewroom		£ 400.00	B
1 x Second Floor Office Hot Water Heater	1 x Water boiler to supply hot water to 2nd floor office		£ 400.00	B
2 x Second Floor Office Electric Radiators	2 x Wall mounted electric radiators		£ 300.00	C
2 x Second Floor Office Electric Radiators	2 x Wall mounted electric radiators		£ 300.00	C
Town Hall and Museum Guttering/Soil Pipes				
Town Hall Rear Guttering	Plastic guttering in courtyard area and droppers from main hall roof		£ 4,000.00	B
Town Hall Car Park Guttering	Cast iron guttering/soil pipes from first floor toilet to car park		£ 2,000.00	C
Museum Guttering	Plastic guttering around museum		£ 5,000.00	B
Car Park and Drainage				
Town Hall/Museum Car Park	Situated behind Town Hall/Museum with rear access to businesses on High Street			B

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

Project	Description	Purchase Date	Cost	Condition - ABC
Commercial Kitchen & Bar Equipment				
Combi Oven	Rational Self Cooking Centre	15.02.18	£ 12,963.00	A
Bottle Cooler	Under counter bottle cooler in bar area	11.11.17	£ 350.00	B
Double Door Fridge	Free standing fridge used for kitchen and bar area		£ 1,100.00	B
Glass Washer	Bar and Kitchen Glass Washer		£ 1,350.00	B
Glass Fronted Bottle Fridge	Glass fonted bottle fridge used in bar	01.06.08	£ 400.00	B
Industrial Gas Cooker	Commercial kitchen gas oven	01.06.08	£ 12,000.00	B
Ice Machine	Commercial kitchen ice maker	2019	£ 600.00	A
Bottle Cooler	Under counter bottle cooler in bar area	01.06.08	£ 400.00	B
Imperial 6 Burner Range	Commercial kitchen gas range	01.06.08	£ 8,000.00	B
Chest Freezer	Commercial kitchen chest freezer	09.08.13	£ 389.00	B
Standup Fridge	Commercial kitchen fridge	13.06.13	£ 850.00	B
Microwave 1	Commercial kitchen microwave	13.07.12	£ 549.00	B
Microwave 2	Commercial kitchen microwave	13.07.12	£ 549.00	B
Hotplate	Commercial kitchen hotplate	13.07.12	£ 1,295.00	B
Ovan Lincat 6 Burner Range	Commercial kitchen gas range	13.07.12	£ 1,406.00	B
Grill	Commercial kitchen grill	13.07.12	£ 948.00	B
Free Standing Fridge	Commercial kitchen Sterling Pro fridge	13.07.12	£ 458.00	B
Dishwasher	Commercial kitchen C Range dishwasher	13.07.12	£ 2,801.00	B
Under Counter Fridge	Commercial kitchen under counter fridge	10.09.10	£ 358.00	B
Under Storage Chiller	Commercial under storage chiller	14.04.10	£ 1,500.00	B
Bottle Cooler	Under counter bottle cooler in bar area	01.06.08	£ 400.00	B
Hot Water Boiler	Commercial kitchen hot water boiler	01.06.08	£ 543.00	B
Suspended Ceiling			£ 7,000.00	
Museum				
Suspended Ceilings First Floor Meeting Rooms	Replacement of first floor suspended ceiling		£ 10,000.00	B
Ground Floor Lighting	Replacement lighting in entrance and landing area		£ 3,000.00	C
First Floor Lighting	Replacement lighting in first floor meeting rooms		£ 3,000.00	C
Visitor Information Centre				
Potential Addition of Reception Office Space	Conversion to reception and office space for CTC		£ 15,000.00	
Paddling Pool				
Paddling Pool Surface	Concrete surface area of paddling pool	2010	£ 22,000.00	C
Safety Surface	Wet pour rubber safety surface surrounding the paddling pool	2017	£ 8,000.00	B
Toilet Facilities	Toilet facilities housed within separate brick structure		£ 20,000.00	B
Perimetre Fencing	Metal fencing around border of Paddling Pool		£ 5,000.00	B
Plant/pump/pipework/tanks	Operational equipment to operate the pumpin gof water throughout the system		£ 10,000.00	C
Computer and Chemical Pumps	Self dosing computer and pumps to control chemical dosing	2018	£ 5,000.00	A
Market Street Public Toilets				
Commercial Sanitary Ware	Toilets, urinals, sinks, hand driers		£ 5,000.00	B
Plumbing/Pipework			£ 3,000.00	B
Lighting	Doors, tiling, water and electrical supplies		£ 2,000.00	B
Main Doors			£ 2,000.00	C

