



Congleton Town Council

Historic market town

Chief Officer: **David McGifford**



3rd March 2016

Dear Councillor,

Town Hall Committee – Thursday 10th March 2016

You are requested to attend a meeting of the Town Hall Committee, to be held in the Town Hall, High Street, Congleton on **Thursday 10th March 2016 at 7.30pm.**

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

Please note that there is a Planning Committee meeting on the same evening commencing at 7pm

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 7th January 2016, as a correct record.

3. Declarations of Interest

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

4. Outstanding Actions

There are no outstanding actions.



Congleton
beartown
where friends are made

5. 150 Year Celebration update (reports attached)

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

6. Town Hall Prices and Terms and conditions (reports attached)

To receive proposals for amendments to the Hire Prices and Terms and Conditions.

7. Town Hall Contract (verbal update)

To receive a verbal update from David McGifford on the Town Hall Commercial Partner Contract.

To: Members of the Town Hall Committee

Cllrs:

G P Hayes (Chairman), Mrs. A E Morrison (Vice Chairman)
Mrs D S Allen, Mrs A L Armitt, L D Barker, R Boston, P Broom, Mrs S A Holland
Mrs A M Martin and H Richards.

Ex-Officio Members: Cllrs G R Edwards, D T Brown and Mrs E Wardlaw

Lay Member:

Mr D A Parker (Honorary Burgess)

Ccs:

Other members of the Council and Honorary Burgesses (5) 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 7TH JANUARY 2016

PRESENT: Councillors

Mrs D S Allen
R Boston
C Booth
P Broom
G P Hayes (Chairman)
Mrs S A Holland
Mrs A M Martin
Mrs A E Morrison
Mrs E Wardlaw (Town Mayor)

1. APOLOGIES

Apologies were received from Cllr Mrs A L Armitt.

Apologies were also received from Councillors P Bates and G S Williams who are not members of this particular Committee.

2. MINUTES

THC/17/1516 RESOLVED that the minutes of the Meeting held on 5th November 2015 be approved and signed by the Chairman as a correct record.

3. DECLARATIONS OF INTEREST

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

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

4. OUTSTANDING ACTIONS

There are no outstanding actions.

5. CATERING CONTRACT

A report on the process undertaken to appoint a new Commercial Partner was considered. It was pointed out that it would be preferable if the new Commercial Partner signed up to the concept of Fairtrade.

THC/18/1516 RESOLVED that Reuben Stubbs, trading as Congleton Town Hall Events and Parties be appointed as the Town Hall's Commercial Partner.

G P Hayes
(Chairman)

Town Hall Committee

Thursday 10th March 2016

Town Hall 150 Year Celebration Update

Purpose of this paper

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

1. **Flower Plaque** for the Park. This has been designed by the Town Council's Streetscape section and will be planted out in June.
2. **Mass Participation Card Stunt** following discussions with the schools this will now take place on Wednesday 15th June in Congleton Park/Hankinson's field from 1.30pm – 3pm. Currently investigating whether it could be a potential Guinness World Record.
3. **Victorian Civic Celebration 'Tea party'** – Sunday 10th July 5-8pm also a chance to preview the Living History exhibition
4. **Schools – Living History Exhibition** – Monday 11 – Wednesday 13 July exciting plans to give Congleton school children a chance to see what their lives would have been like if they'd been born 150 years earlier.
5. **Plaques and decorating the front of the Town Hall see appendix 1.** As discussed at previous committee the group has been developing the ideas around the plaques and decorating the front of the Town Hall generally to make it look extra magnificent for these celebrations but in line with what is allowed on a listed building. Verbal update at the meeting.
6. **Funding** – the group is waiting to hear on its success for gaining additional funding to bolster the activities that can be offered.

Town Hall Committee

Thursday 10th March 2016

Town Hall Prices and Terms and Conditions

Purpose of this paper

In readiness for the start of the new financial year Town Hall staff have spent some time reviewing Congleton town hall prices and checking our prices against similar venues. This exercise was also carried out last year. Staff have also taken this opportunity to review our prices, offers, terms and conditions to see if any improvements can be made. A copy of the 2015/2016 current pricing structure is attached as Appendix one along with the proposed changes which are highlighted in red.

