



# Congleton Town Council

Historic market town

Chief Officer: **David McGifford**

20<sup>th</sup> January 2017

Dear Councillor,

## **Town Hall Committee – Thursday 26<sup>th</sup> January 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 26<sup>th</sup> January 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 22<sup>nd</sup> September 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.



Congleton  
**beartown**  
where friends are made

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4. Outstanding Actions

None

5. Hearing Loop update

To receive a verbal update from the Chief Officer.

6. Refurbishment of the Town Hall External Fire Escape

To receive a verbal update on progress from the Chief Officer.

7. Town Hall Management Structure Changes (enclosed)

To receive the updated management structure relating to the Town Hall.

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

To accept the Town Hall Trading account to 31<sup>st</sup> December 2016 and to note the content of the finance report.

9. Town Hall Projects (enclosed)

To receive the proposed list of projects and to agree priorities and next steps.

**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 22<sup>nd</sup> SEPTEMBER 2016

#### PRESENT:

#### Councillors

L D Barker  
P Broom  
G R Edwards (Ex-Officio)  
Mrs S A Holland  
Mrs A E Morrison (Vice Chair)  
Mrs J D Parry  
H Richards

#### 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. A L Armitt, G P Hayes and Mrs. E Wardlaw.

Apologies were also received from Ex Officio members Cllrs C H Booth and D T Brown and Cllrs Mrs. S Akers Smith and G S Williams, who are not members of this particular Committee.

#### 2. Minutes

**THC/6/1617 Resolved** that the minutes of the Meeting held on 23<sup>rd</sup> June 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. **Fire Risk Inspection / Audit Update**

**THC/7/1617 Resolved** to receive the update from the Facilities and Operations Manager regarding the progress of works emanating from the Fire Audit dated 26<sup>th</sup> August 2016, and to receive the communication from the Prevention and Protection Department.

6. **Hearing Loop**

**THC/8/1617 Resolved** to receive the report from the Facilities and Operations Manager on the progress and improvements to the facilities in the Town Hall for the hard of hearing and recommend to Council that the quote from T&S Electrical for £1,770 plus VAT be approved and funded from the Capital Contingency budget.

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

**THC/9/1617 Resolved** to receive the report from the Facilities and Operations Manager and to recommend to Council that the quotes received from J Williamson £1500 plus VAT and R Beard Ltd £2820 plus VAT – Total £4320 plus VAT be approved and funded from the Capital Contingency Budget.

8. **Office Space Availability**

**THC/10/1617 Resolved** to receive the verbal update from the Chief Officer stating that the vacant commercial office space in the Town Hall is being advertised via Timothy A Brown.

9. **Town Hall Trading Account**

**THC/11/16/17 Resolved** to receive and accept the Town Hall Trading account to 31<sup>st</sup> August 2016.

10. **Town Hall Pricing and Letting Policy** (Appendix 1 attached)

**THC/12/1617 Resolved** to receive the amendments to the Town Hall Pricing and Letting Policy.

11. **Loaning of Town Hall Equipment** (Appendix 2 attached)

**THC/13/1617 Resolved** to approve the Town Hall Equipment Policy relating to the loaning of Town Hall equipment.

**Mrs A E Morrison  
(Vice Chairman)**

## Appendix 1

### CONGLETON TOWN COUNCIL

#### TOWN HALL COMMITTEE MEETING 22<sup>nd</sup> SEPTEMBER 2016

##### AGENDA ITEM 10: TOWN HALL LETTING POLICY

Note: The proposed changes to the policy are shown with the new wording in red with the previous wording having had a line put through it.

