



# Congleton Town Council

Historic market town

Chief Officer: David McGifford



7<sup>th</sup> July 2017

Dear Councillor,

## **Town Hall & Assets Committee – Thursday 13<sup>th</sup> July 2017**

You are requested to attend a meeting of the Town Hall & Assets Committee, to be held in the Town Hall, High Street, Congleton on **Thursday 13<sup>th</sup> July 2017** commencing 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 – There will be a meeting of the Council prior to the Town Hall & Assets Committee 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 9<sup>th</sup> March 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.

### 4. Outstanding Actions

There are no outstanding actions.



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5. Town Hall Trading Account (enclosed)

To accept the Town Hall Trading account to 31<sup>st</sup> May 2017 and to note the content of the summary report.

6. Cancellation Policy (enclosed)

To approve the amended Cancellation Policy.

7. Town Hall Event Lighting (enclosed)

To approve the proposal to purchase lights for functions at the Town Hall.

8. Spencer Suite Refurbishment (enclosed)

To receive a report and approve the recommendations for the refurbishment of the Spencer Suite

9. Round Tables for Town Hall Events (enclosed)

To approve the proposal to purchase round tables for events at the Town Hall

**To:** Members of the Town Hall & Assets Committee

**Cllrs:**

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

N Adams, Mrs S Aker Smith, Mrs A L Armitt, L D Barker, P Broom, D T Brown,  
H Richards and Mrs E Wardlaw.

**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 9<sup>th</sup> March 2017**

**PRESENT:**

**Councillors**

**Mrs A L Armitt  
L D Barker  
D T Brown (Town Mayor and Ex-Officio)  
G P Hayes (Chairman)  
Mrs A E Morrison (Vice Chairman)  
Mrs E Wardlaw**

**1. Apologies for absence.**

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).

Apologies for absence were received from Committee members Cllrs N Adams, P Broom and Mrs. S A Holland.

Apologies were also received from ex officio member Cllr G R Edwards and Cllr G S Williams who is not a member of this particular Committee.

**2. Minutes**

**THC/20/1617 Resolved** that the minutes of the Meeting held on 26<sup>th</sup> January 2017 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.

Declarations of interest were received from Cllrs G P Hayes and Mrs. E Wardlaw both Cheshire East Council.

**4. Outstanding Actions**

There were no outstanding actions.

**5. Sound System Update**

**THC/21/1617 Resolved to** receive the verbal update from the Chief Officer that advised quotations were being received for the 2 sound systems that had been trialled. It was expected that a proposal would be available for Council on the 13<sup>th</sup> of April 2017.

**6. Congleton Town Hall Committee Terms of Reference and Delegation**

**THC/22/1617 Resolved to** approve the amendments to the Terms of Reference and Delegation for the Town Hall Committee.

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

**THC/23/1617 Resolved to** receive the Town Hall Trading Account to 31<sup>st</sup> January 2017.



**8. Town Hall Projects**

**THC/24/16/17 Resolved to** receive the update on the Town Hall Projects from the Chief Officer.

**9. Update on Wedding and Party Fayre**

**THC/25/1617 Resolved to** note the update for the Wedding and Party Fayre – as below.

**G P Hayes  
(Chairman)**

<b>COMMITTEE:</b>	Congleton Town Hall		
<b>MEETING DATE AND TIME</b>	9 <sup>th</sup> March 2017 7.00pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Town Centre and Marketing Manager - Jackie MacArthur		
<b>AGENDA ITEM REPORT TITLE</b>	9 Congleton Town Hall Wedding and Party Fayre		
<b>Background</b>	Congleton Town Council and Congleton Town Hall Events and Parties held their first Wedding and Party Fayre on Sunday 26 <sup>th</sup> February from 4pm – 8pm. This paper is for information only and is reporting back on the success of the event.		
<b>Updates</b>	<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 style="display: flex; justify-content: space-around;">   </div>		
<b>Decision Requested</b>	<p><u><b>Recommendation</b></u></p> <p>That the Town Council notes this report.</p>		

