



Congleton Town Council

Historic market town

Chief Officer: **David McGifford**

3rd March 2017

Dear Councillor,

Town Hall Committee – Thursday 9th March 2017

You are requested to attend a meeting of the Town Hall Committee, to be held in the Town Hall, High Street, Congleton on **Thursday 9th March 2017** commencing at 7.45pm.

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

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

Yours sincerely,

David McGifford
Chief Officer

AGENDA

1. Apologies for absence.

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

2. Minutes (enclosed)

To confirm the minutes of the Meeting held on 26th January 2017 as a correct record.

3. Declarations of Interest

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



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where friends are made



4. Outstanding Actions

There are no outstanding actions.

5. Sound System Update

To receive a verbal update from the Chief Officer.

6. Congleton Town Hall Committee Terms of Reference and Delegation (enclosed)

To approve the amended terms of reference for the Town Hall Committee.

7. Town Hall Trading Account and Finances report (enclosed)

To accept the Town Hall Trading account to 31st January and to note the content of the finance report.

8. Town Hall Projects (enclosed)

To receive an update on the programme of projects for the Town Hall.

9. Update on Wedding and Party Fayre (enclosed)

To receive a report for noting from the Town Centre and Marketing Manager on the Wedding and Party Fayre held in the Town Hall

To: Members of the Town Hall Committee

Cllrs:

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

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

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

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

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

CONGLETON TOWN COUNCIL

**MINUTES OF THE MEETING OF THE TOWN HALL COMMITTEE HELD ON
THURSDAY 26TH JANUARY 2017**

PRESENT:

Councillors

**L D Barker
R Boston
G R Edwards (Ex-Officio)
G P Hayes (Chairman)
Mrs A E Morrison (Vice Chairman)
Mrs J D Parry
Mrs E Wardlaw**

1. Apologies for absence.

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

Apologies for absence were received from Cllrs Mrs D S Allen, Mrs A L Armit

Apologies were also received from Ex Officio member Cllr D T Brown and Cllr G S Williams who is not a member of this particular Committee.

2. Minutes

THC/14/1617 Resolved that the minutes of the Meeting held on 22nd September 2016 be approved and signed as a correct record.

3. Declarations of Interest

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

There were no declarations of interest.

4. Outstanding Actions

There were no outstanding actions.

5. **Hearing Loop update**

THC/15/1617 Resolved to receive the verbal update advising the committee that hearing loops were now installed in both the Bridestones Suite and the Main Hall

6. **Refurbishment of the Town Hall External Fire Escape**

THC/16/1617 Resolved to receive the verbal update advising the committee that the refurbishment of the external fire escape would be undertaken in the spring or when there is a spell of dry weather

7. **Town Hall Management Structure Changes**

THC/17/1617 Resolved to receive the report from the Chief Officer outlining the structure changes relating to the town hall

8. **Town Hall Trading Account and Finance Report**

THC/18/16/17 Resolved to accept the Town Hall Trading Account to 31st December 2016

9. **Town Hall Projects**

THC/19/1617 Resolved to receive the outline of proposed projects and improvements to the Town Hall as outlined in appendix 1

**G P Hayes
(Chairman)**

Agenda item 9 Town Hall Projects 2017/18 Appendix 1

Project / Issue	Detail / objective
External - Town Hall	
Fire Escape steps	Improvements required following Fire Safety Inspection
Museum and car park structural survey for subsidence	Cracks in the walls and drainage appears to have sunk in roadside / car park area
CCTV	Improved CCTV for car parking area and entrance to the town hall to enhance security as existing CCTV is not of an adequate standard
Internal Town Hall	
Security	Review entry procedures and systems to ensure security is at the best possible standard
Bridestones Sound system	<ul style="list-style-type: none"> Review microphone options to enable each councillor to have access to one Review speakers to ensure residents and councillors are able to hear debate
Bridestones hearing loop	System approved by Committee and Council
Bridestones Water ingress	Wall stained due to ingress of water through the window frame at far end of room.
Bridestones data projection	Current projection and screens are slightly outdated / unprofessional
Spencer Suite revamp	Appearance is considered to be poor and unattractive for external business usage
Main Hall Sound system	<ul style="list-style-type: none"> Review microphone options to enable each councillor to have access to one Review speakers to ensure residents and councillors are able to hear debate
Main Hall hearing loop	System approved by Committee and Council
Main Hall Toilets	Explore options for refurbishment
Main Hall Sound Boards	Resolve issue of kitchen noise during evening performances
Main Entrance lighting	Lighting in foyer / entrance area is not sympathetic to the architecture

