



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

16th January 2025

Dear Councillor,

Town Hall, Assets & Services Committee – 23rd January 2025

You are summoned to attend a meeting of the Town Hall, Assets & Services Committee, to be held at Congleton Town Hall on **Thursday 23rd January 2025** 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 31st October 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 November 2024 and to note the content of the summary report.

8. Paddling Pool Accounts (Enclosed)

To accept the Paddling Pool accounts to 30th November 2024 and to note the content of the summary report.

9. Management Accounts for Congleton Information Centre (Enclosed)

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

10. Town Hall Decarbonisation Updates (Enclosed)

To receive any updates relating to the Town Hall Decarbonisation.

11. Review of Town Hall Hire Charges and 2025/26 (Enclosed)

To receive any updates relating to the Town Hall Hire Charges 2025/26.

12. Cheshire East Grit Bins (Enclosed)

To receive the report relating to Cheshire East Grit Bins.

13. Resolution to Exclude the Public and Press from Item 8

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting due to private staffing matters.

14. Commercial Partner Bar & Catering (Enclosed)

To receive the report relating to Commercial Partner & Catering.

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 31st October 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 – 31st October
2024](#)

In attendance:

Committee members: Cllrs

Suzie Akers Smith - Chair
Liz Wardlaw – Deputy Chair
Mark Edwardson
Suzy Firkin
Sally Ann Holland
Amanda Martin
Heather Pearce
Glen Williams

Non-Committee members:

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

Congleton Town Council Officers:

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

Minutes

1. Apologies for absence

Apologies for absence were received from: Cllrs

Arabella Holland
Susan Mead

2. Minutes of Previous Meetings

THAS/15/2425 Resolved 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

Cllr. Liz Wardlaw – Cheshire East, Cllr. Sally Ann Holland – Cheshire East, Cllr. Glen Williams – Friends of Congleton Park.

4. Outstanding Actions

No outstanding actions.

5. Questions from Members of the Public

No questions from members of the public were received.

6. Urgent Items

No urgent items.

7. Management Accounts Town Hall

THAS/16/2425 Resolved to accept the Management Accounts Town Hall to 30th September and to note the content of the summary report.

8. Town Hall Decarbonisation Updates

THAS/17/2425 Resolved to receive the updates relating to Town Hall Decarbonisation.

Action – Research energy costs at Macclesfield Town Hall since the installation of ASHP.

9. Splash Pad Feasibility Study

THAS/18/2425 Resolved to agree to the report in principle relating to a Splash Pad Feasibility Study and present the report to the Finance & Policy committee on 14.11.24 for approval.

Action – Report to Finance & Policy to include financial details of potential grants available for this type of project.

10. Remembrance and Christmas Projection

THAS/19/2425 Resolved to receive the report relating to Remembrance and Christmas Projection

Action – Investigate options with the marketing team to sponsor future projection projects in a similar way Christmas Lights Switch On is sponsored.

11. Town Hall Charity Illumination Policy

THAS/20/2425 Resolved to endorse the report relating to Town Hall Charity Illumination Policy and present the report to the Finance & Policy committee on 14.10.24 for approval.

12. Management Accounts for Congleton Information Centre

THAS/21/2425 Resolved to accept the Management Accounts for Congleton Information Centre to 30th September 2024 and to note the content of the summary report.

13. Business Planning

THAS/22/2425 Resolved to receive the report relating to Business Planning.

Action – Chief Officer to inform the committee of loans currently being paid as part of the 2009 refurbishment works.

Action - Additional items to be discussed as part of Business Planning:

- **Grassed area behind Town Hall currently owned by Cheshire East**
- **Additional allotments**
- **Community Gardens**

**Cllr Suzie Akers Smith
(Chair)**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall and Assets Committee						
MEETING DATE AND TIME	23 rd January 2025 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 November 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 30th November 2024, month 8, which represents 66% 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 13th of February 2025.</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 Charges below expected levels, these are dependent on usage by third parties. <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, and usually level out over the year.• Water is over budget, updated budget setting has been taken into account for 25-26 amounts. <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 68% expenditure and 63% income.</p> <p><u>Future Bookings</u></p> <p>Appendix 7.2 shows the figures for the current financial year 2024-2025. This sheet is for the period of 30th November 2024.</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>£46,522</td></tr></table>			Budget	£78,200	Total Income to date	£46,522
Budget	£78,200						
Total Income to date	£46,522						

	Total Confirmed bookings	£14,536	
	CP Rental Income	£4,000	
	Cumulative v budget	(-£13,142)	
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's current financial year to date of 30 th November 2024.		