- To ensure the Town Hall facilities are well used by the community, local residents and businesses.
- To allow the Town Hall to contribute to the wider strategic objectives of the Town Council.
- To achieve the correct balance between community facility and commercial undertaking.
- To work with a commercial partner to reduce the operating deficit of the Town Hall

Under the Terms of Reference and delegation approved by Council, the Town Hall Committee have the following powers in respect of Bookings and Charging:-

- To approve a pricing structure within Budget and Council Policy
- To recommend to Council, a Town Hall Letting Policy.
- ~~To authorise the Town Clerk~~ **Chief Officer** to let office space within Policy.
- ~~To authorise the Town Hall Administration Staff~~ **booking staff** to accept bookings and the Town Clerk **Chief Officer** may reject them.
- ~~To delegate~~ costing of room hall hire, functions and catering ~~is delegated to the Support Manager~~ **Administration Staff.**
- ~~To authorise the Chief Officer to allow concessions on room hire as set out in this policy.~~ **Concessions will be delegated to the Chief Officer in consultation with the Chairman and Vice Chairman of the Town Hall Committee.**
- ~~Determination of concessions as set out in this Policy~~
- ~~To authorise the~~ Support Manager to waive ~~or reduce~~ the booking deposit in the case of public sector bodies (e.g. local authorities, PCT, Health trusts, Police, Fire, Ambulance, Blood Donors,) **Local Community Groups** and regular commercial customers.

**When revised room hire charges have been agreed by the Town hall Committee, existing cost confirmations will be honoured, for which deposits have been received or waived. Costings for unconfirmed bookings for room hire will not be honoured.**

~~When revised charges are agreed by the Town Hall Committee, existing cost confirmations (for which deposits have been received/waived), but not un-accepted quotations will be honoured.~~  
Long term bookings will be given 3 months' notice of any **changes to room hire charges**, except in the case of VAT changes which will be **applied immediately from the date of the VAT change.**



It is essential that the Town Hall Trading Account accurately reflects income and expenditure incurred, and does not subsidise other parts of the Council's operations.

The Town Council will therefore continue to pay rent from its Management Account, and pay for room hire by internal transfer. Similarly room hire by Congleton Partnership is paid for directly from the Regeneration **Partnership** Budget, for which the Town Council is the accountable body.

Concessions to **Local** Voluntary/Community groups are not permitted from the Town Hall Trading Account.

Such help can be given from the Council's grants budget using an appropriate power and therefore part of the grants budget will be allocated for this purpose.

~~The policy of Cheshire East Council on giving concessionary grants has not yet been determined. The administration of concessions from the Town Council is delegated through the Town Hall Committee to the Town Clerk.~~

Registered Charities and other **Local** Voluntary/Community groups which directly benefit the Town and are contained on the Town Council's list will **be considered for a 50% concessional grant on room hire, this will not be given in addition to any other discount or concession.** **Local Voluntary/Community groups must be able to produce a copy of their Constitution in order to be eligible for any concessional grant on room hire.**

~~Hire of rooms or facilities — for weekdays 8.00 to 6pm — Discount 20%~~

~~Hire of rooms or facilities — for weekday evenings & weekends 8am to 6pm — Discount 20%~~

~~Hire of facilities on Friday — but limited to six maximum for — Discount 50%—  
or Saturday evenings — each night per year — excluding any  
concession by  
CBC/ Cheshire  
East~~

~~Hire of facilities on Sundays — Discount 50%~~

~~(Hirers would be encouraged to apply for a concession to Cheshire East Council)~~

**Applications from Congleton Town residents will also be considered for a 10% concessional grant on room hire, this will not be given in addition to any other discount or concession.**

No concessionary bookings will be accepted more than **12 months** ~~4-year~~ in advance **without prior agreement from the Chief Officer, except in the case of weekly/monthly block bookings, weddings, festivals and other significant events.**

**Registered Charities, Local Voluntary/Community groups may have no more than 3 Friday or Saturday evening concessionary bookings in any 12 month period.**

~~and no organisation may have more than 2 Friday or Saturday evenings in any one year.  
Applications will be considered on a first come first served basis.~~

~~Concessions will be delegated to the Chief Officer in consultation with the Chairman and Vice-Chairman of the Town Hall Committee.~~

All rates will include the cost of **setting up rooms** by supervisory Caretaking staff from the Town Council. ~~to be present at all times.~~

