



Congleton Town Council

Historic market town

Chief Officer: David McGifford

22nd September 2017

Dear Councillor,

Town Hall & Assets Committee – Thursday 28th September 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 28th September 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 Planning Committee prior to this meeting 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 13th July 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 31st August 2017 and to note the content of the summary report.

6. Town Hall Event Lighting Update (enclosed)

To receive an update from the Town Hall Supervisor on Town Hall Event Lighting.

7. Round Tables for Town Hall Events Update (enclosed)

To receive an update from the Town Hall Supervisor on Round Tables.

8. Spencer Suite Refurbishment Update (enclosed)

To approve an update from the Town Hall Supervisor on the first stage of the refurbishment.

9. Town Hall External and Internal Works Programme (enclosed)

To note the updated work programme from the Chief Officer.

To: Members of the Town Hall & Assets Committee

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

Mrs S Aker Smith, Mrs A L Armit, 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 13th July 2017

PRESENT:

Councillors

Mrs S Akers Smith (Deputy Town Mayor)
Mrs A L Armitt
L D Barker
C H Booth (Town Mayor)
D T Brown
G R Edwards
G P Hayes (Chairman)
Mrs J D Parry
Mrs E Wardlaw
G S Williams

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 member Cllr N Adams.

2. Minutes

THC/01/1718 Resolved that the minutes of the Meeting held on 9th March 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, D T Brown G S Williams and Mrs. E Wardlaw Cheshire East Council.

4. Outstanding Actions

There were no outstanding actions.

5. Town Hall Trading Account

THC/02/1718 Resolved to receive the Town Hall Trading Account to 31st May 2017.

6. Cancellation Policy

THC/03/1718 Resolved to approve the updated Cancellation Policy subject to the agreed amendments being –

- Insertion of the term “Time is of the essence”
- Change the period reference of months into days

7. Town Hall Event Lighting

THC/04/1718 Resolved to approve –

- 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
- b) Purchasing 300m of String LED Fairy lights at a total cost of no more than £554.16 + VAT
- c) Adding List A of Town Hall Equipment Hire policy (not to be hired or loaned outside of the Town Hall building).

8. Spencer Suite Refurbishment

THC/05/1718 Resolved to receive the report and approve the recommendations of

1. Agreeing to the principle of the refurbishment of the Spencer Suite.
2. The civic memorabilia inclusive of the Mayors pictures and the Roll of Mayors being transferred from the Spencer Suite to the Grand Hall Balcony area .
3. To approve the proposal for officers to develop a fully costed proposal for the refurbishment of the Spencer Suite.

9. Round Tables for Town Hall Events

THC/06/1718 Resolved to

- 1 approve 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 2 storage trollies at £199.00 each plus VAT Total £1943 plus VAT.
- 2 dispose of 25 x 5ft rectangular tables seeking the best possible price or community use.

**G P Hayes
(Chairman)**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall		
MEETING DATE AND TIME	28/09/17 7.45pm	LOCATION	Congleton Town Hall
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM	5		
REPORT TITLE	Town Hall Trading account April – August 2017		
Background	Variance analysis of the Trading Account to August 2017 to accompany the spreadsheet.		
Updates	<p>This trading account is for the first 5 months of 2017/18 – so 42% of the budget would be used if expenditure was regular monthly. See spreadsheet.</p> <p><u>Income</u></p> <ul style="list-style-type: none">• Most income streams are on budget with the Grand Hall, Spencer Suite and Campbell incomes higher than the budget figure for M5. <p><u>Expenditure</u></p> <p>Generally on budget:</p> <ul style="list-style-type: none">• Protective clothing is over budget but is only £300 for the year and the Town Hall caretakers have had new uniforms• Gas is under budget but the winter bills are still to come.• Licences - Due to increased bookings the sum paid to the PRS and PPL has increased.• Property maintenance is overspent. It is always difficult to predict how much will be spent on routine maintenance. This includes £4,100 repairing the fire escape; £1,368 repairs to the air conditioning unit; £2,000 for outside painting of the Town Hall.• 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 <p>Overall to August 33% of the budget has been used.</p>		
Decision Requested	To receive the Town Hall Trading Account for M5 April – August 2017		