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

OK
 Monitor
 Overspent

Month 8
 Percentage 66.5%

TOWN HALL

		ANNUAL BUDGET	BUDGET TO M8	ACTUAL SPEND TO M8	£ VARIANCE OF M8 BUDGETS	% SPENT AGAINST M8 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M8 EXPECTED
4000	Staff Costs (re-allocated)	74,918	49,945	49,742	203	99.6%	66.4%	-0.10%
4008	Training	1,000	667	196	471	29.4%	19.6%	-46.90%
4009	Protective Clothing/H & Safety	550	367	42	325	11.5%	7.6%	-58.86%
4010	Cleaners	8,000	5,333	5,022	311	94.2%	62.8%	-3.73%
4011	Rates	26,522	17,681	19,960	-2,279	112.9%	75.3%	8.76%
4012	Water	4,000	2,667	5,400	-2,733	202.5%	135.0%	68.50%
4014	Electricity	26,950	17,967	14,088	3,879	78.4%	52.3%	-14.23%
4015	Gas	25,920	17,280	8,760	8,520	50.7%	33.8%	-32.70%
4016	Cleaning materials	2,250	1,500	1,263	237	84.2%	56.1%	-10.37%
4017	Refuse Disposal	2,350	1,567	1,521	46	97.1%	64.7%	-1.78%
4020	Miscellaneous Office Costs	1,600	1,067	1,126	-59	105.6%	70.4%	3.88%
4025	Insurance	12,647	8,431	13,785	-5,354	163.5%	109.0%	42.50%
4033	Marketing/Promotions	3,500	2,333	733	1,600	31.4%	20.9%	-45.56%
4040	Maintenance Contracts	9,000	6,000	6,442	-442	107.4%	71.6%	5.08%
4041	Property Maintenance	21,300	14,200	6,919	7,281	48.7%	32.5%	-34.02%
4065	Architect/Surveyor Fees	0	0	44,220	-44,220			
4068	Licences (incl PRS)	4,200	2,800	5,834	-3,034	208.4%	138.9%	72.40%
6000	Central Overheads Reallocated	5,822	3,881	4,056	-175	104.5%	69.7%	3.17%
4951	Tfr to EMR	0	0	15,000	-15,000			
	Town Hall Expenditure	230,529	153,686	204,109	-50,423	132.8%	88.5%	22.04%
3020	Catering costs	0	0	4,503	-4,503			
3021	Security Supplies	0	0	2,135	-2,135			
		0	0	6,638	6,638			
	Total Town Hall Expenditure	230,529	153,686	210,747	-57,061	137.1%	91.4%	24.92%
1009	Rent Rec'd - Museum Notional	-4500	-3000	-3000	0	100.0%	66.7%	0.17%
1010	Rent Received - 3rd Party Partnership	-1533	-1022	-1022	0	100.0%	66.7%	0.17%
1011	Rent Received - Internal CTC	-26517	-17678	-17678	0	100.0%	66.7%	0.17%
1013	Letting Income - Grand Hall	-30000	-20000	-19448	-552	97.2%	64.8%	-1.67%
1014	Letting Income - Bridestones	-13200	-8800	-3313	-5487	37.6%	25.1%	-41.40%
1015	Letting Income - Spencer Suite	-5000	-3333	-3448	115	103.4%	69.0%	2.46%
1018	Letting Income - Campbell Suite	0	0	0	0		0.0%	-66.50%
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-8000	-9000	1000	112.5%	75.0%	8.50%
1021	Letting Income - Internal	-9000	-6000	-6776	776	112.9%	75.3%	8.79%
1022	Letting Income - F&F	-1000	-667	-2104	1437	315.6%	210.4%	143.90%
1023	Commission- CP	-8000	-5333	-3295	-2038	61.8%	41.2%	-25.31%
1024	Letting Income- Security	0	0	-2730	2730		0.0%	-66.50%
1035	Service Charges - Brasserie	-4000	-2667	-2250	-417	84.4%	56.3%	-10.25%
1037	Service Charges - Other	-5000	-3333	-2154	-1179	64.6%	43.1%	-23.42%
1051	Catering Sales (recharges)	0	0	-4722	4722		0.0%	-66.50%
1177	Grant Income- CEC Greener	0	0	-15000	15000		0.0%	-66.50%
1199	Miscellaneous income	0	0	-208				
1179	Grants Receivable- Salix Project	0	0	-44220	44220			
	Total Town Hall Income	-119750	-79833	-140368	60327	175.8%	117.2%	50.72%
	Net Expenditure over Income	110,779	73,853	70,379	3,266	95.3%	63.5%	-2.97%