**Caretaking staff from the Town Council, the Commercial Partners or SIA Registered Door Staff, hired by the Commercial Partners, will be present at all times.**

~~The Town Clerk may approve the following Regular Booking Discounts:~~

- ~~• Regular weekly/Monthly bookings for more than 3 months at 20% discount.~~
- ~~— This is not in addition to any other discount or concession.~~

~~Residents of the Town are entitled to a 10% discount, which will not be given in addition to any other discount, concession or offer.~~

## **Weddings**

Inclusive and tailored wedding packages are available for booking directly through the **Town Council's Commercial Partner, Congleton Town Hall Events and Parties**. They will arrange both the ceremony and reception, or the reception to support a ceremony conducted elsewhere.

When the Town Hall has been booked for both the wedding ceremony and evening reception, this will include exclusive use of the Town Hall and all side rooms within the set up and clearance times agreed with the Town Council's Commercial Partner. Additional set up and clearance hours will be charged at the standard hourly rate.

When the Town Hall has been booked for a wedding ceremony only, using either the Grand Hall or Bridestones Suite, the rate charged is for 4 hours room hire and includes set up and clearance times.

~~These may be in either the Grand Hall or the Bridestones Suite, or at your preference, both. (In any case the main venue will be inclusive of side rooms and preparation and clear up times). The rooms will be hired from the Council by the Town Council's Commercial Partner who will pay the Council the approved wedding rate.~~

David McGifford Chief Officer 21.9.16

## Appendix 2

### Congleton Town Council

#### Town Hall Equipment Policy

##### Aim of the Policy

The Town Council aim to ensure its equipment is maintained to the highest standard for use by customers hiring out rooms for corporate or private use. This includes weddings and functions arranged through the Town Council's Commercial Partner.

To ensure the equipment is maintained accordingly, it will not be loaned out externally to any third parties.

The Town Hall equipment in question includes the following items on "*List A*":

##### List A

- Tables and chairs
- The main stage (normally located in the Grand Hall)
- Projectors and projector screens
- Microphones
- Flip chart stands
- Velcro Display Boards
- Extension cables
- Water machines

Items excluded from this policy:

##### List B

- Litter pickers
- Litter picking hoops
- High Visibility Vests
- 2 Congleton Bear Costumes (suitable for children)

Items on "*List B*", will be loaned externally to third parties by request to the Town Council office. An "*Equipment Sign out Form*" must be completed and signed by the *borrower*, this will ensure that the *borrower* agrees to pay for any damages which may occur to the Town Council's equipment during the loan period.

##### Other Exceptions

The Chief Officer has the discretion to make exceptions to this policy based upon the nature of requests received from external third parties. The *borrower* will be required to complete and sign an "*Equipment Sign out Form*" whereby the *borrower* agrees to pay for any damages which may occur to the Town Council's equipment during the loan period.



## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	Town Hall Committee		
<b>MEETING DATE AND TIME</b>	26.1.2017 7.30 pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	The Chief Officer		
<b>AGENDA ITEM</b>	7		
<b>REPORT TITLE</b>	Town Hall Management Structure changes		
<b>Background</b>	Following a review of the management structure ,which was approved by Personnel on the 21.12.2016, there is a more focused approach to the Management and servicing of the Town Hall to ensure that we provide a professional service and strive to reduce the overall costs of running the town hall		
<b>Updates</b>	<p><b>Jackie Macarthur</b> will be taking overall responsibility for the performance of the Town Hall which will involve direct liaison with our commercial partners to-</p> <ul style="list-style-type: none"><li>• Actively promote and generate greater use of the Town Hall</li><li>• Provide a professional high standard of service for both internal and external meetings</li><li>• Generate additional events and income</li><li>• Ensure that the conditions of the contract with the Commercial Partner are being adhered to and any issues resolved.</li></ul> <p>The above will be supported by <b>Martha Hayes</b> as part of her wider role</p> <p><b>Mark Worthington</b> will be reporting to Jackie and will be responsible for</p> <ul style="list-style-type: none"><li>• Supervising the caretaking staff</li><li>• Ensuring the cleanliness of the town hall</li><li>• Agreeing with external clients the finer details of their requirements in terms of room set up and logistics and ensuring these are met</li><li>• Seeking improvements to the current facilities</li><li>• Low level internal maintenance</li><li>• Engaging with the commercial partners on issues affecting the above objectives</li></ul> <p><b>Chris Jones</b> will be reporting through to the Chief Officer on</p> <ul style="list-style-type: none"><li>• External maintenance of the Town Hall</li><li>• Structural projects for the Town Hall</li></ul> <p><b>Andrea Morris Wild and Sue Trow</b> from the administration office will be responsible for</p> <ul style="list-style-type: none"><li>• Taking external enquiries and providing initial guidance on costs, dates etc..</li><li>• Working with the commercial partners to agree costings for events</li><li>• Management of booking calendar for each room for internal and external meetings</li><li>• Invoicing</li></ul>		
<b>Decision Requested</b>	To receive the report on the management structure changes.		