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Town Hall		
<b>MEETING DATE AND TIME</b>	13 <sup>th</sup> July 2017 7.30pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Jackie Potts – Support Manager		
<b>AGENDA ITEM REPORT TITLE</b>	<b>5 Town Hall Trading account April – May 2017</b>		
<b>Background</b>	Variance analysis of the Trading Account to May 2017 to accompany the spreadsheet.		
<b>Updates</b>	<p>This trading account is for the first 2 months of 2017/18 – so 17% of the budget would be used if expenditure was regular monthly. See spreadsheet attached.</p> <p><b><u>Income</u></b></p> <ul style="list-style-type: none"><li>• Most income streams are on budget with the Grand Hall and Spencer Suite incomes higher than the budget figure for M2.</li></ul> <p><b><u>Expenditure</u></b></p> <p>Generally on budget:</p> <ul style="list-style-type: none"><li>• Metered water usage has increased considerably in April and May. This would appear to be because of increased usage of the hall.</li><li>• Licences - Due to increased bookings the sum paid to the PRS and PPL has increased.</li><li>• 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 financial regulations. As would be expected it is slightly over budget at M2 as some of these overhead costs (e.g. insurance and subscriptions) are full year costs.</li></ul> <p>Overall for the first 2 months to May 17 only 4% of the budget has been used so an encouraging start to the year.</p>		
<b>Decision Requested</b>	To receive the Town Hall Trading Account for M2 April – May 2017		



## Congleton Town Council

## Agenda Item 5

## Detailed Income &amp; Expenditure by Budget Heading 31/05/17

		<u>2017/18</u>	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget	2016/17 comparison
<u>Town Hall</u>		£		£	£		£
4000	Staff Costs (re-allocated)	8,018		63,209	55,191	13%	8782
4008	Training	0		1,000	1,000	0%	
4009	Protective Clothing\H & Safety	0		300	300	0%	147
4011	Rates	4,269		25,680	21,411	17%	3810
4012	Water	1,329		4,500	3,171	30%	601
4014	Electricity	1,124		17,000	15,876	7%	3248
4015	Gas	1,656		13,140	11,484	13%	1372
4016	Cleaning materials	246		1,500	1,254	16%	199
4017	Refuse Disposal	476		2,750	2,274	17%	447
4020	Miscellaneous Office Costs	130		1,000	870	13%	140
4025	Insurance	1,160		9,000	7,840	13%	1421
4033	Marketing/Promotions	539		3,500	2,961	15%	615
4040	Maintenance Contracts	1,005		5,700	4,695	18%	1225
4041	Property Maintenance	328		10,000	9,672	3%	1444
4064	Legal & Professional fees	0		100	100	0%	0
4068	Licences (incl PRS)	335		1,450	1,115	23%	242
3020	Catering Supplies (rechargeable)	959		8,000	7,041	12%	2215
6000	Central Overheads Reallocated	1,554		5,994	4,440	26%	1422
<b>Congleton Town Hall:-Expenditure</b>		<b>23,128</b>		<b>173,823</b>	<b>150,695</b>	<b>13%</b>	<b>27,329</b>
1009	Rent Rec'd - Museum Notional	750		4,500	3,750	17%	750
1010	Rent Received - 3rd Party (TIC, Partnership & rear office)	1,506		9,033	7,528	17%	2,339
1011	Rent Received - Internal CTC	2,836		17,017	14,181	17%	2,836
1013	Letting Income - Grand Hall	6,392		27,000	20,608	24%	3,932
1014	Letting Income - Bridestones	2,017		12,000	9,983	17%	1,850
1015	Letting Income -Spencer Suite	1,151		4,500	3,349	26%	375
1018	Letting Income - Campbell Suite	1,056		0	1,056	0%	225
1016	Letting Income - Brasserie, Kitchen and Bar	2,500		15,000	12,500	17%	2,500
1021	Letting Income - Internal	1,085		8,000	6,915	14%	1,734
1030	Service Charges - TIC	267		1,600	1,333	17%	267
1035	Service Charges - CTHEP	217		1,300	1,083	17%	
1051	Catering Sales (recharges)	959		8,000	7,041	12%	2,215
<b>Congleton Town Hall :- Income</b>		<b>20,735</b>		<b>107,950</b>	<b>87,215</b>	<b>19%</b>	<b>19,023</b>
<b>Net Expenditure over Income</b>		<b>£2,393</b>		<b>£65,873</b>	<b>£63,480</b>	<b>4%</b>	<b>£8,307</b>