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

<u>Project</u>	<u>Description</u>	<u>Purchase Date</u>	<u>Cost</u>	<u>Condition - ABC</u>
Town Hall/Museum Roof				
Grand Hall Main Roof	Replace in 2010	2010	£ 70,000.00	A
Bridestones Roof	Replace in 2010	2010	£ 40,000.00	A
Main Offices Roof (either side of Clock Tower)	Replace in 2010	2010	£ 40,000.00	A
Kitchen Roof	Replace in 2010	2010	£ 10,000.00	B
Rear Office Roof			£ 8,000.00	A
Museum Roof			£ 30,000.00	B
			£ 996,165.23	
Non Maintenance Projects				
Scaffold for Flagpoles and Statues	Access scaffold		£ 8,000.00	
Replacement of Flagpoles x 2	2 x metal fabricated flagpoles and brackets		£ 5,000.00	
Replacement of Statues x 3	3 x 6ft stone statues		£ 200,000.00	
Replacement of x 4 cast iron brackets	4 x cast iron hanging basket brackets		£ 2,000.00	
Replacement of x 2 feature lanterns	2 x metal feature lanterns		£ 1,000.00	
Refurbishment/Reconfiguration of Foyer Entrance			£ 30,000.00	
			£ 246,000.00	

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

Description	Apr-20	Apr-21	Apr-22	Apr-23	Apr-24	Apr-25		
Access scaffold	0	20,000		0	0	20000		
Painting of all windows, doors and other woodwork to front elevation	0	5,000	0	0	0	0		
Access scaffold	0	0	5000	0	0	0		
Painting of all windows, doors and other woodwork to rear elevation	0	0	2000	0	0	0		
Access scaffold	0	0	3000	0	0	0		
Painting of all windows, doors and other woodwork to Museum	0	0	2000	0	0	0		
Cleaning of stone facia and pointing	0	0	0	0	0	20000		
Access tower scaffold	0	0	0	2000	0	0		
Painting of all walls, doors, skirting and other woodwork	0	0	0	10000	0	0		
Access scaffold	0	0	20000	0	0	0		
Painting of all walls, doors, skirting and other woodwork	0	0	20000	0	0	0		
Painting of all walls, doors, skirting and other woodwork	0	0	0	2000	0	0		
	0							
Plastering and painting/decoration of all walls and woodwork	0	0	0	2000	0	0		
Plastering and painting/decoration of all walls and woodwork	0	0	0	0	0	2000		
Access tower scaffold	0	0	500	0	0	0		
Painting of all walls, doors, skirting and other woodwork	0	0	4000	0	0	0		
Access tower scaffold	0	0	2000	0	0	0		
Staining/varnishing of timber ceiling	0	0	4000	0	0	0		
Painting of all walls, doors, windows skirting and other woodwork	0	0	0	1500	0	0		
Painting of all walls, doors, windows skirting and other woodwork	0	0	0	2000	0	0		
Cleaning of stone facias and pointing	0	0	0	15,000	0	0		
Painting of all doors and other woodwork	0	0	0	1500	0	0		
Painting of all walls, doors, skirting and other woodwork	0	0	0	1800	0	0		
Painting of all walls, doors, skirting and other woodwork	0	0	0	1200	0	0		
Painting of all walls, doors, skirting and other woodwork	0	0	0	0	3000	0		
Painting of all walls, doors, skirting and other woodwork	0	0	0	500	0	0		
Painting of all walls, doors, skirting and other woodwork	0	0	0	500	0	0		
Painting of all walls, doors, skirting and other woodwork	0	0	0	0	1200	0		
Painting of all walls, doors, skirting and other woodwork	0	0	0	0	500	0		
Painting of all walls, doors, skirting and other woodwork	0	0	0	0	500	0		
Painting of all walls, doors, skirting and other woodwork	0	0	0	0	500	0		
Replacement of safety flooring	0	0	0	2000	0	0		
Replacement of safety flooring	0	0	2000	0	0	0		
Replacement of safety flooring	0	0	0	0	700	0		
Replacement of safety flooring	0	0	0	0	0	2400		
Replacement of safety flooring	0	0	0	0	1000	0		
Replacement of safety flooring	0	0	0	0	700	0		
Replacement of safety flooring	0	0	0	0	200	0		
Sand and Polish								