NOTES

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

Paid over 10 months not 12
 Insufficient budget, has been noted fro 25-26 bueting
 May go overspent, will be monitored
 May go overspent, will be monitored

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

Majority are paid quarterly

Salix Grant project, see below

Paid at start of the year.

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

Recharged to customers

Recharged to customers

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

Expected to be under budget

No budget

Last quarter invoiced in Month 9

Recharged to customers

Next invoice due out January 2025

Next invoice due out January 2025

Recharged to customers

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

Grant income for Surveyor 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	15,468	20,000	19,586	22,500		25,000		27,500		30,000	
Letting Income - Bridestones	13,200	7,700	2,949	8,800	3,313	9,900		11,000		12,100		13,200	
Letting Income -Spencer Suite	5,000	2,917	3,036	3,333	3,448	3,750		4,167		4,583		5,000	
Commissions	8,000	4,667	3,295	5,333	3,295	6,000		6,667		7,333		8,000	
Lighting /equip	1,000	583	2,104	667	2,104	750		833		917		1,000	
Lettings income grant CTC	9,000	5,250	5,830	6,000	6,776	6,750		7,500		8,250		9,000	
Cp rental income	12,000	7,000	7,000	8,000	8,000	9,000		10,000		11,000		12,000	
Totals	78,200	45,617	39,682	52,133	46,522	58,650	-	65,167	-	71,683	-	78,200	-
Variance			905		- 5,611		- 12,128		- 18,645	1,000	- 25,161		- 31,678
Current bookings value Confirmed							3,614		2,230		2,994		5,698
Commissions to invoice													
Cp rental income							1,000		1,000		1,000		1,000
Current bookings value Provisional													
Total future bookings					-		4,614		3,230		3,994		6,698
Cumulative (Includes CP Rent)							- 7,514		- 10,801		- 13,323		- 13,142

SUMMARY

46,522	Actual
18,536	Future
13,142	Variance

INVOICED ONE MONTH IN ADVANCE

Updated to end October invoicing

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall and Assets Committee		
MEETING DATE AND TIME	23 rd January 2025 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael- R.F.O		
AGENDA ITEM REPORT TITLE	8 Paddling Pool Accounts		
Background	Management Accounts and Variance analysis for the period to 30 th November 2024 to accompany the attached spreadsheets in Appendix 8.1		
Update	<p>These figures cover the financial period of the current financial year to 30th November 2024, month 8, which represents 66.6% of the budget. (Percentages in this report are rounded up /down and are based on <u>full-year budgets</u>.) Please refer to Appendix 1 for notes/issues for revenue expenditure.</p> <p>Expenditure</p> <ul style="list-style-type: none">• All Utilities will be overspent at the end of the year, this is a budgeting issue which has been noted for the 2025-26 budget-setting period.• Overall the Pool will come in under budget as a cost centre total. <p>All overspends as noted and approved by Council on 12th December 2024, CTC/63/2425.</p> <p>The figures will be presented to the F&P Committee on the 13th of February 2025.</p>		
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 Paddling Pool for the current financial year to 30 th November 2024,		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall and Assets Committee		
MEETING DATE AND TIME	23rd January 2025 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael - R.F.O		
AGENDA ITEM REPORT TITLE	9 Management Accounts for Congleton Information Centre		
Background	Management Accounts and Variance analysis for the period to 30 th November 2024, to accompany the attached spreadsheets in Appendix 9.1		
Update	<p>These figures cover the financial period of the current financial year to 30th November 2024, month 8, which represents 66.6% of the budget. (Percentages in this report are rounded up /down and are based on <u>full-year budgets</u>.) Please refer to Appendix 9.1 for notes/issues for revenue expenditure.</p> <p>Income</p> <ul style="list-style-type: none">• Most income 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 and then moved to Direct Debit, which will level out over the year. <p>These figures will be presented to the F&P Committee on the 13th of February 2025.</p> <p><u>225-Congleton Information Centre</u></p> <ul style="list-style-type: none">• Direct Sales Income £70,648 – 79%• Direct Sales Expenditure £58,073 – 69%		
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 November 2024.		