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Congleton Town Hall		
MEETING DATE AND TIME	9 th March 2017 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Centre and Marketing Manager - Jackie MacArthur		
AGENDA ITEM REPORT TITLE	6 Congleton Town Hall Committee Terms of Reference and Delegation		
Background	<p>The Town Hall Committee Terms of Reference have not been reviewed since 2012, and still largely refer to the model used pre-2009. There have been a number of changes in the way the Town Hall is run and the attached revised Terms of Reference reflects those changes. The amended terms of reference for approval also align with the delegated powers given in the Town Hall Letting Policy approved by the Committee on 22 September 2016, the Constitution for committee membership and the financial regulations.</p>		
Updates	<p>The main changes are:</p> <ol style="list-style-type: none">1. As Congleton Town Council has General Power of Competence this is a power of first resort and so is the power that should be used for running the Town Hall rather than the 1972 Acts (Localism Act 2011 sections 1-8)2. The health and safety, staffing, stocking, cleaning and licensing responsibilities around the bar, kitchen, cellar and Cotton Club are delegated to the Commercial Partner in line with the approved contract and conditions. They previously were listed as facilities manager.3. Delegated responsibility for the caretakers and their rotas has changed from the Facilities and Development Manager to the Town Hall Supervisor/Town Centre and Marketing Manager.4. The responsibility for ensuring the necessary licences and agreements are in place are with the Town Centre and Marketing Manager.5. Any reference to the Town Clerk has been changed to the Chief Officer6. In the absence of the Chief Officer urgent decisions on the Town Hall which have been delegated to the Chief Officer can be decided by either the Support Manager or the Town Centre and Marketing Manager. <p>Note a copy of the current Town Hall Terms of Reference and Delegation is available as part of the Constitution at http://www.congleton-tc.gov.uk/wp-content/uploads/2015/08/11. Terms of Reference Town Hall V3 08.03.12.pdf</p>		
Decision Requested	<p><u>Recommendation</u></p> <p>That the Town Hall Committee adopts the new terms of reference as outlined in Appendix one.</p>		

Appendix 6b

TOWN HALL COMMITTEE	
10 Members of the Authority	Quorum = 3

Function of the Town Hall Committee

Delegation of Function

1. Legal Powers	
General Power of Competence (Localism Act 2011 sections 1-8)	Strategic Management of the Town Hall within Policy and Budget to Town Hall Committee Operational Management of the Town Hall within Policy and Budget to Chief Officer
SPECIFIC TOWN HALL OPERATIONS	
Pricing Structure	Committee within Budget and Letting Policy
Halls Letting Policy	Committee to recommend
Letting of Office Space	Chief Officer within Letting Policy
Future Development	Committee to recommend
Agreeing structural repairs, improvement works and maintenance programme	Committee within Budget, Financial Regulations and adhering to health and safety laws
Implementing programme of structural repairs, improvement works and maintenance as agreed by committee	Facilities and Development Manager adhering to all financial, health and safety and legal constraints.
Monitoring overall Town Hall Budget –income and expenditure	Committee to monitor, as set out in financial regulations. RFO to supply reports.
Appointment of Commercial Partners and approval of contract	Committee to recommend in line with financial regulations
Management of Commercial Partners	Chief Officer/ Town Centre and Marketing Manager within terms of contract
Letting Concessions (\$137)	Chief Officer in consultation with Chairman and Vice Chairman in accordance with letting policy
Acceptance of Bookings	Town Hall Office Staff in line with the Letting policy
Rejection of Bookings	Chief Officer in line with the Letting Policy
Residents Discount Bookings	Town Hall Office Staff within the Letting Policy
Cleaning schedules	Town Hall Supervisor
Personal Licence Holder (alcohol)	Commercial Partner
Stocking Bar/ Bar Staff/ Cashing up Bar	Commercial Partner
Cellar Management	Commercial Partner
Checking and Handling of cash for bar and catering	Commercial Partner
Running and managing The Cotton Club	Commercial Partner
Sourcing and checking suitable security cover for events	Commercial Partner
Overseeing management of evening and weekend functions	Commercial Partner/Town Hall Supervisor
Planning and Managing mid-week non-bar functions	Town Hall Supervisor
Licence holder and Administration	Town Hall Office Staff