# CONGLETON TOWN COUNCIL

## COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	Town Hall Committee		
<b>MEETING DATE AND TIME</b>	13 <sup>th</sup> July 2017	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Town Centre and Marketing Manager		
<b>AGENDA ITEM REPORT TITLE</b>	6 <b>Town Hall Cancellation Policy</b>		
<b>Background</b>	<p>The current Cancellation Policy set out in the <b>Conditions and Regulations for the Hire of Congleton Town Hall</b> needs clarifying so that those booking the Town Hall are fully aware of their obligations in the contract.</p> <p>Further changes will also be required to the Conditions and Regulations around insurances and liabilities, occupancy numbers, conduct and behaviour and these will come to a future Town Hall Committee.</p> <p><b>The current wording regarding Cancellations is:</b></p> <p style="text-align: center;"><b><u>CANCELLATION</u></b></p> <p>5.1 The Council shall be entitled summarily to cancel the hiring without in any way being liable to the Hirer or any other person in respect of any loss, damage or expenses suffered by reason of such stoppage or cancellation due to the following circumstances:-</p> <ul style="list-style-type: none"> <li>(a) If the Hirer fails to pay the appropriate charges in accordance with the conditions of payment.</li> <li>(b) If at any time prior to the commencement of the function it shall appear to the Council that the Hirer has made a material omission from or mis-statement in the application form.</li> <li>(c) In the event of the accommodation being required on the date upon which it has been let to the Hirer for the purposes of a Parliamentary, European Parliament or Council Election, the Hirer shall be given notice of cancellation as soon as the Council are aware of the circumstances.</li> <li>(d) If the function shall have commenced and it shall appear to the Council that the purpose for which the accommodation is being used is not the purpose described in the application form, or is considered unlawful, undesirable, unsuitable or similar.</li> <li>(e) If the premises become unfit because of damage or discovery of a health and safety risk.</li> <li>(f) If the Council discovers the Hirer to be unfit to organise the Function for whatever reason.</li> </ul> <p>5.2 The Hirer may surrender the hiring provided that written notice of such is delivered to the Town Clerk prior to the function. The Council may at its discretion vary the sum payable to the Council under the terms of the agreement, in addition to the non-returnable deposit, upon consideration of the circumstances relating to the surrender of the hiring, and particularly the period of notice given and any subsequent re-letting of the premises.</p>		



## Updates

The arrangement with Congleton Town Hall Events and Parties (CTHEP) is that CTHEP hire the rooms from Congleton Town Council on behalf of their customers for events and parties – these tend to occur at the weekends. For these events CTHEP has the relationship with the customer. CTHEP collects the deposits /payment from the customer and CTC invoices CTHEP for the room hire.

For corporate/business events in the week the contract is between CTC and the client and CTC deals directly with the customer.

The reason we wish to tighten the arrangements is that over the past couple of years there have been a number of cancellations which has resulted in a loss of revenue for the Town Council. By clarifying the policy we would look to deter businesses and organisations from cancelling with short notice. The Town Hall is becoming a more popular venue and while not wanting to deter people from booking, we also need to stop people holding dates unnecessarily. There will always need to be room for some discretion from the Chief Officer to deal with cancellations in exceptional circumstances.