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

Third Party
OK
Monitor
Overspent

Month 8
Percentage 66.5%

TOWN HALL

CONGLETON INFORMATION CENTRE

3000 Stock at 1st April
3041 3rd Party ticket resales
3042 Books, Maps, Guides resale
3043 Souvenirs for resale
3044 Stamps for resale
3046 Local Produce for resale
3047 Theatre gift cards for resale
3048 Food & Drink for resale
3049 CTC Merchandise
3999 Stock at 31st March 2022

ANNUAL BUDGET	BUDGET TO M8	ACTUAL SPEND TO M8	£ VARIANCE OF M8 BUDGETS	% SPENT AGAINST M8 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M8 EXPECTED	
0	-	-	-	0.0%			
73,150	48,767	52,876	- 4,109	108.4%	72.3%	5.78%	
2,850	1,900	527	1,373	27.7%	18.5%	-48.01%	
2,375	1,583	1,534	49	96.9%	64.6%	-1.91%	
500	333	223	110	66.9%	44.6%	-21.90%	
3,800	2,533	2,345	188	92.6%	61.7%	-4.79%	
150	100	57	43	57.0%	38.0%	-28.50%	
1,197	798	511	287	64.0%	42.7%	-23.81%	
0	-	-	-	0.0%	0.0%	-66.50%	
0	-	-	-	0.0%	0.0%	-66.50%	
Direct Expenditure	84,022	58,073	- 2,058	103.7%	69.12%	2.62%	
4000 Staff costs	60,704	40,469	38,631	1,838	95.5%	63.6%	-2.86%
4011 Rates	5,068	3,379	4,371	992	129.4%	86.2%	19.75%
4013 Rent Payable	7,500	5,000	5,000	-	100.0%	66.7%	0.17%
4162 General Expenditure	2,000	1,333	1,537	204	115.3%	76.9%	10.35%
6000 Central Overheads Reallocated	4,807	3,205	3,286	81	102.5%	68.4%	1.86%
Indirect Expenditure	80,079	53,386	52,825	561	98.9%	66.0%	-0.53%
1041 Third Party Ticket Sales	-77,000	- 51,333	- 64,518	13,185	125.7%	83.8%	17.29%
1042 Books, Maps, Guides sales	-3,000	- 2,000	- 839	- 1,161	42.0%	28.0%	-38.53%
1043 Souvenir sales	-2,500	- 1,667	- 1,028	- 639	61.7%	41.1%	-25.38%
1044 Stamp Sales	-500	- 333	- 187	- 146	56.1%	37.4%	-29.10%
1045 Photocopy sales	-300	- 200	- 309	109	154.5%	103.0%	36.50%
1046 Local Produce for resale	-4,000	- 2,667	- 2,903	236	108.9%	72.6%	6.08%
1047 Theatre gift cards	-150	- 100	- 68	- 32	68.0%	45.3%	-21.17%
1048 Food and Drink sales	-1,260	- 840	- 732	- 108	87.1%	58.1%	-8.40%
1049 CTC Merchandise sales	0	-	- 64	64	0.0%	0.0%	-66.50%
Income	-88,710	- 59,140	- 70,648	11,508	119.5%	79.6%	13.14%
Total Income	-88,710	- 59,140	- 70,648	11,508	119.5%	79.6%	13.14%
Net Expenditure over Income	75,391	50,261	40,250	10,011	80.1%	53.4%	-13.11%