Congleton Town Council

Detailed Income & Expenditure by Budget Heading 31/08/17

		<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)	23,854	63,209	39,355	38%	23,013	
4008	Training	620	1,000	380	62%		
4009	Protective Clothing/H & Safety	436	300	136	145%	169	
4011	Rates	10,674	25,680	15,006	42%	9,526	
4012	Water	2,921	4,500	1,579	65%	1,765	
4014	Electricity	7,331	17,000	9,669	43%	5,157	
4015	Gas	2,524	13,140	10,616	19%	1,948	
4016	Cleaning materials	816	1,500	684	54%	889	
4017	Refuse Disposal	1,191	2,750	1,559	43%	1,118	
4020	Miscellaneous Office Costs	512	1,000	488	51%	488	
4025	Insurance	3,110	9,000	5,890	35%	3,552	
4033	Marketing/Promotions	796	3,500	2,704	23%	615	
4040	Maintenance Contracts	2,540	5,700	3,160	45%	2,247	
4041	Property Maintenance	11,028	10,000	1,028	110%	3,975	
4064	Legal & Professional fees	0	100	100	0%	0	
4068	Licences (incl PRS)	960	1,450	490	66%	478	
3020	Catering Supplies (rechargeable)	4,285	8,000	3,715	54%	3,890	
6000	Central Overheads Reallocated	2,650	5,994	3,344	44%	2,451	
Congleton Town Hall:-Expenditure		76,247	173,823	97,576	44%	61,281	
1009	Rent Rec'd - Museum Notional	1,875	4,500	2,625	42%	1,875	
1010	Rent Received - 3rd Party (TIC, Partnership & rear office)	3,765	9,033	5,268	42%	5,431	
1011	Rent Received - Internal CTC	7,090	17,017	9,927	42%	7,090	
1013	Letting Income - Grand Hall	14,644	27,000	12,356	54%	9,207	
1014	Letting Income - Bridestones	5,426	12,000	6,574	45%	3,994	
1015	Letting Income - Spencer Suite	2,751	4,500	1,749	61%	1,193	
1018	Letting Income - Campbell Suite	2,281	0	2,281	0%	530	
1016	Letting Income - Brasserie, Kitchen and Bar	6,250	15,000	8,750	42%	6,250	
1021	Letting Income - Internal	3,357	8,000	4,643	42%	5,054	
1030	Service Charges - TIC	742	1,600	858	46%	638	
1035	Service Charges - CTHEP	1,900	1,300	600	146%	449	
1051	Catering Sales (recharges)	4,400	8,000	3,600	55%	4,014	
Congleton Town Hall :- Income		54,481	107,950	53,469	50%	45,725	
Net Expenditure over Income		£21,766	£65,873	£44,107	33%	£15,555	