### General Principle

#### **CANCELLATION**

- 5.1 Once you have confirmed your booking with the Council or its commercial partner we will make every effort to ensure the booking is carried out in the way agreed. However CTC or its commercial partners CTHEP will be entitled to cancel or stop the booking without in any way being liable to the Hirer or any other person in respect of any loss, damage or expenses suffered if
- (a) If the Hirer fails to pay for the hire charge in advance of the event as agreed
  - (b) If the Hirer makes a material omission from or mis-statement in the application form or uses the venue for a purpose not listed on the application form that is considered unlawful, undesirable or unsuitable.
  - (c) If the premises become unfit because of damage or discovery of a health and safety risk.
  - (d) If the Council discovers the Hirer to be unfit to organise the function for whatever reason.
- 5.2 Your booking with us will only be confirmed when the deposit is paid, or in the case of a corporate body a purchase order received. If you need to cancel your booking with CTC or CTHEP, you will be liable for the following percentages of the room hire charge:
- Friday Evening and Saturday bookings:**
- a) More than 12 months' notice – deposit will be returned
  - b) 12 months and 6 months notice of cancellation liable for 25%
  - c) 6 months and 3 months notice of cancellation liable for 50%
  - d) 3 months and 1 month notice of cancellation liable for 75%
  - e) Less than 1 month notice – full room hire fee required
- For mid-week, Friday daytime and Sunday bookings this will be reduced to**
- f) More than 3 months notice of cancellation – deposit refunded
  - g) Between 3- 1 months notice – liable for 50% of room hire cost
  - h) Less than two weeks notice – full room hire fee required
- 5.3 The Council at the discretion of the Chief Officer may vary the sum payable in exceptional circumstances or in the event of the rooms being re-let.

<b>Decision Requested</b>	To approve the changes proposed for updating the cancellation policy as part of the terms and conditions of hiring the Town Hall.
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**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Town Hall Committee		
<b>MEETING DATE AND TIME</b>	13 July 2017	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Mark Worthington – Town Hall Supervisor		
<b>AGENDA ITEM REPORT TITLE</b>	<b>7 Town Hall Event Lighting</b>		
<b>Background</b>	<p>Our commercial partner, Congleton Town Hall Events and Parties (CTHEP), currently use an external company to provide lighting equipment for events taking place at the Town Hall. This equipment includes up lighters for the Grand Hall and balcony, fairy style lights that form a canopy across the hall between the balcony, plus backdrops for behind the stage.</p> <p>The addition of lights in the Town Hall dramatically transforms the building and creates a wow factor for wedding, parties and corporate events. The price paid by the hirer for lighting the building is often more than that paid to CTC for the hire of the building.</p> <p>After observing the installing and removal of these lights over many functions the Town Hall team is confident that it could take responsibility for installing and removing the lights. The benefits to this would be:</p> <ol style="list-style-type: none"><li>1. More income generation to Congleton Town Council to help off-set the Town Hall costs.</li><li>2. The hall could be offered at a more reasonable rate to our customers as there will be no associated travel costs of an external company coming into Town Hall to install the enhanced lighting.</li><li>3. More productive use of Town Hall Facilities Staff to actually install the lighting rather than just being on duty in the building to enable an external company to install/ remove the lights before and after functions.</li></ol> <p>CTHEP is very supportive of the Town Council offering this service.</p> <p>In the past year 17 events (until end of July 2017) have used an external lighting company to dress the Town Hall. Based on a very reasonable average lighting hire rate of £300 per event (current costs after discount range from £250 - £640), we would expect to recoup the purchase price after 10 -12 events.</p>		