Appendix 6b

PRS and PPL Licence	Town Hall Office Staff
Cleaning supplies and CTC stock re-ordering	Town Hall Supervisor
Stock control and assets list	Town Hall Supervisor and Town Hall Office Staff
Daily security	Town Hall Supervisor
Costings of hall hire, functions and catering	Commercial Partner (Room Hire in line with agreed pricing Structure)
Promotion of the Town Hall as a venue	Town Centre and Marketing Manager with Commercial Partners
Equipment purchase and maintenance	Town Centre and Marketing Manager /Town Hall Supervisor within financial regulations
Application for Premise Licence	Town Centre and Marketing Manager
Licence Designated Premise Supervisor	Commercial Partner
Approval of Licence variation application	Committee
Nomination of personal licence holders	Committee
Positioning of Mayoral Photographs	Committee
<p>NB – Any action delegated to the Chief Officer may in his/her absence be undertaken by Support Manager or the Town Centre and Marketing Manager, if the matter cannot wait until the Chief Officer returns.</p>	

Report to Town Hall Committee 09.Mar.17

Town Hall Trading Account January 2017

This trading account is for 10 months of 2016/17 – so 83% of the budget would be used if expenditure was regular monthly. See attached spreadsheet.

Income

- Bookings have been very good so far this year and all rooms are on or over budget. We are under budget on 3rd Party rent as the company renting the office at the back of the Town Hall have moved out. It is being advertised by Timothy Brown Estate agents. When the budget was set the commercial partner hadn't given notice to retire so the budget for the Brasserie, Kitchen and bar was still set at £18,000. The agreement with the new commercial partner is for rent of £15,000 per year but this will be offset by recharging utilities on a quarterly basis so the net figure should be about the same.

Expenditure

Generally on budget:

- Protective Clothing/Health and Safety is showing an overspend but the budget is only small at £300 for the year. Purchases are t-shirts for the Town Hall staff and updating the first aid kit in line with current regulations.
- Gas is under budget but will increase over the winter months.
- Electricity is under budget.
- The Town Hall marketing budget will be used to work with our commercial partners to promote a wedding and party fayre and other corporate promotional materials/activities.
- Property maintenance is over budget. The budget was increased from 2015/16 but it is very difficult with a building of this age and size to predict essential maintenance. Expenditure to date includes painting of the front doors £735, fire risk assessment £490, and repainting the balcony £1,670; repairs to kitchen equipment £500, enhancing the Wi-Fi of the building £700 and various electrical repairs.
- Central overheads reallocated is a way of reapportioning overheads charged to the Corporate Management cost centre, between all the cost centres with staff, in accordance with the audit and accountancy regulations.