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

Description	Apr-20	Apr-21	Apr-22	Apr-23	Apr-24	Apr-25		
Cleaning and sealing								
Replacement of carpets	0	0	5000	0	0	0		
Replacement of carpets	0	0	0	5000	0	0		
Replacement of carpets	0	0	0	0	0	0		
Replacement of carpets	0	0	1000	0	0	0		
Replacement of carpets	0	0	0	0	0	0		
Replacement of carpets	0	0	3000	0	0	0		
Replacement of carpets	0	0	2000	0	0	0		
30 x 6ft conference tables	0	0	0	0	4000	0		
10 x 6ft conference tables	0	0	0	0	4000	0		
15 x 6ft round banquet tables	0	0	0	0	0	0		
5 x 5ft round banquet tables	0	0	0	0	0	0		
2 x metal storage and carriage trolleys	0	0	0	0	0	0		
300 x conference chairs	0	0	0	0	12000	0		
12 - piece adjustable stage	0	0	0	10000	0	0		
64 x fixed seats at rear of balcony	0	0	0	0	0	7000		
6 x 6ft conference tables	0	0	800	0	0	0		
3 x 7ft conference tables	0	0	500	0	0	0		
2 x 4ft round end conference tables	0	0	300	0	0	0		
42 x meeting room chairs with arms	0	0	3500	0	0	0		
2 x individual adjustable stages	0	0	0	0	0	0		
2 x historical chairs	0	0	500	0	0	0		
2 x 4ft rectangular, 2 x 4ft round end conference tables	0	0	700	0	0	0		
1 x cupboard	0	0	600	0	0	0		
10 x meeting room chairs with arms	0	0	0	0	0	600		
1 x conference table (2 x piece)	0	0	700	0	0	0		
10 x conference chairs (part of the 300 from Grand Hall)	0	0	500	0	0	0		
			0	0	0	0		
3 x Tall bar tables	0	0	0	0	0	0		

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

Description	Apr-20	Apr-21	Apr-22	Apr-23	Apr-24	Apr-25		
8 x wall mounted up/down lighters	0	0	2000					
Carpet replacement	0	0	0	0	0	5000		
2 x wall mounted emergency lights	0	0	0	0	0	0		
2 x double, wall mounted radiators linked to boiler	0	0	0	0	0	4000		
Fixed sound system and 4 x speakers	0	0	0	0	0	4000		
Fixed hearing loop connected to sound system	0	0	0	0	0	2000		
3 x roller blinds	0	0	0	0	0	600		
2 x Led strip lights	0	0	0	0	0	500		
1 x feature lantern	0	0	0	0	0	250		
Carpets	0	0	0	0	0	850		
2 x double radiators	0	0	0	0	0	300		
2 x bespoke radiator covers	0	0	0	0	0	300		
3 x Venetian blinds	0	0	200	0	0	0		
3 x fluorescent lights	0	0	300	0	0	0		
1 x double radiator	0	0	150	0	0	0		
Carpets	0	0	500	0	0	0		
6 x fluorescent strip lights	0	0	0	0	600	0		
2 x emergency lights	0	0	0	0	300	0		
3 x double radiators	0	0	0	0	450	0		
1 x electric water heater	0	0	0	0	300	0		
Carpets	0	0	0	0	2000	0		
13 x LED lights	0	0	0	0	800	0		
6 x emergency lights	0	0	0	0	0	0		
4 x cast iron feature radiators	0	0	0	0	0	1600		
17 x fluorescent lights	0	0	0	0	0	2000		
5 x emergency lights	0	0	0	0	0	0		
4 x double radiators	0	0	0	0	600	0		
14 x fluorescent lights	0	0	0	0	1800	0		