General Prices

The Town Council is still competitively priced when compared with other venues, and we believe there's no justification to increase prices at this time. Office staff ran a comparison on similar sized local venues using the current published pricelist for a full day wedding, evening party and charity event. Congleton town hall was a mid-priced venue, working out the second cheapest for a full day weekend wedding, and thanks to the generous 50% concessional grant for community groups, the cheapest for weekend concerts.

The week-day business booking offers giving reduced rates for half-day and full-day business rates are proving popular. (Four hours for the price of three, or eight hours for the price of five). We would like to retain these for 2016/17 but to remove the word "business" so that it's clear that community groups, local charities and individuals can also benefit from these rates, where they are more beneficial than the 20% charity concessional grant or 10% residential concessional grant. If claiming the reduced week-day half or full day rates, further concessional grants would not apply. The Town Council makes a budget provision for £4000 worth of Town Hall booking concessional grants per year. So far in 2015/16 £2,026 has been claimed, so there is scope to increase the offer beyond businesses.

Evening Rates

Currently the price list does not give any evening prices apart from the Friday and Saturday evening price for the Grand Hall. This entitles the customer to use the Hall from 3pm – 1am for £320 plus VAT. The office has been charging the standard hourly day rate for evening bookings in the week. This needs to be clarified on the price list. Friday and Saturday evenings are treated as a premium which is why we don't allow two hourly bookings for these evenings. This is in line with most other town halls.

Evening Rates continued...

We would like to offer the £320 + VAT evening rate as an option for weekday bookings, with use of the Hall from 3pm – 1am. We would also like to trial offering the half-day and full – day reduced rates for evening bookings (excluding Friday and Saturday evenings). This could be marketed for July – October 2016 and the results reported back. The cost of the success from this offer would be met from the funds allocated in the grants budget towards subsidised use of the Town Hall.

Charitable Grants for Town Hall Use

Congleton Town Council currently considers concessional grants to local registered charities and other voluntary/community groups where they provide a direct benefit to the Town.

- 20% concessional grant towards the standard room booking rate for weekdays and weekday evenings
- 20% concessional grant towards the standard room booking rate for weekends between 8am and 3pm.
- 50% concessional grant towards the Friday and Saturday evening rate between 3pm and 1am.
- 10% CW12 residents' concessional grant towards the standard room rate when booking for a private function.

The Town Council has awarded room hire concessional grants of £2,026 to date in 2015/2016 against a budgeted figure of £4,000 meaning that with the proposed budget staying the same there is scope to extend the offer.

If the weekday evening £320 + VAT offer is extended to weekday bookings, we believe it would make sense to extend the 50% local charity concessional grant for this type of booking. It would also make sense to adjust this to encourage use during our quieter times by reducing the weekend concession to a 40% concessional grant and increasing the weekday evening grant to a 60% concessional grant.

This would increase the Friday and Saturday price paid for the Grand Hall for use between 3pm – 1am by local charity groups on a Friday and Saturday evening from £160 plus VAT (£192 total) to £192 plus VAT (£230.40 total) . It would also give them an option for a weekday booking for £128 plus vat (£153.60) – the current evening cost with their 20% concessional grant would be £290 plus VAT.

Supporting Health, Well-being and Social Inclusion

Members may wish to consider taking this opportunity to amend the pricing policy to reflect Goal 1 of the Town Council's Corporate Business Strategy:

GOAL 1: AN ACTIVE AND ENGAGED COMMUNITY

1. To support, develop and empower the community & voluntary sector
2. To promote community cohesion
3. **To promote health and fitness amongst our residents and workforce**
4. To engage with the Town's present and future generations

An example would be to offer Sunday – Thursday concessionary grants to groups or individuals organising events which are directly aimed at promoting health and fitness. This would need to be in the form of dance or exercise classes with a qualified instructor.

Weddings

These were considered in detail in March 2015 and again during the recent price comparison exercise, we do not believe there is any justification to increase the price of wedding bookings at this time.