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	23 rd January 2025	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	10 Town Hall Decarbonisation Updates		
Background	<p>Monthly reports continue to be submitted to Salix by CTC Officers on the 15th of each month 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 Improved, Greener, Community Facilities Fund Grant of £15,000 which can also be used for environmental projects, this has to be spent by March 31st 2025. (75% of projects up to £20k)</p>		
Update	<p>Planning and Listed Building applications highlighting the locations of the ASHP and solar PV were viewed by project board members at the monthly meeting on 11.12.24. The ASHP is proposed to be located in the Town Hall car park as close to the fire escape as possible to minimise disruption to parking spaces. The area required is approx. 4 metres x 4 x metres which includes access around the ASHP for maintenance and a fenced enclosure to offer noise-reducing properties. Pearson Surveyors will arrange an ASHP acoustic report as part of the planning application. Solar PV is proposed to be located on the Museum pitched roof, overlooking the Town Hall car park. The solar PV array will consist of 19 x panels, each panel measuring 1722mm long x 1134mm wide x 30mm deep.</p> <p>As expected, calculations indicate there will be an increase in costs for electricity to supply the ASHP, however, this will be countered by the reduction in gas usage having replaced the existing gas boilers and removal of standing charges for the gas meter that supplied the boilers. Existing gas appliances in the commercial kitchen will be supplied by an existing separate meter.</p> <p>Listed Building Consent has been submitted for replacement double glazing to the front elevation of the Town Hall using the Improved, Greener, Community Facilities Fund Grant. Projects for this grant need to be completed by 31st March 2025. Due to the uncertainty around timescales involved in planning and Listed Building Consent, Cheshire East have been contacted to advise if the grant period could be extended while the</p>		

	<p>application is processed. Cheshire East have advised they would still be aiming for their funding to be spent and as near completion as possible but understand that there may be some delays. Alternatively, other decarbonisation options have been researched as a backup if the Listed Building Consent were not to be granted for the replacement windows (<u>initial discussions with the Conservation Officer about the Listed Building Consent were positive</u>). These options include replacing the existing destratification units or convector heaters in the Grand Hall.</p> <p>Planning Applications for the installation of ASHP and Solar PV were received and acknowledged by Cheshire East on 08.01.25 with a target date of 05.03.25. An overnight acoustic survey was carried out on 15.01.25 to ensure noise emissions from the ASHP remain within acceptable limits and do not negatively impact neighbouring properties.</p> <p>Listed Building Consent for the replacement windows to the front elevation of the Town Hall was received and acknowledged by Cheshire East on 09.01.25 with a target date of 06.03.25.</p> <p>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. CTC received payment of £3,170.00 from Salix on 22.11.24 and these funds paid Pearson's October invoice on 22/11/24. MMR, Payment Requests, Statement of Expenditure and invoices for £870 + VAT for both November and December were received from Pearson Surveyors on the 11th of each month. CTC received a payment of £870 from Salix on 18.12.24 and paid Pearson's November invoice on 20.12.24. The next payment from Salix is expected around 18.01.25 to cover Pearson's December invoice. 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 on the agreed invoicing and payment procedure. The additional grant could also be used if required and agreed upon.
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 in 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	23 rd January 2025	LOCATION	Congleton Town Hall												
REPORT FROM	Town Hall Manager – Mark Worthington														
AGENDA ITEM REPORT TITLE	11 Review of Town Hall Hire Charges 2025/26														
Background	A review of Town Hall Hire Charges was last carried out in January 2024. CTC policy is to review the pricing structure annually. Existing hire charges can be seen in Appendix 11.1, 11.2 & 11.3														
Update	<p>Three pricing categories are used when hiring rooms at the Town Hall; 1. Private. 2 Corporate 3. Charities, voluntary organisations, and health & wellbeing activities.</p> <p>Changes were made last year to include the caveat that there would be no discount for bookings on Fridays or Saturdays throughout December. This decision has not had any negative impact on bookings in the lead-up to Christmas as charity organisations have moved their bookings to Sunday to receive the relevant discount or committed to the non-discounted price for Friday and Saturday. Changes last year to the private category included a package price for Weddings which includes room hire and lighting. This has simplified the costings and customers have welcomed the package hire pricing.</p> <p>All price categories include the caveat that a premium of 100% will be charged on top of the standard rate for room hire bookings on New Year’s Eve, Christmas Eve, and all Bank Holidays.</p> <p>The chart below shows the number of bookings per room comparing 2023-2024 and 2024-2025. The reduced number of bookings in the Grand Hall for 2025-25 relates to losing weekly bookings for Bingo which was operated by our commercial partner and a weekly yoga class. Both of these bookings took advantage of the charities, voluntary, health & wellbeing rate but reduced numbers at their class led to cancelling the booking. These figures do not include CTC internal bookings.</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th></th> <th>Grand Hall</th> <th>Bridestones</th> <th>Spencer</th> </tr> </thead> <tbody> <tr> <td>2024 - 2025</td> <td>141</td> <td>94</td> <td>126</td> </tr> <tr> <td>2023 - 2024</td> <td>177</td> <td>57</td> <td>69</td> </tr> </tbody> </table> <p>A review of similar venues to the Town Hall has been carried out by Officers with the findings proving favourable to the existing hire charges. It is recommended the existing hire charges remain for 2025/26.</p>				Grand Hall	Bridestones	Spencer	2024 - 2025	141	94	126	2023 - 2024	177	57	69
	Grand Hall	Bridestones	Spencer												
2024 - 2025	141	94	126												
2023 - 2024	177	57	69												