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

Description	Apr-20	Apr-21	Apr-22	Apr-23	Apr-24	Apr-25		
2 x emergency lights	0	0	0	0	0	0		
2 x double radiators	0	0	0	0	300	0		
	0	8000	0	0	0	0		
Toilets, wash basins, taps etc	0	0	20000	0	0	0		
Tiled suspended ceiling	0	0	7000	0	0	0		
Toilets, wash basins, taps etc	0	0	2000	0	0	0		
Toilets, wash basins, taps etc	0	0	2000	0	0	0		
Toilets, wash basins, taps etc	0	0	1000	0	0	0		
Mobile projector used in Grand Hall and Bridestones Suite	0	0	0	500	0	0		
Mobile projector used in Grand Hall and Bridestones Suite	0	0	0	0	500	0		
Wall mounted interactive touch screen in Spencer Suite	0	0	0	0	0	2000		
Wall mounted flat screen TV with laptop connectability	0	0	0	300	0	0		
Wall mounted flat screen TV with laptop connectability	0	0	0	300	0	0		
Conference system featuring 12 x handsets and 1 x control unit plus cases	0	0	0	0	0	5000		
1 x hand held microphones and cases used in Bridestones Suite	0	0	0	300	0	0		
4 x hand held microphones and cases used in Grand Hall	0	0	0	0	100	0		
Sound system, amplifier and 6 Bose wall speakers in Grand Hall	0	0	0	6000	0	0		
Sound system, amplifier and 4 wall speakers in Bridestones Suite	0	0	0	0	5000	0		
Chubb CCTV Controller and 13 Cameras. Annual service charge.	500	500	500	500	500	500		
LEDJ Slimline 7Q5 Parcan RGBW	0	200	200	200	200	200		
Chauvet DJ SlimPAR Q6 USB LED Par Can rechargeable	0	100	100	100	100	100		
LEDJ 7Q5 Carry Case (holds 4)	0	100	100	100	100	100		
String Light Indoor LED Warm White White Cable - 10m 100 bulbs	0	100	100	100	100	100		
Lifepak CR2 Defibrillator	0	200	200	200	200	200		
Fall Arrest Harness x 1 and Safety Harness x 1	0	200	200	200	200	200		
Town Hall ground floor First Aid bed	0	80	80	80	80	80		
2 x boilers and control board situated in boiler room beneath TIC. Annual service charge	500	500	500	500	500	500		
1 x Water boiler to supply 1st floor toilet	0	0	0	0	0	0		
1 x Water boiler to supply hot water to 3 x entrance toilets	0	0	0	0	0	0		

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

<u>Description</u>	<u>Apr-20</u>	<u>Apr-21</u>	<u>Apr-22</u>	<u>Apr-23</u>	<u>Apr-24</u>	<u>Apr-25</u>		
1 x Water boiler to supply hot water to Campbell Suite	0	0	0	400	0	0		
1 x Water boiler to supply hot water to 1st floor kitchen/brewroom	0	0	0	400	0	0		
1 x Water boiler to supply hot water to 2nd floor office	0	0	0	400	0	0		
2 x Wall mounted electric radiators	0	300	0	0	0	0		
2 x Wall mounted electric radiators	0	300	0	0	0	0		
Plastic guttering in courtyard area and droppers from main hall roof	0	0	0	0	4000	0		
Cast iron guttering/soil pipes from first floor toilet to car park	0	2000	0	0	0	0		
Plastic guttering around museum	0	0	0	0	5000	0		
Situated behind Town Hall/Museum with rear access to businesses on High Street	0	1000	1000	1000	1000			

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

Description	Apr-20	Apr-21	Apr-22	Apr-23	Apr-24	Apr-25		
Rational Self Cooking Centre	0	0	0	0	0	0		
Under counter bottle cooler in bar area	0	0	0	0	0	350		
Free standing fridge used for kitchen and bar area	0	0	1100	0	0	0		
Bar and Kitchen Glass Washer	0	1350	0	0	0	0		
Glass fonted bottle fridge used in bar	0	0	400	0	0	0		
Commercial kitchen gas oven	0	0	0	12000	0	0		
Commercial kitchen ice maker	0	0	0	0	0	0		
Under counter bottle cooler in bar area	0	400	0	0	0	0		
Commercial kitchen gas range	0	0	8000	0	0	0		
Commercial kitchen chest freezer	0	0	0	389	0	0		
Commercial kitchen fridge	0	0	0	0	850	0		
Commercial kitchen microwave	0	0	0	0	549	0		
Commercial kitchen microwave	0	0	0	0	549	0		
Commercial kitchen hotplate	0	1295	0	0	0	0		
Commercial kitchen gas range	0	1406	0	0	0	0		
Commercial kitchen grill	0	0	948	0	0	0		
Commercial kitchen Sterling Pro fridge	0	0	0	458	0	0		
Commercial kitchen C Range dishwasher	0	2800	0	0	0	0		
Commercial kitchen under counter fridge	0	358	0	0	0	0		
Commercial under storage chiller	0	0	0	0	1500	0		
Under counter bottle cooler in bar area	0	0	400	0	0	0		
Commercial kitchen hot water boiler	0	543	0	0	0	0		
	0							
Replacement of first floor suspended ceiling	0	10,000	0	0	0	0		
Replacement lighting in entrance and landing area	0	3000	0	0	0	0		
Replacement lighting in first floor meeting rooms	0	3000	0	0	0	0		
Conversion to reception and office space for CTC	0	15000	0	0	0	0		
Concrete surface area of paddling pool	0	22,000	0	0	0	0		
Wet pour rubber safety surface surrounding the paddling pool	0	0	0	0	8000	0		
Toilet facilities housed within separate brick structure	0	0	0	20000	0	0		
Metal fencing around border of Paddling Pool	0	0	0	0	0	0		
Operational equipment to operate the pumpin gof water throughout the system	0	0	0	10000	0	0		
Self dosing computer and pumps to control chemical dosing	0	0	0	0	5000	0		
Toilets, urinals, sinks, hand driers	0	0	0	5000	0	0		
	0	0	0	3000	0	0		
Doors, tiling, water and electrical supplies	0	0	2000	0	0	0		
	0	2000						