Booking Terms and Conditions

These need to be amended to reflect best practice and the name of the new Commercial Partner.

Recommendations

The Town Hall Committee is asked to approve the following changes to the Town Hall Pricing Policy

1. In general Congleton Town Hall prices remain the same for 2016/2017
2. The pricing sheet is amended to include evening hourly rates the same rate as the daytime rates
3. The business half-day and full-day offers continue for 2016/2017 but the wording amended to open the offer to groups, organisations and individuals – not just businesses.
4. The half-day and full-day offers can be applied to Sunday – Thursday evening bookings as a trial for July – October 2016 inclusive. This will be reviewed after four months to check the success rate. Groups and individuals taking advantage of this offer will not be entitled to additional concessional grants.
5. The Friday and Saturday evening event rate can be offered on weekdays with use of the Grand Hall between 3pm – 1am for £320 + VAT.

6. Local charities booking the £320 + VAT offer on Friday or Saturday night currently apply for a 50% concessional grant. The grant for Fridays and Saturday evenings be reduced to a 40% concessional grant, while the concessional grant on the £320 + VAT offer on Sunday – Thursday would be introduced and offered at a 60% concessional grant.
7. During the proposed promotional period of July-October 2016, discretion may be given to the definition of local charity groups and organisations to enable qualified instructors/professionals aimed at improving physical health and well-being or reducing social isolation from those most in need to be able to benefit from the charities discount.
8. Delegated powers to the Chief Officer and office staff involved with the Town Hall management, to update the booking terms and conditions in consultation with the Chairman and Vice Chairman to include details of the new Commercial Partner and to reflect best practice with regards to insurance, risk and security.

Jackie MacArthur 03.03.16

CONGLETON TOWN COUNCIL – Congleton Town Hall – Hire Charges from 8th January 2016

The Grand Hall	Charge £	VAT £	Total Charge £
This historic hall is situated on the ground floor, equipped with free Wi-Fi access and can hold: <ul style="list-style-type: none"> • 220 Concert Style • 120-150 Banquet Style (dependant on your function type – please ask for further details of maximum numbers) Extra staging is available free of charge for concerts, awards ceremony etc...			
<u>COST</u>			
Sunday – Thursday - per hour	37.00	7.40	44.40
Friday and Saturday (daytime only) – per hour	37.00	7.40	44.40
Friday and Saturday Evening (includes access to the Grand Hall from 3pm for set up purposes)	320.00	64.00	384.00
Note this rate can be made available in the week if requested			
Half Day Rate (9am – 1pm or 1pm – 5pm) weekdays only *	105.00	21.00	126.00
Full Day Rate (9am – 5pm) weekdays only*	175.00	35.00	210.00
The Bridestones Suite			
This room is situated on the first floor with free Wi-Fi access and can hold: <ul style="list-style-type: none"> • 100 Cinema style • 50 Boardroom style 			
<u>COST</u>			
Per hour daily rate (excluding Sundays)	26.25	5.25	31.50
Half Day rate (9am-1pm or 1pm-5pm) weekdays only*	90.00	18.00	108.00
Full Day rate (9am – 5pm) weekdays only*	140.00	28.00	168.00
For bands/concert bookings ONLY - One off “non-discountable fee” when used as a changing room	25.00	5.00	25.00
The Spencer Suite			
Situated on the first floor and equipped with free Wi-Fi access and can hold: <ul style="list-style-type: none"> • 12 Boardroom style • 20-30 Cinema Style 			
<u>COST</u>			
Per hour daily rate (excluding Sundays)	15.00	3.00	18.00
Half Day rate (9am-1pm or 1pm-5pm)(weekdays only)	50.00	10.00	60.00
Full Day Rate (9am – 5pm, Weekdays Only)	75.00	15.00	90.00
The Campbell Suite			
Situated on the first floor, this multipurpose room can hold: <ul style="list-style-type: none"> • 12 Boardroom style 			
<u>COST</u>			
Per hour daily rate (excluding Sundays)	15.00	3.00	18.00
NB Half (4 hour) and Full Day (8 hour) rates available Sunday – Thursday evening 1 July 2016 – 31 October 2016 Minimum hire period is two hours. Set up and clearance times will be charged at the normal rate. <ul style="list-style-type: none"> • All catering, refreshments and bar provision will be through the Council’s approved commercial partner, ‘Congleton Town Hall Events & Parties’ Please contact Annette on 07515944138 for further details. 			
<u>Weddings</u>			
Inclusive and tailored Wedding Packages in the Town Hall are available directly through our commercial partner, ‘Congleton Town Hall Events & Parties’. They will arrange both the ceremony and reception or the reception to support a ceremony conducted elsewhere and will offer additional information on services such as chair covers, table decorations etc... Please contact Becky on 07900606225 for further details.			
<u>Room hire for a Wedding Ceremony only:</u>			
The Grand Hall £660 including VAT (this does not include the cost of the Registrar)			
The Bridestones Suite £480 including VAT (this does not include the cost of the Registrar)			
*Please note – We will need to agree specific room hire times required, including set up and clearance times, this will be confirmed at the time of booking.			