Recommendation:

To accept the Town Hall Trading account to January 2017

Congleton Town Council

Detailed Income & Expenditure by Budget Heading 31/01/17

		<u>2016/17</u>	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget	2016 comparison
<u>Town Hall</u>		£	£	£		£	
4000	Staff Costs (re-allocated)	46,158	57,155	10,997	81%	44,416	
4009	Protective Clothing\H & Safety	568	300	268	189%	339	
4011	Rates	19,052	23,150	4,098	82%	18,898	
4012	Water	3,210	4,000	790	80%	3,048	
4014	Electricity	12,024	17,000	4,976	71%	13,193	
4015	Gas	5,260	14,000	8,740	38%	7,459	
4016	Janitorial	1,707	1,500	207	114%	1,594	
4017	Refuse Disposal	2,245	2,500	255	90%	2,059	
4020	Miscellaneous Office Costs	816	1,200	384	68%	734	
4025	Insurance	7,104	8,400	1,296	85%	7,057	
4033	Marketing/Promotions	1,251	3,500	2,249	36%	1,086	
4040	Maintenance Contracts	4,234	4,590	356	92%	4,497	
4041	Property Maintenance	8,503	7,000	1,503	121%	13,037	
4064	Legal & Professional fees	0	100	100	0%	700	
4068	Licences (incl PRS)	957	1,450	493	66%	1,177	
6000	Central Overheads Reallocated	4,413	5,047	634	87%	4,139	
Congleton Town Hall:-Expenditure		117,502	150,892	33,390	78%	123,432	
1009	Rent Rec'd - Museum Notional	3,750	4,500	750	83%	3,750	
1010	Rent Received - 3rd Party (TIC, Partnership & rear office)	8,569	14,033	5,464	61%	11,694	
1011	Rent Received - Internal CTC	14,181	17,017	2,836	83%	14,181	
1013	Letting Income - Grand Hall	22,272	23,000	728	97%	18,127	
1014	Letting Income - Bridestones	8,314	5,000	3,314	166%	5,651	
1015	Letting Income -Spencer Suite	2,929	2,000	929	146%	1,983	
1018	Letting Income - Campbell Suite	1,545	0	1,545	0%	238	
1016	Letting Income - Brasserie, Kitchen and Bar	12,500	18,000	5,500	69%	13,500	
1021	Letting Income - Internal	8,887	8,000	887	111%	9,039	
1030	Service Charges - TIC	1,061	1,600	539	66%	1,211	
1035	Service Charges - CTHEP	2,303	0	2,303	#DIV/0!	292	
Congleton Town Hall :- Income		86,311	93,150	6,839	93%	79,666	
Net Expenditure over Income		£31,191	£57,742	£26,551	54%	£43,766	