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

Description	Apr-20	Apr-21	Apr-22	Apr-23	Apr-24	Apr-25		
Replace in 2010	3000	3000	3000	3000	3000	3000		
Replace in 2010	1500	1500	1500	1500	1500	1500		
Replace in 2010	1500	1500	1500	1500	1500	1500		
Replace in 2010	400	400	400	400	400	400		
	300	300	300	300	300	300		
	1200	1200	1200	1200	1200	1200		
	8900	110432	144078	176827	82928	120180		
Access scaffold	0	1500	1500	1500	1500	1500		
2 x metal fabricated flagpoles and brackets	0	1000	1000	1000	1000	1000		
3 x 6ft stone statues	0	40000	40000	40000	40000	40000		
4 x cast iron hanging basket brackets	0	500	500	500	500	500		
2 x metal feature lanterns	0	200	200	200	200	200		
	0	6000	6000	6000	6000	6000		
	0	49200	49200	49200	49200	49200		

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

<u>Description</u>	
Access scaffold	
Painting of all windows, doors and other woodwork to front elevation	
Access scaffold	
Painting of all windows, doors and other woodwork to rear elevation	
Access scaffold	
Painting of all windows, doors and other woodwork to Museum	
Cleaning of stone facia and pointing	
Access tower scaffold	
Painting of all walls, doors, skirting and other woodwork	
Access scaffold	
Painting of all walls, doors, skirting and other woodwork	
Painting of all walls, doors, skirting and other woodwork	
Plastering and painting/decoration of all walls and woodwork	
Plastering and painting/decoration of all walls and woodwork	
Access tower scaffold	
Painting of all walls, doors, skirting and other woodwork	
Access tower scaffold	
Staining/varnishing of timber ceiling	
Painting of all walls, doors, windows skirting and other woodwork	
Painting of all walls, doors, windows skirting and other woodwork	
Cleaning of stone facias and pointing	
Painting of all doors and other woodwork	
Painting of all walls, doors, skirting and other woodwork	
Painting of all walls, doors, skirting and other woodwork	
Painting of all walls, doors, skirting and other woodwork	
Painting of all walls, doors, skirting and other woodwork	
Painting of all walls, doors, skirting and other woodwork	
Painting of all walls, doors, skirting and other woodwork	
Painting of all walls, doors, skirting and other woodwork	
Painting of all walls, doors, skirting and other woodwork	
Painting of all walls, doors, skirting and other woodwork	
Replacement of safety flooring	
Replacement of safety flooring	
Replacement of safety flooring	
Replacement of safety flooring	
Replacement of safety flooring	
Replacement of safety flooring	
Replacement of safety flooring	
Sand and Polish	

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

<u>Description</u>	
Cleaning and sealing	
Replacement of carpets	
Replacement of carpets	
Replacement of carpets	
Replacement of carpets	
Replacement of carpets	
Replacement of carpets	
Replacement of carpets	
30 x 6ft conference tables	
10 x 6ft conference tables	
15 x 6ft round banquet tables	
5 x 5ft round banquet tables	
2 x metal storage and carriage trolleys	
300 x conference chairs	
12 - piece adjustable stage	
64 x fixed seats at rear of balcony	
6 x 6ft conference tables	
3 x 7ft conference tables	
2 x 4ft round end conference tables	
42 x meeting room chairs with arms	
2 x individual adjustable stages	
2 x historical chairs	
2 x 4ft rectangular, 2 x 4ft round end conference tables	
1 x cupboard	
10 x meeting room chairs with arms	
1 x conference table (2 x piece)	
10 x conference chairs (part of the 300 from Grand Hall)	
3 x Tall bar tables	