CONGLETON TOWN COUNCIL – Congleton Town Hall – Hire Charges from 8th January 2016

Room Preparation/Clearance times	This will be charged at the normal rate and must be agreed at the time of booking. We have to be strict about room preparation/clearance times as any overrun may impinge on another booking.	
Licensed Bar	The sale or consumption of alcohol on the premises is only permitted through our licensed bar. Last orders are 12.30am and the latest clearance time is 1.30am.	
Door Staff	The Town Council/Commercial Partners reserve the right to hire registered door staff and pass on the cost to the hirer. The number of door staff required may vary dependent upon the nature of the event, for further information and price details please contact Becky on 07900606225. This will be agreed in advance	
New Year's Eve and Christmas Eve	A premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve and Christmas Eve.	
Live or Recorded Music	Congleton Town Council hold both PRS & PPL Licences to cover the hirer, where live or recorded music is to be played on the premises, no additional charge is made for this. If however, the hirer intends to record any live or recorded music, the hirer will be responsible for obtaining the necessary permissions directly.	
Deposits and Bookings <u>N.B – Room Bookings for Trade Sales Events must be paid in full at the time of booking</u>	1	A booking will only be accepted upon payment of a 50% deposit for one –off bookings or a minimum of 15% deposit for weekly/monthly bookings.
	2	Each hirer must submit their non-returnable deposit and completed booking form in respect of each application for hire. **A BOOKING MAY NOT BE REGARDED AS ACCEPTED UNTIL IT IS CONFIRMED IN WRITING BY CONGLETON TOWN COUNCIL AND PROVISIONAL BOOKINGS WILL ONLY BE HELD FOR 10 WORKING DAYS.**
	3	A further invoice for any balance outstanding will be issued in the month before the function/event takes place. This invoice must be paid in full with cleared funds before the function/event can take place. In the case of weekly/monthly bookings these will be invoiced at the end of each month.
	4	A final invoice for one off functions may be issued after the event only for breakages/damages, or additional services agreed after the invoice described in point 3. above, was issued.
Concessionary Hire Charges	Congleton Town Council will consider the following concessions to registered local charities and other voluntary/community groups, where they provide a direct benefit to the Town. Please call (01260) 270350 (Option 6) for further details.	
	Hire of rooms and facilities for weekdays 8am – 6pm	20% Concessional Grant off the standard room rate.
	Hire of rooms and facilities for weekday evenings (after 6pm) and weekends 8am – 3pm	20% Concessional Grant off the standard room rate.
	Hire of rooms on Friday or Saturday evenings (limited number of Fridays & Saturdays per year)	40% Concessional Grant off the standard room rate.
	Hire of rooms using the full evening package from Sunday – Thursday	60% Concessional Grant off the standard room rate
Congleton Residents' Concessional Hire Charge	Residents of Congleton, booking for a private function will be eligible to a 10% concessional grant off the standard rate and will not be in addition to any other offer, discount or concession.	