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Town Hall Committee		
<b>MEETING DATE AND TIME</b>	26.1.2017 7.30pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	The Support Officer		
<b>AGENDA ITEM</b>	8		
<b>REPORT TITLE</b>	Town Hall Trading Account and Finances Report		
<b>Objectives</b>	<p>This paper is to update Members of the Trading Account for the Town Hall for 2016-17 and show targets as approved in the budget setting for 2017-18.</p> <p>Appendix one shows the Trading Account for 2016-17. Note this is for 9 months of 2016/17 – so 75% of the budget would be used if expenditure regular monthly.</p> <p>Appendix two shows agreed budgets for 2016-7 and 2017-18</p> <p>Appendix three shows external room bookings information.</p>		
<b>Background</b>	<p><b><u>Income</u></b></p> <ul style="list-style-type: none"><li>• Bookings have been very good so far this year and all rooms are on or over budget. (see appendix three)</li><li>• We are under budget on 3<sup>rd</sup> 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.</li><li>• 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 pa but this will be offset by recharging utilities on a quarterly basis so the net figure should be about the same.</li></ul> <p><b><u>Expenditure</u></b></p> <p>Generally on budget:</p> <ul style="list-style-type: none"><li>• 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.</li><li>• Gas is under budget but will increase over the winter months.</li><li>• Electricity is under budget.</li><li>• The Town Hall marketing budget will be used to work with our commercial partners to promote a wedding and party fair and on corporate marketing materials.</li><li>• 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.</li></ul>		

	<p>Expenditure to date includes:</p> <ul style="list-style-type: none"> <li>• Painting of the front doors £735</li> <li>• Fire risk assessment £490</li> <li>• Repainting the balcony £1,670</li> <li>• Repairs to kitchen equipment £500</li> <li>• Enhancing the Wi-Fi of the building £700 and various electrical repairs</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 audit and accountancy regulations.</li> </ul>
<b>Decision Requested</b>	To note the report