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

<u>Description</u>	
8 x wall mounted up/down lighters	
Carpet replacement	
2 x wall mounted emergency lights	
2 x double, wall mounted radiators linked to boiler	
Fixed sound system and 4 x speakers	
Fixed hearing loop connected to sound system	
3 x roller blinds	
2 x Led strip lights	
1 x feature lantern	
Carpets	
2 x double radiators	
2 x bespoke radiator covers	
3 x Venetian blinds	
3 x fluorescent lights	
1 x double radiator	
Carpets	
6 x fluorescent strip lights	
2 x emergency lights	
3 x double radiators	
1 x electric water heater	
Carpets	
13 x LED lights	
6 x emergency lights	
4 x cast iron feature radiators	
17 x fluorescent lights	
5 x emergency lights	
4 x double radiators	
14 x fluorescent lights	

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

Description	
2 x emergency lights	
2 x double radiators	
Toilets, wash basins, taps etc	
Tiled suspended ceiling	
Toilets, wash basins, taps etc	
Toilets, wash basins, taps etc	
Toilets, wash basins, taps etc	
Mobile projector used in Grand Hall and Bridestones Suite	
Mobile projector used in Grand Hall and Bridestones Suite	
Wall mounted interactive touch screen in Spencer Suite	
Wall mounted flat screen TV with laptop connectability	
Wall mounted flat screen TV with laptop connectability	
Conference system featuring 12 x handsets and 1 x control unit plus cases	
1 x hand held microphones and cases used in Bridestones Suite	
4 x hand held microphones and cases used in Grand Hall	
Sound system, amplifier and 6 Bose wall speakers in Grand Hall	
Sound system, amplifier and 4 wall speakers in Bridestones Suite	
Chubb CCTV Controller and 13 Cameras. Annual service charge.	
LEDJ Slimline 7Q5 Parcan RGBW	
Chauvet DJ SlimPAR Q6 USB LED Par Can rechargeable	
LEDJ 7Q5 Carry Case (holds 4)	
String Light Indoor LED Warm White White Cable - 10m 100 bulbs	
Lifepak CR2 Defibrillator	
Fall Arrest Harness x 1 and Safety Harness x 1	
Town Hall ground floor First Aid bed	
2 x boilers and control board situated in boiler room beneath TIC. Annual service charge	
1 x Water boiler to supply 1st floor toilet	
1 x Water boiler to supply hot water to 3 x entrance toilets	

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

<u>Description</u>	
1 x Water boiler to supply hot water to Campbell Suite	
1 x Water boiler to supply hot water to 1st floor kitchen/brewroom	
1 x Water boiler to supply hot water to 2nd floor office	
2 x Wall mounted electric radiators	
2 x Wall mounted electric radiators	
Plastic guttering in courtyard area and droppers from main hall roof	
Cast iron guttering/soil pipes from first floor toilet to car park	
Plastic guttering around museum	
Situated behind Town Hall/Museum with rear access to businesses on High Street	

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

<u>Description</u>	
Rational Self Cooking Centre	
Under counter bottle cooler in bar area	
Free standing fridge used for kitchen and bar area	
Bar and Kitchen Glass Washer	
Glass fonted bottle fridge used in bar	
Commercial kitchen gas oven	
Commercial kitchen ice maker	
Under counter bottle cooler in bar area	
Commercial kitchen gas range	
Commercial kitchen chest freezer	
Commercial kitchen fridge	
Commercial kitchen microwave	
Commercial kitchen microwave	
Commercial kitchen hotplate	
Commercial kitchen gas range	
Commercial kitchen grill	
Commercial kitchen Sterling Pro fridge	
Commercial kitchen C Range dishwasher	
Commercial kitchen under counter fridge	
Commercial under storage chiller	
Under counter bottle cooler in bar area	
Commercial kitchen hot water boiler	
Replacement of first floor suspended ceiling	
Replacement lighting in entrance and landing area	
Replacement lighting in first floor meeting rooms	
Conversion to reception and office space for CTC	
Concrete surface area of paddling pool	
Wet pour rubber safety surface surrounding the paddling pool	
Toilet facilities housed within separate brick structure	
Metal fencing around border of Paddling Pool	
Operational equipment to operate the pumpin gof water throughout the system	
Self dosing computer and pumps to control chemical dosing	
Toilets, urinals, sinks, hand driers	
Doors, tiling, water and electrical supplies	