<b>Updates</b>	<p>Three quotes have been obtained to supply up lighters for the Grand Hall, balcony and foyer entrance plus 300 metres of fairy style canopy lights to span between the balcony.</p> <p>The lights quoted for (Slimline 7Q5) are the same as those used by the preferred hire company who supply lighting for events in the Town Hall at present.</p> <p>All lights are mains operated and fit safely and conveniently around the Town Hall, however, there is a re-chargeable, wireless version available that would be more suited for use in the foyer areas of the Town Hall due to lack of sockets.</p> <p>Based on the prices above for hiring in lighting equipment then it would be a sensible investment to buy our own lighting and hire directly to the customer who is hiring the Town Hall.</p>
<b>Specification</b>	<p><b>Mains Operated Slimline 7Q5 LED Up Light</b></p> <p>Housing 7 x 5W quad-colour LEDs, the Slimline 7Q5 give smooth colour mixing from rich saturated hues to subtle pastel shades. These units have rugged, all metal housing and measure only 99mm in depth for easy transportation and installation. They are also convection cooled for silent operation and feature a 25° beam angle. The 4-push button LED menu or optional IR remote allows easy access to the functions including DMX, master/slave, sound active and stand alone.</p>
<b>Specification</b>	<p><b>Re-Chargeable Chauvet EZ Par T6 USB LED</b></p> <p>EZpar T6 USB is a battery-operated, tri-color RGB LED wash light. <a href="#">D-Fi USB</a> compatible for wireless Master/Slave or DMX control. It's rechargeable, lithium battery lasts up to 20 hours from a single charge and you can easily check the battery status with the built-in battery life indicator. Convenient access to RGB color mixing and static colors is available with or without DMX. Built-in automated programs via the <a href="#">IRC-6 remote</a> or Master/Slave mode makes control easy.</p> <p><b>LED Fairy Lights</b></p> <p>The LEDs are placed 10cm apart on high quality twisted green or white cable. These lights are designed to be modular. This means that the strings of lights can be connected together to form longer lengths.</p> <p>LEDs are energy efficient and do not produce any heat making them a great choice for a real Christmas tree as they will not dry the needles out. LEDs might be smaller than traditional glass bulbs but they are bright, tough and durable, ensuring you years of stress-free Christmas lights with no searching for spare bulbs. LED fairy lights can be used at all times of year at home or in commercial setting.</p>



Finance	Company/years of trading/payment	24 x Slimline 7Q5 LED Up Light, 4 x Chauvet EZ Par T6 USB(wireless) all associated cabling and carry cases	Guarantee/ Annual Maintenance Fee
	Fabtronic Northampton Est 2003 30-day payment	<b>£2,754.35 + VAT</b> <ul style="list-style-type: none"> <li>• 24 x Slimline 7Q5 x 5W Quad LED RGBW Black Units £59.68 each</li> <li>• 4 x Chauvet EZ Par T6 USB(wireless)</li> <li>• 8 x IEC Extension leads 5 metres £5.13 each</li> <li>• 14 x IEC Extension leads 3 metres £3.33 each</li> <li>• 7 x Protex Slimline Q Series Carry Cases £66.00 each</li> </ul>	12 months guarantee No annual maintenance fee
	Rock-tech North Yorkshire Est 1999 30-day payment	<b>£2,825.76 + VAT</b> <ul style="list-style-type: none"> <li>• 24 x Slimline 7Q5 RGBA (Black Housing) £72.00</li> <li>• 4 x Chauvet EZ Par T6 USB</li> <li>• 7 7Q5 series Case £77.91</li> <li>• 14 3M IEC Plug to Socket Extension Cable £4.47</li> <li>• 8 5M IEC Plug to Socket Extension Cable £6.12 £48.96</li> </ul>	12 months guarantee No annual maintenance fee



	Cookies Stoke-on-Trent Est 1973 30-day payment	<b>£2,583.32 + VAT</b> <ul style="list-style-type: none"> <li>• 24 x LEDJ7Q5 LEDJ Slimline 7Q5 Parcan RGBW £ 62.50</li> <li>• 4 x Chauvet EZ Par T6 USB</li> <li>• 7.0 LEDJ7Q5C LEDJ 7Q5 Carry Case (holds 4) £ 70.83</li> <li>• 8.0 MAINS115 Mains IEC Extension Lead 5m (503.610) £ 5.83</li> <li>• 14.0 MAINS102 IEC Extension Lead 3m (503.609) £ 2.92</li> </ul>	12 months guarantee No annual maintenance fee
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### String LED Fairy Lights

These lights are available online.