Financial	To be in accordance with allocated budgets and financial regulations.
Environmental	To align with existing CTC environmental policy.
Equality	To align with existing CTC Equality and Inclusion policy.
Decision Request	To agree the existing Town Hall Hire Charges remain in place for 2025/26 and recommend these to Council for approval and adoption into the Constitution.

Room Hire Price List

2024/25



Congleton
Town Council

Private Hire

THE GRAND HALL

SUNDAY TO THURSDAY	CHARGE
Standard Hourly Rate (minimum booking of 2 hours)	£44.40
Sunday - Thursday - 4 hour block rate (8am-6pm) *	£126.00
Sunday - Thursday - 8 hour block rate (8am-6pm) *	£210.00
FRIDAY & SATURDAY +	
Friday & Saturday Block Rate (3pm to 1am) Additional hours charged at the standard hourly rate *	£420.00

THE BRIDESTONES SUITE

	CHARGE
Standard Hourly Rate (minimum booking of 2 hours)	£34.80
4 hour block rate (8am-6pm) *	£118.80
8 hour block rate (8am-6pm) *	£186.00
One off charge when hiring Grand Hall (Not eligible for any discounts) *	£30.00

THE SPENCER SUITE

	CHARGE
Standard Hourly Rate (minimum booking of 2 hours)	£18.00
4 hour block rate (8am-6pm) *	£60.00
8 hour block rate (8am-6pm) *	£90.00
One off charge when hiring Grand Hall (Not eligible for any discounts) *	£18.00

+ FRIDAY & SATURDAYS

For Parties & Evening events SIA registered door staff will be required. We can arrange this for you, prices are determined by the security company, and will be invoiced prior to your event.

MINIMUM ROOM HIRE

Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.

PREMIUM RATE DATES

A premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve, Christmas Eve, and all Bank Holidays.

CATERING COMMERCIAL PARTNER

Please Note: Catering, refreshments, and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd. For larger events, 50+, additional bar space is available, please ask for details.

* Not eligible for resident discount. All prices are inclusive of VAT.

BOOKING INFORMATION

To make a booking, discuss an existing booking, arrange refreshments or catering for your event please contact us on:

Tel: 01260 270350 - Option 1

Email: bookings@congleton-tc.gov.uk



Private Hire - Wedding Ceremonies

THE GRAND HALL & THE BRIDESTONES SUITE

	CHARGE
Ceremony & Reception * This includes: <ul style="list-style-type: none">• Room Hire• Room Set Up• Tables & Chairs• Music & Venue License• Licensed Bar• Lighting (Uplighters matching your colour scheme & Fairy Lights)• Room Breakdown	£1060.00

THE BRIDESTONES SUITE

	CHARGE
Ceremony Only	£480.00

FURTHER INFORMATION

The hire of the venue for wedding ceremonies DOES NOT include the cost of the registrar. Please refer to Your Ceremony Cheshire East for more information: <https://yourceremony.org.uk/planning/>

As an on the high street venue, SIA registered door staff will also be required. We can arrange this for you, prices are determined by the security company, and will be invoiced prior to your event. Alternatively, you can arrange this yourselves but we will require copies of their SIA registration details.

Your specific room hire times will be confirmed at the time of booking, please ensure you include room preparation and clearance times.



Catering, refreshments and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd.

The sale or consumption of alcohol on the premises is only permitted through our licensed bar. Last orders are 12.30am & the latest clearance is 1.30am. For larger events, 50+, additional bar space is available, please ask for details.

Please contact Mark's Events to discuss bar provision, refreshments, catering and event arrangements.
Tel: 07722 008421 or email: barandcatering@congleton-tc.gov.uk

* Not eligible for resident discount. All prices are inclusive of VAT.