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall Committee		
MEETING DATE AND TIME	28 th September 2017	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Supervisor – Mark Worthington		
AGENDA ITEM REPORT TITLE	6 Town Hall Event Lighting Update		
Background	<p>THC/04/1718 Agenda item 7</p> <p>Resolved to approve –</p> <p>a) Purchasing 24 x Slimline 7Q5 LED and 4 x Re-Chargeable Chauvet EZ Par T6 USB LED lights and supporting wires, chargers and storage units.</p> <p>b) Purchasing 300m of String LED Fairy lights.</p>		
Updates	<p>24 x Slimline 7Q5 LED and 4 x Re-Chargeable Chauvet EZ Par T6 USB LED lights and supporting wires, chargers and storage units were supplied by Cookies Sound and Lighting (11 Station Street, Longport Stoke-on-Trent ST6 4NB) on 2nd August 2017 at a cost of £2,583.32 + VAT.</p> <p>300m of String LED Fairy lights were supplied by Christmas Direct Ltd CCTC Ltd (Head Office Union Shed, Kinloch, Amulree, Dunkeld PH8 DEB) on 3rd August 2017 at a cost of £564.15 + VAT.</p> <p>All lighting has been set up and tested and is now available to be hired for events within the Town Hall.</p>		
Decision Requested	To note this report		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall Committee		
MEETING DATE AND TIME	28 th September 2017	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Supervisor – Mark Worthington		
AGENDA ITEM	7		
REPORT TITLE	Update - Round Banquet Table Proposal 13/07/2017		
Background	<p>THC/06/1718 Agenda item 9</p> <p>1 - approve purchase 15 x 6ft round tables and 5 x 5ft round tables for hire in the Town Hall plus 2 storage trollies.</p> <p>2. Dispose of 25 x 5ft rectangular tables seeking the best possible price or community use.</p>		
Updates	<p>15 x 6ft round banquet tables and 5 x 5ft round banquet tables were supplied by Strictly Tables and Chairs (59/63 Bury Mead Rd, Mead Industrial Estate, Hitchin, Herts, SG5 1RT) on 10th August 2017 at a cost of £1579 + VAT. The storage trollies are on a 7-week delivery due to manufacture and should arrive early October. No payment as of yet has been made for the storage trollies.</p> <p>To create storage room for the new banquet tables, 20 x 5ft rectangular tables have been donated to local community groups.</p> <p>4 x tables to Ruby's Fund, Roe Street 4 x tables to Saw Mill, Back River Street 4 x tables to Electric Picture House, Cross Street 4 x tables to United Reform Church, Antrobus Street 4 x tables to St John's Community Centre, Buglawton</p>		
Decision Required	To Note this report		