Appendix 1  
Agenda item 8

Congleton Town Council

Detailed Income & Expenditure by Budget Heading 31/12/16

	<u>2016/17</u>	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget	2015 comparison
	£	£	£			£
<b>Town Hall</b>						
4000 Staff Costs (re-allocated)	41,348	57,155	15,807	72%		39,669
4009 Protective Clothing/H & Safety	456	300	156	152%		339
4011 Rates	17,147	23,150	6,004	74%		17,009
4012 Water	2,889	4,000	1,111	72%		2,743
4014 Electricity	9,769	17,000	7,231	57%		13,193
4015 Gas	4,244	14,000	9,756	30%		6,174
4016 Janitorial	1,420	1,500	80	95%		1,440
4017 Refuse Disposal	2,012	2,500	488	80%		1,853
4020 Miscellaneous Office Costs	721	1,200	479	60%		721
4025 Insurance	6,394	8,400	2,006	76%		6,179
4033 Marketing/Promotions	1,251	3,500	2,249	36%		1,086
4040 Maintenance Contracts	4,037	4,590	553	88%		4,039
4041 Property Maintenance	8,383	7,000	1,383	120%		11,041
4064 Legal & Professional fees	0	100	100	0%		700
4068 Licences (incl PRS)	861	1,450	589	59%		1,059
6000 Central Overheads Reallocated	3,846	5,047	1,201	76%		3,846
<b>Congleton Town Hall:-Expenditure</b>	<b>104,777</b>	<b>150,892</b>	<b>46,115</b>	<b>69%</b>		<b>111,090</b>
1009 Rent Rec'd - Museum Notional	3,375	4,500	1,125	75%		3,375
1010 Rent Received - 3rd Party (TIC, Partnership & rear office)	8,441	14,033	5,592	60%		10,108
1011 Rent Received - Internal CTC	12,763	17,017	4,254	75%		12,763
1013 Letting Income - Grand Hall	20,571	23,000	2,429	89%		17,442
1014 Letting Income - Bridestones	7,794	5,000	2,794	156%		5,226
1015 Letting Income -Spencer Suite	2,745	2,000	745	137%		1,983
1018 Letting Income - Campbell Suite	1,495	0	1,495	0%		200
1016 Letting Income - De Lacey's, Kitchen and Bar	11,250	18,000	6,750	63%		13,500
1021 Letting Income - Internal	8,390	8,000	390	105%		8,138
1030 Service Charges - TIC	955	1,600	645	60%		1,090
1035 Service Charges - CTHEP	2,303	0	2,303	#DIV/0!		292
<b>Congleton Town Hall :- Income</b>	<b>80,082</b>	<b>93,150</b>	<b>13,068</b>	<b>86%</b>		<b>74,117</b>
<b>Net Expenditure over Income</b>	<b>£24,695</b>	<b>£57,742</b>	<b>£33,047</b>	<b>43%</b>		<b>£36,973</b>



Note : Budget Calculation 2017/18

		<u>Current Year</u>		<u>Next Year</u>
		<u>Agreed Budget</u>		<u>Next Year Budget</u>
<b>221</b>	<b><u>Congleton Town Hall</u></b>			
4000	Staff Costs (re-allocated)	57,155		60,406
4008	Training / Conferences	0		1,000
4009	Protective Clothing\H & Safety	300		300
4011	Rates	23,150		25,680
4012	Water	4,000		4,500
4014	Electricity	17,000		17,000
4015	Gas	14,000		13,140
4016	Janitorial	1,500		1,500
4017	Refuse Disposal	2,500		2,750
4020	Miscellaneous Office Costs	1,200		1,000
4025	Insurance	8,400		9,000
4033	Marketing/Promotions	3,500		3,500
4040	Maintenance Contracts	4,590		5,700
4041	Property Maintenance	7,000		10,000
4064	Legal & Professional fees	100		100
4068	Licences (incl PRS)	1,450		1,450
5998	Def'd Grts credit to services	0		0
5999	Dep'n charged to services	0		0
6000	Central Overheads Reallocated	5,047		5,097
<b>OverHead Expenditure</b>		<u>150,892</u>		<u>162,123</u>

At 15:12

## Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

## Note : Budget Calculation 2017/18

		<u>Current Year</u>		<u>Next Year</u>	
		<u>Agreed Budget</u>		<u>Next Year Budget</u>	
3020	Catering Supplies	5,000		8,000	
	<b>Direct Expenditure</b>	<b>5,000</b>		<b>8,000</b>	
1009	Rent Rec'd - Museum Notional	4,500		4,500	
1010	Rent Received - 3rd Party	14,033		9,033	
1011	Rent Received - Internal CTC	17,017		17,017	
1013	Letting Income - Grand Hall	23,000		27,000	
1014	Letting Income - Bridestones	5,000		12,000	
1015	Letting Income - Spencer Suite	2,000		4,500	
1016	Letting Income - De Lacey's	18,000		15,000	
1017	Letting Income - Kitchen	0		0	
1018	Letting Income - Cambell Suite	0		0	
1021	Letting Income - Internal	8,000		8,000	
1030	TIC Service charges	1,600		1,600	
1035	Service Charges - De Lacey's	0		1,300	
1051	Catering Sales	5,000		8,000	
1055	Commercial Partner Bar	0		0	
1183	Insurance claims received	0		0	
1199	Miscellaneous Income	0		0	
	<b>Total Income</b>	<b>98,150</b>		<b>107,950</b>	
	<b>221 Net Expenditure</b>	<b>57,742</b>		<b>62,173</b>	