BOOKING INFORMATION

To make a booking, discuss an existing booking, arrange refreshments or catering for your event please contact us on:

Tel: 01260 270350 – Option 1

Email: bookings@congleton-tc.gov.uk



Corporate and Publicly Funded Bodies

THE GRAND HALL

SUNDAY TO THURSDAY	CHARGE	VAT	TOTAL
Standard Hourly Rate (minimum booking of 2 hours)	£37.00	£7.40	£44.40
Sunday - Thursday - 4 hour block rate (8am-6pm)	£105.00	£21.00	£126.00
Sunday - Thursday - 8 hour block rate (8am-6pm)	£175.00	£35.00	£210.00
FRIDAY & SATURDAY +			
Friday & Saturday Block Rate (3pm to 1am) Additional hours charged at the standard hourly rate	£350.00	£70.00	£420.00

THE BRIDESTONES SUITE

	CHARGE	VAT	TOTAL
Standard Hourly Rate (minimum booking of 2 hours)	£29.00	£5.80	£34.80
4 hour block rate (8am-6pm)	£99.00	£19.80	£118.80
8 hour block rate (8am-6pm)	£155.00	£31.00	£186.00
One off charge when hiring Grand Hall (Not eligible for any discounts)	£25.00	£5.00	£30.00

THE SPENCER SUITE

	CHARGE	VAT	TOTAL
Standard Hourly Rate (minimum booking of 2 hours)	£15.00	£3.00	£18.00
4 hour block rate (8am-6pm)	£50.00	£10.00	£60.00
8 hour block rate (8am-6pm)	£75.00	£15.00	£90.00
One off charge when hiring Grand Hall (Not eligible for any discounts)	£15.00	£3.00	£18.00

FRIDAY & SATURDAYS +

For Parties & Evening events SIA registered door staff will be required. We can arrange this for you, prices are determined by the security company, and will be invoiced prior to your event.

MINIMUM ROOM HIRE

Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.

PREMIUM RATE DATES

A premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve, Christmas Eve, and all Bank Holidays.

CATERING COMMERCIAL PARTNER

Please Note: Catering, refreshments, and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd. For larger events, 50+, additional bar space is available, please ask for details.

BOOKING INFORMATION

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Tel: 01260 270350 - Option 1

Email: bookings@congleton-tc.gov.uk



Registered Charities, Voluntary Organisations, Health and Wellbeing Activity

THE GRAND HALL

SUNDAY TO THURSDAY	CHARGE
Standard Hourly Rate (minimum booking of 2 hours)	£15.00 *
FRIDAY & SATURDAY +	
Standard Hourly Rate - up to 3pm (minimum booking of 2 hours)	£44.40 **
Friday & Saturday Block Rate (3pm to 1am) Additional hours charged at the standard hourly rate	£420.00 **

THE BRIDESTONES SUITE

	CHARGE
Standard Hourly Rate (minimum booking of 2 hours)	£15.00 *
Friday (after 6pm) Saturday and Sunday Hourly Rate (minimum booking of 2 hours)	£30.00 **
One off charge when hiring Grand Hall (Not eligible for any discounts)	£30.00 *

THE SPENCER SUITE

	CHARGE
Standard Hourly Rate Monday - Friday up to 6pm (minimum booking of 2 hours)	£15.00 *
Friday (after 6pm) Saturday and Sunday Hourly Rate (minimum booking of 2 hours)	£18.00 **
One off charge when hiring Grand Hall (Not eligible for any discounts)	£18.00 *

FRIDAY & SATURDAYS +

For Parties & Evening events SIA registered door staff will be required. We can arrange this for you, prices are determined by the security company, and will be invoiced prior to your event. Please note these costs are NOT eligible for discounts.

MINIMUM ROOM HIRE

Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.

PREMIUM RATE DATES

A premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve, Christmas Eve, and all Bank Holidays.

CATERING COMMERCIAL PARTNER

Please Note: Catering, refreshments, and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd. For larger events, 50+, additional bar space is available, please ask for details.

* Not eligible for discount. ** There are no discounts for Friday & Saturday bookings during the month of December. There is a maximum of 3 concessionary rate bookings per year only. All prices are inclusive of VAT.