Agenda Item 8

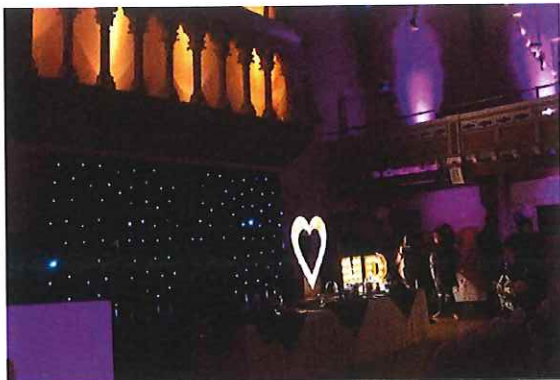

Town Hall Projects 2017/18 Updated 2.3.2017

Project / Issue	Detail / objective	Lead officer	Progress	Indicative costs £	Committee approved	Council approved	Target date for works
External - Town Hall							
Fire Escape steps	Improvements required following Fire Safety Inspection	CJ	Funding approved awaiting reasonable period of weather to undertake works			£4,300	Spring 2017
Museum and car park structural survey for subsidence	Cracks in the walls and drainage appears to have sunk in roadside / car park area	CJ	Structural survey undertaken in January 2017 awaiting report which will need to be fed back to Town Hall Committee	£700	Nr	Nr	completed
Car Park	Severe dips along entrance to the car park appears to be caused by broken drains – causing potential H&S issue and potential damage to vehicles	CJ	Survey of drains completed	£180	Nr	Nr	completed
Repairs to drains and levelling of surface			Quote for reinstatement received	£1,336	Nr	Nr	
CCTV	Improved CCTV for car parking area and entrance to the town hall to enhance security as existing CCTV is not of an adequate standard	MW	Proposal going to Council 2.3.17	£4,500 - £9,500	To Council	£4635	March / April 17
Internal Town Hall							
Hearing loop for Bridestones and Main Hall	System approved by Committee and Council	CJ	Completed and tested	Completed	Completed	Completed	Completed
Sound system for Bridestones and Main hall	<ul style="list-style-type: none"> Review microphone options to enable each councillor to have access to one Review speakers to ensure residents and councillors are able to hear debate 	MW	<ul style="list-style-type: none"> Bosch sound system tested Alternative system being tested 9.2.16 Proposal to be generated for council Current speakers split into 2, trial taking place in the Bridestones Suite 	£15,000 - £25,000	To council 3.4.17		Dependent on delivery date on selected model

Bridgestones Water ingress	Wall stained due to ingress of water through the window frame at far end of room .	CJ	External scaffolding will be required to enable works, quote required – Looking at insurance options				Summer 2017
Bridgestones data projection	Current projection and screens are slightly outdated / un professional	MW	Review benefits of fixed located quality data projector and screen (maybe wall) Not yet reviewed				Autumn 2017
Spencer Suite revamp	Appearance is considered to be poor and unattractive for external business usage	MW	Mayoral pictures and current board do not best reflect the heritage of the mayors – proposals to relocate need to be prepared Complete redecoration of the room with fixed screen for presentations to be considered Still being progressed				Autumn 2017
Main Hall Toilets	Explore options for refurbishment	CJ	Initial discussion with Realm Construction to generate some initial ideas and indicative costs Further ideas to be brought to Committee				Early 2018
Main Hall Sound Boards	Resolve issue of kitchen noise during evening performances	MW	Not yet reviewed				Summer 2017
Main Entrance lighting	Lighting in foyer / entrance area is not sympathetic to the architecture	MW	Invite suppliers to the Town Hall to establish options and enable report to go through to Town Hall Committee Still being progressed				Early 2018
Entrance Toilets	To discuss with Commercial Partners potential joint project on improvements to this area and to review the door from the town hall entrance being locked when the CC is open	JM MW/ CJ					TBA

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Congleton Town Hall		
MEETING DATE AND TIME	9 th March 2017 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Centre and Marketing Manager - Jackie MacArthur		
AGENDA ITEM	9		
REPORT TITLE	Congleton Town Hall Wedding and Party Fayre		
Background	<p>Congleton Town Council and Congleton Town Hall Events and Parties held their first Wedding and Party Fayre on Sunday 26th February from 4pm – 8pm. This paper is for information only and is reporting back on the success of the event.</p>		
Updates	<p>The objective of the Congleton Town Hall Wedding and Party Fayre was to enable people who are planning a party or wedding to view the Town Hall dressed for the occasion. It was also to showcase local suppliers who can enhance or help make a Wedding or Party even better.</p> <p>The fayre was advertised in the Chronicle, through various social media sites, via Bear Necessities, banners, fliers and posters. We have received initial positive feedback from the 15 suppliers who had a display at the event and more detailed information is being gathered by our Commercial Partners.</p> <p>A total of 144 guests attended the fayre (not including stall holders/workers). For 38% this was their first time in Congleton Town Hall. 75% of visitors were from CW12, with others coming from ST6, ST7, ST8 and M19. Some positive leads were made which we are hopeful will convert to bookings.</p> <p>A debrief meeting will make further recommendations for future fayres, but the initial feedback has been positive –and the plan is to make this at least an annual event.</p> <div data-bbox="395 1487 957 1865"></div> <div data-bbox="970 1480 1516 1859"></div>		
Decision Requested	<p><u>Recommendation</u></p> <p>That the Town Council notes this report.</p>		