Continued on Page 3

Note : Budget Calculation 2017/18

	Current Year	Next Year
	Agreed Budget	Next Year Budget
Total Budget Expenditure	155,892	170,123
Income	98,150	107,950
Net Expenditure	57,742	62,173

**Update on Town Hall Bookings 2016-17 and Future Bookings**

This appendix updates members on the external income targets for each of the rooms for 2016-17. Internal bookings are dealt with through a separate cost code.

The table below shows the target set by Council for external fee paying bookings in 2016-17, the current income as set out in the Management Accounts for December (taken from appendix one) and the income from the additional confirmed bookings for January – March making a working total for this financial year. I would anticipate further bookings to be made for the Bridestones and Spencer Suites and there are currently two more Grand Hall bookings awaiting confirmation

**Table 1. : Income against rooms and targets 2016-2017**

<b>Room</b>	<b>Target £</b>	<b>Current income (31/12/16) £</b>	<b>Additional income from confirmed bookings (31/3/17) £</b>	<b>Working total with confirmed bookings £</b>
Grand Hall	23,000	20,571	6,354	26,925
Bridestones	5,000	7,794	1,689	9,483
Spencer	2,000	2,745	45	2,790
Campbell	0	1,495	0	1,495
<b>TOTAL</b>	<b>30,000</b>	<b>32,605</b>	<b>7,768</b>	<b>40,793</b>

**Table 2 – Income from confirmed bookings against targets 2017-18.**

<b>Room</b>	<b>Target £</b>	<b>Confirmed bookings (31/3/18) £</b>
Grand Hall	27,000	11,233
Bridestones	12,000	2,352
Spencer	4,500	75
Campbell	0	0
<b>TOTAL</b>	<b>43,500</b>	<b>13,660</b>

Column three shows the value of the confirmed bookings already in place for 2017-18. In addition we have 32 provisional Grand Hall bookings in place. £43,500 is the largest target set to date for external room hire income, but we believe that this is achievable. There is a marketing meeting with the Commercial Partners set for the end of January to devise a plan for meeting and hopefully exceeding these targets.



**TABLE 3 - Internal and External Bookings per room for 2016/17** \* Note we can still take bookings for rest of Jan, Feb and March.

Room	External Income target	Actual Income Dec 2016	Total room bookings	External Bookings	Internal Bookings
Grand Hall	23,000	20,571	122	103	19
Bridestones	5,000	7,794	154	92	62
Spencer	2,000	2,745	179	70	109
Campbell	0	1,495	43	30	13
<b>TOTAL</b>	<b>30,000</b>	<b>32,605</b>	<b>498</b>	<b>295</b>	<b>203</b>

**Table 4: Internal and External Bookings per room for 2015/16.**

Room	External Income target	Actual Income	Total room bookings	External Bookings	Internal Bookings
Grand Hall	26,000	20,870	94	82	12
Bridestones	5,000	7,489	167	89	78
Spencer	3,000	3,030	214	87	127
Campbell	0	238	56	18	39
<b>TOTAL</b>	<b>34,000</b>	<b>31,627</b>	<b>532</b>	<b>276</b>	<b>256</b>

Looking back over previous years the Town Hall has become much busier in terms of rooms booked, with the 2009-2012 average being 293 bookings per year across both internal and external.