10 metre lengths (100 lights per 10 metres) x 30 lengths

Direct Global Trading - £539.73 + VAT

Christmas Direct - £554.16 + VAT

Christmas Trees and Lights - £630.32 + VAT

### Re-Chargeable Chauvet EZ Par T6 USB LED

These lights are available online at a cost of £199.99 + VAT

Another option would be to install extra sockets in the foyer area of the Town Hall to remove the need for wireless/rechargeable lights.

A quote for the installation of 7 sockets in the foyer has been supplied by T & S Electrical of Congleton. The quote is for £2,531.82 + VAT and details are in the link below.

<..\Quotes\Event Lighting\T & S 20170626152751253.pdf>



<p><b>Further Information</b></p>	<p>The lights would be purchased from the Council's Capital Budget and would be included in the Town Council's Asset List and Insurance.</p> <p>The lights would be added to List A of the Town Hall Equipment Hire List (as approved by the Town Hall Committee in January 2017) and as such would only be available for use within the Town Hall. We would not loan out to outside organisations or allow leave the building.</p> <p>Storage space has been located so that the lights can be locked away when not in use.</p> <p>A hire policy will be worked up to ensure that a competitive and reasonable offer can be made to customers with a range of options from the basic offer of four lights in the minstrels gallery to the luxury offer of full fairy lights, 12 uplighters at floor level, 4 up lighters on the gallery, a further 4 lights in the foyer and 8 lights at the first floor level.</p> <p>There will always be the option to hire the hall without the lights.</p> <p>If we are able to confirm the purchase by the end of July we have customers lined up who would like us to supply the lighting.</p>
<p><b>Decision Requested</b></p>	<p><b>To approve</b></p> <ul style="list-style-type: none"> <li>a) Purchasing 24 Slimline 7Q5 LED and 4 Re-Chargeable Chauvet EZ Par T6 USB LED lights and supporting wires, chargers and storage units from Cookies of Stoke-on-Trent at a cost of no more than £2,583.32 + VAT</li> <li>b) Purchasing 300m of String LED Fairy lights at a total cost of no more than £554.16 + VAT</li> <li>c) Adding List A of Town Hall Equipment Hire policy (not to be hired or loaned outside of the Town Hall building).</li> </ul>

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall Committee		
MEETING DATE AND TIME	13.7.2017 7.30pm	LOCATION	Congleton Town Hall
REPORT FROM	Chief Officer / Mark Worthington (Town Hall Supervisor)		
AGENDA ITEM REPORT TITLE	<b>8 Spencer Suite Refurbishment</b>		
Background	<p>The Spencer Suite has been in its current design and layout since 2009. Mayors' portraits and other memorabilia have been added over the years to try and give the room some kind of identity, but this doesn't create the atmosphere of a modern, functional meeting room. The doorway into the room is part of a wooden panelled wall, which obscures how the room is actually used and causes problems with noise from people entering the main office due to the fact that it isn't clear when the room is in use or vacant. Hirers are regularly requesting the use of a projector/screen for their meetings and this dramatically reduces the usable space and number of attendees that can comfortably be accommodated.</p> <p>We are looking to create a multi-functional quality space that will be suitable and attractive for business, public sector and voluntary organisations.</p>		
Mayors portraits	<p>It is proposed that the Mayors' portraits and memorabilia related to the mayors and other organisations, are removed from this room, primarily as the history of the Mayors is poorly presented and only available to people who attend meetings in the Spencer Suite. Three options have been considered by officers for councillors to consider:</p> <p><b>Option 1</b> -The Mayors portraits would be displayed in a leather-bound photo album, bound in the highest quality Cow Hide Split leather and finished with gold leaf tooling. Made in the UK, they would have hand stitched spines, cream pages and head and tail bands. Each portrait book could hold up to 50 portraits and would be available for viewing whenever necessary. A second book would be available to showcase the Roll of Mayors which would be duplicated onto paper the same size as the Mayors portraits. For example, portrait books are available online from Noble Macmillan, London at a cost of £195 each in a choice of five colours (black, green, blue, burgundy and scarlet) they hold a picture size of 14.50 inches x 9.75 inches.</p> <p>A picture of the current Mayor would be in a prominent position either in the entrance hallway or on the main staircase. The book would also be displayed digitally on the Town Council's website.</p>		