BOOKING INFORMATION

To make a booking, discuss an existing booking, arrange refreshments or catering for your event please contact us on:

Tel: 01260 270350 - Option 1

Email: bookings@congleton-tc.gov.uk

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting												
MEETING DATE AND TIME	23rd January 2025	LOCATION	Congleton Town Hall										
REPORT FROM	Town Hall Manager – Mark Worthington												
AGENDA ITEM REPORT TITLE	12 Cheshire East Grit Bins												
Background	<p>During the recent spell of sub-zero temperatures and snow, the demand for grit stored in the residential grit bins has been extremely high. Complaints have been received that the grit bins have not been refilled during the recent cold weather which has led to roads and pathways not being gritted in residential areas. Currently, it is the responsibility of CEC to keep grit bins full, however, it appears the grit bins are filled at the beginning of the winter and only then refilled in exceptional circumstances. This refilling is slow to take place, by which time any winter conditions have probably passed.</p>												
Update	<p>CTC’s Streetscape Manager has advised we currently do not have a large stock of stored grit, Streetscape purchase grit in small quantities (25kg bags) as required to clear areas around the vehicles and Polly tunnels at the Park. Streetscape staff do not grit the Park or Town Centre. There are 81 grit bins in total at various locations around the Congleton area, this does not include new housing estates which have yet to be transferred over. A standard grit bin will hold 200kg of grit at a cost of £58.40 + vat per grit bin, giving a total of £4,730.40 + vat to fill all 81 grit bins, assuming all grit bins are completely empty. The labour time would also need to be a consideration as any grit would be delivered to the Park where Streetscape staff would load the grit onto vans before distributing to the 81 locations around the Congleton area. The Streetscape storage area at the Park has enough room to store 1 x pallet of grit, 14 x pallets would be required to fill all 81 grit bins.</p> <p><u>Grit Bin Locations</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Buglawton x 19</td> <td style="width: 50%;">Mossley/High Town x 10</td> </tr> <tr> <td>Bromley x 8</td> <td>Lower Heath/Tesco/Clayton Bypass x 8</td> </tr> <tr> <td>West Heath x 13</td> <td>Havannah x 5</td> </tr> <tr> <td>Town Centre x 8</td> <td>Bath Vale x 9</td> </tr> <tr> <td>Outskirts/Moss Road x 1</td> <td></td> </tr> </table> <p>Considerations for the debate:</p> <ol style="list-style-type: none"> 1. CTC should not pay for the grit – grit should be supplied by CEC. 			Buglawton x 19	Mossley/High Town x 10	Bromley x 8	Lower Heath/Tesco/Clayton Bypass x 8	West Heath x 13	Havannah x 5	Town Centre x 8	Bath Vale x 9	Outskirts/Moss Road x 1	
Buglawton x 19	Mossley/High Town x 10												
Bromley x 8	Lower Heath/Tesco/Clayton Bypass x 8												
West Heath x 13	Havannah x 5												
Town Centre x 8	Bath Vale x 9												
Outskirts/Moss Road x 1													

	<ol style="list-style-type: none"> 2. CTC Streetscape staff to take delivery of grit and distribute to grit bins 3. Would only grit bins in 'trouble spots' need to be refilled rather than all 81? Who would decide on 'trouble spots'? 4. Would grit bins need to be completely filled, reducing the overall cost? 5. Instruction to use sparingly (labels or sign) as most people use way more than they need. <p>Linked to this discussion is the legalities around CTC Streetscape staff gritting areas of the Town during exceptional circumstances. CTC'S insurance provider has been contacted to establish liability for any claim due to injury or accident while CTC staff are carrying out gritting duties on the highway or Bus Station which would normally be carried out by Cheshire East Council. Our insurance provider has advised CTC would need to seek legal advice as the land in question is not ours and by doing the gritting CTC may be deemed legally liable. If deemed legally liable, CTC would be covered under their Public Liability but would need to ascertain who would be responsible. CTC would need not only to take legal advice but to liaise with the landowner.</p>
Financial	If agreement were to be reached with Cheshire East Council to supply the grit, the cost to CTC would only be for Streetscape staff time to distribute the grit to the grit bins around the Congleton area. Cost for CTC to purchase grit to fill 81 x grit bins would be £4,730.40 + vat.
Environmental	Grit (Rock Salt) not classified as hazardous waste, can be disposed of as normal industrial waste in line with local and national legislation. Natural aggregate content of rock salt can be readily reused or recycled.
Equality	Where applicable in the procurement of services this is taken into consideration. Accessibility to grit bins has been determined by Cheshire East but could be reviewed
Decision Request	To receive the report relating to Cheshire East Grit Bins and decide on a proposal for Cheshire East to provide additional grit to be re-distributed by CTC Streetscape staff subject to legal guidance and relevant insurance cover