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Town Hall Committee		
<b>MEETING DATE AND TIME</b>	26.1.2017 7.30pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	The Chief Officer		
<b>AGENDA ITEM</b>	9		
<b>REPORT TITLE</b>	Town Hall Projects		
<b>Objectives</b>	<p>To develop a programme of projects for improvements to the town hall</p> <ul style="list-style-type: none"><li>• Ensure that the town hall is physically maintained to a high standard both externally and internally</li><li>• To create a higher quality venue for meetings and events</li><li>• To generate additional usage / income</li><li>• To provide information for short to medium term budgeting</li></ul>		
<b>Next steps and Appendix 1</b>	<ul style="list-style-type: none"><li>• The attached appendix provides an initial list of thoughts and ideas from officers, this is not exhaustive but needs to be reviewed by the committee for comment.</li><li>• If applicable some items may be removed or others added based on suggestions at the meeting.</li><li>• At the end of the meeting there will be an approved list with initial priorities which will then be developed by officers to provide some indicative costs and proposals for future meetings</li></ul>		
<b>Decision Requested</b>	To agree to an initial list of Town Hall projects		

# **Agenda item 9 Town Hall Projects 2017/18 Appendix 1**

Project / Issue	Detail / objective	Lead officer	Priority H M L	Next Steps	Ind cost £	Council approved Target date	Actual cost
<b>External - Town Hall</b>							
Fire Escape steps	Improvements required following Fire Safety Inspection	CJ	H	Quotes received			
Museum and car park structural survey for subsidence	Cracks in the walls and drainage appears to have sunk in roadside / car park area	CJ	M	Structural survey undertaken in January 2017 awaiting report which will need to be fed back to Town Hall Committee	700.00		
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	CJ / MW	H	Invite suppliers to the Town Hall to establish options and enable report to go through to Town Hall Committee			
<b>Internal Town Hall</b>							
Security	Review entry procedures and systems to ensure security is at the best possible standard	MW	H	Invite suppliers to the Town Hall to establish options and enable report to go through to Town Hall Committee			
Bridestones Sound system	<ul style="list-style-type: none"> <li>Review microphone options to enable each councillor to have access to one</li> <li>Review speakers to ensure residents and councillors are able to hear debate</li> </ul>	MW	H	<ul style="list-style-type: none"> <li>One option/ quote has been suggested that has integrated speakers in the swan neck – other options being explored</li> <li>Current speakers can be split into 2, trial of having one in each corner to take place</li> </ul>			
Bridestones hearing loop	System approved by Committee and Council	CJ	H	Completed and tested		Completed	Completed
Bridestones Water ingress	Wall stained due to ingress of water through the window frame at far end of room .	CJ	H	External scaffolding will be required to enable works, quote required			

<b>Bridestones data projection</b>	Current projection and screens are slightly outdated / un professional				Review benefits of fixed located quality data projector and screen (maybe wall)		
<b>Spencer Suite revamp</b>	Appearance is considered to be poor and unattractive for external business usage	MW	H		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		
<b>Main Hall Sound system</b>	<ul style="list-style-type: none"> <li>Review microphone options to enable each councillor to have access to one</li> <li>Review speakers to ensure residents and councillors are able to hear debate</li> </ul>	MW	H		<ul style="list-style-type: none"> <li>One option/ quote has been suggested that has integrated speakers in the swan neck – other options being explored</li> <li>Current speakers can be split into 2, trial of having one in each corner to take place</li> </ul>		
<b>Main Hall hearing loop</b>	System approved by Committee and Council	CJ	H		Completed and tested	Completed	Completed
<b>Main Hall Toilets</b>	Explore options for refurbishment	CJ	M		Initial discussion with Realm Construction to generate some initial ideas and indicative costs		
<b>Main Hall Sound Boards</b>	Resolve issue of kitchen noise during evening performances	MW	H				
<b>Main Entrance lighting</b>	Lighting in foyer / entrance area is not sympathetic to the architecture	MW	M		Invite suppliers to the Town Hall to establish options and enable report to go through to Town Hall Committee		