	<p><b>Option 2</b> - Would be to relocate the Mayors' portraits and Roll of Mayors board to the Grand Hall balcony and create the Mayor's Balcony/Gallery featuring 50 Mayors.</p> <p>Congleton Stringing &amp; Frames have provided a quote to supply and fit new picture frames for the existing Mayors' portraits. They have advised we use a solid wood, plain black, 40mm surround frame as this type of frame will be easily available in the future when we add further portraits to the Mayors' Balcony/Gallery. Each portrait will be fitted behind glass and the mount will be hand cut to fit each individual portrait. All frames will be the same size at a cost of £18 each. This price includes fitting the Mayors' portraits into each frame. The Roll of Mayors are currently displayed in a wooden frame consisting of four pages within one frame. These would be split so that each page of approx. 120 names would be mounted in its own frame to match those of the Mayors' portraits.</p> <p><b>Option 3</b> - Would be to include the Mayors' photographs into the binders as option 1 and to also update the Mayors Roll as option 2. The Mayors role and picture of the current Mayor would be located in an agreed prominent position within the Town Hall, possibly on the main staircase.</p>
<p><b>Refurbishment of the room</b></p>	<p>The key components for the refurbishment of the Spencer Suite include:</p> <ul style="list-style-type: none"> <li>• The entrance to the Spencer Suite is a combination of wooden panelling and frosted glass which, due to the lay out and positioning of the entrance, takes up more room than is necessary and wastes space in an already small meeting room. One option would be to replace the wooden panelling and frosted glass with a glass partition style door which would create a more welcoming and professional entrance to the meeting room.</li> <li>• In terms of technology, for presentations we would utilise the large, flat screen TV and adjustable bracket (which are currently unused in the entrance foyer). This would be completely unobtrusive to users of the room compared to the trip hazard of having a projector screen in such a confined space. The TV has the potential to be used alongside a wireless presentation system such as the Barco Clickshare system which creates an automatic wireless link between TV and laptop. This would enable complete wireless access for PowerPoint presentations and other presentation tools removing the need for any projector screens, projector or extension cables. Set up times for the room would be reduced and also the potential hazards of having cables running across the floor would no longer exist.</li> <li>• Replacement carpet</li> <li>• Radiator covers</li> <li>• Replacement Window Blinds</li> <li>• New furniture</li> <li>• Re decorating</li> </ul>

<b>Indicative budget</b>	<p>As guidance for this project the total cost of the refurbishment of the Spencer suite and the relocation of the civic memorabilia is circa £10,000 based upon initial estimates provided.</p> <p>Should the committee be minded to support the principle of the project based on the guidelines provided formal quotes will be obtained in each of the areas above and brought back to the committee for approval</p>
<b>Decisions requested</b>	<ol style="list-style-type: none"> <li>1. To agree to the principle of the refurbishment of the Spencer Suite.</li> <li>2. To agree best option for the relocation of the civic memorabilia.</li> <li>3. To approve the proposal for officers to develop a fully costed proposal for the refurbishment of the Spencer Suite.</li> </ol>

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	Town Hall Committee		
<b>MEETING DATE AND TIME</b>	13/07/2017	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Mark Worthington – Town Hall Supervisor		
<b>AGENDA ITEM</b>	<b>9</b>		
<b>REPORT TITLE</b>	<b>Round Banquet Table Proposal</b>		
<b>Background</b>	<p>This paper sets out the rationale for replacing some of the tables owned by the Congleton Town Council (CTC) for use in the Town Hall. The proposal is to get the best offer for some of the tables which are surplus to requirement and to purchase round tables. Town Hall staff believe this would be a positive option because:</p> <ol style="list-style-type: none"><li>1. Many customers request, and pay extra to hire round tables.</li><li>2. We currently have a number of surplus rectangular tables, which take up valuable storage space and are not used.</li></ol> <p>Congleton Town Hall currently has 30 x 6ft rectangular tables and 30 x 5ft rectangular tables. These tables are used for a variety of events, mainly in the Grand Hall.</p> <p>When the stage is in situ, the Grand Hall can accommodate a maximum of 15 x 6ft double tables and 4 x 5ft double tables, which is a total of 34 rectangular tables. The remainder of the tables, invariably the 5ft tables, are rarely used as the room isn't big enough to accommodate 60 tables. These 'unused tables' compound the lack of storage within the Town Hall.</p> <p>Other rooms within the Town Hall have their own furniture.</p> <p>Many events, especially the weddings and parties, prefer round tables. On 17 occasions this year, hirers have contracted an outside company to provide round banquet tables even though this has cost them an additional £60 – £100. If CTC were to purchase round tables, there is the option to charge an additional fee for use of round tables to recoup costs.</p>		
<b>Updates</b>	<p>Quotes have been provided for the purchase of 15 x 6ft round banquet tables and 5 x 5ft round banquet tables for use within the Grand Hall. These tables are of a plastic construction with fold under legs. The 6ft option weighs 16kg which is well within the legal limit for one person to lift. They can be safely stacked 20 tables in height, which will be easier to store.</p> <p>If 20 round tables were purchased we would look for the best means of selling 25 of our current stock of 5ft rectangular tables.</p>		

Specification	<ul style="list-style-type: none"><li>• Each table top is made from a blow moulded polyethylene</li><li>• Height = In its standing position the table is 750mm/30" from the ground</li><li>• The table frame (including the folding legs with a locking ring mechanism) is made from a powder coated steel</li><li>• The design, which means the tables are strong despite being relatively light ensures maximum loading capacity</li><li>• Plastic feet (fitted to each table leg) prevent slipping and damage to floor surfaces</li><li>• When not being used, tables can be folded flat and stacked up to 20 high</li><li>• No assembly required – Simply pull out the legs (your tables will be delivered in the folded flat position), click the locking ring into place and they are ready for use</li></ul>																	
Finance	<table><tr><th>Company Years of trading Payment</th><th>15 x 6ft round banquet tables, 5 x 5ft round banquet tables</th><th>Guarantee/ Annual Maintenance Fee</th></tr><tr><td>Ningbo Furniture Wrexham 2008 30 days payment</td><td>£1,545 + VAT</td><td>12-month guarantee</td></tr><tr><td>Strictly Tables and Chairs Hertfordshire 30 days payment</td><td>£1,619 + VAT</td><td>12-month guarantee</td></tr><tr><td>UK Education Furniture Kent 2006 30 days payment</td><td>£2,274 + VAT</td><td>12-month guarantee</td></tr><tr><td>Support trolley to store the tables and allow for easier set up and removal</td><td>£199 +Vat</td><td></td></tr></table>			Company Years of trading Payment	15 x 6ft round banquet tables, 5 x 5ft round banquet tables	Guarantee/ Annual Maintenance Fee	Ningbo Furniture Wrexham 2008 30 days payment	£1,545 + VAT	12-month guarantee	Strictly Tables and Chairs Hertfordshire 30 days payment	£1,619 + VAT	12-month guarantee	UK Education Furniture Kent 2006 30 days payment	£2,274 + VAT	12-month guarantee	Support trolley to store the tables and allow for easier set up and removal	£199 +Vat	
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Decisions Requested	<p>To authorise Town Hall staff to purchase 15 x 6ft round tables and 5 x 5ft round tables for hire in the Town Hall at a max price of £1545 plus vat, plus storage trolley.</p> <p>To authorise Town Hall staff to dispose of 25 x 5ft rectangular tables seeking the best possible price.</p>																	