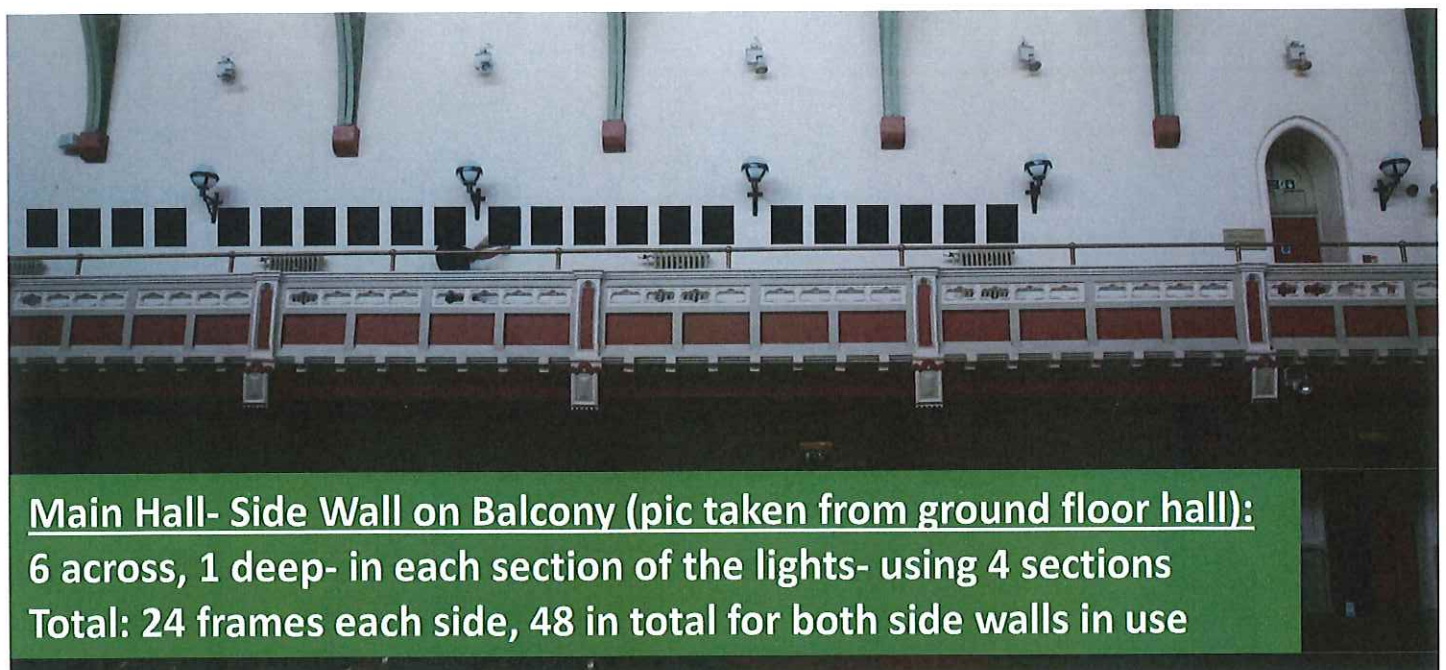
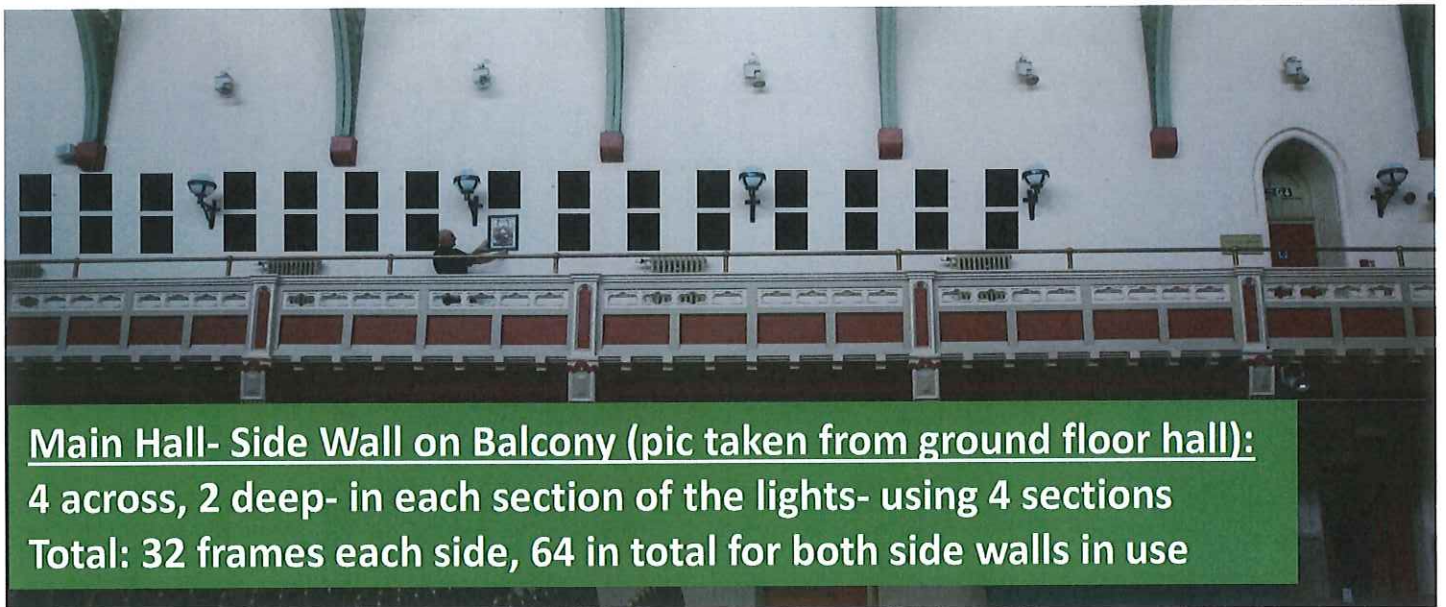
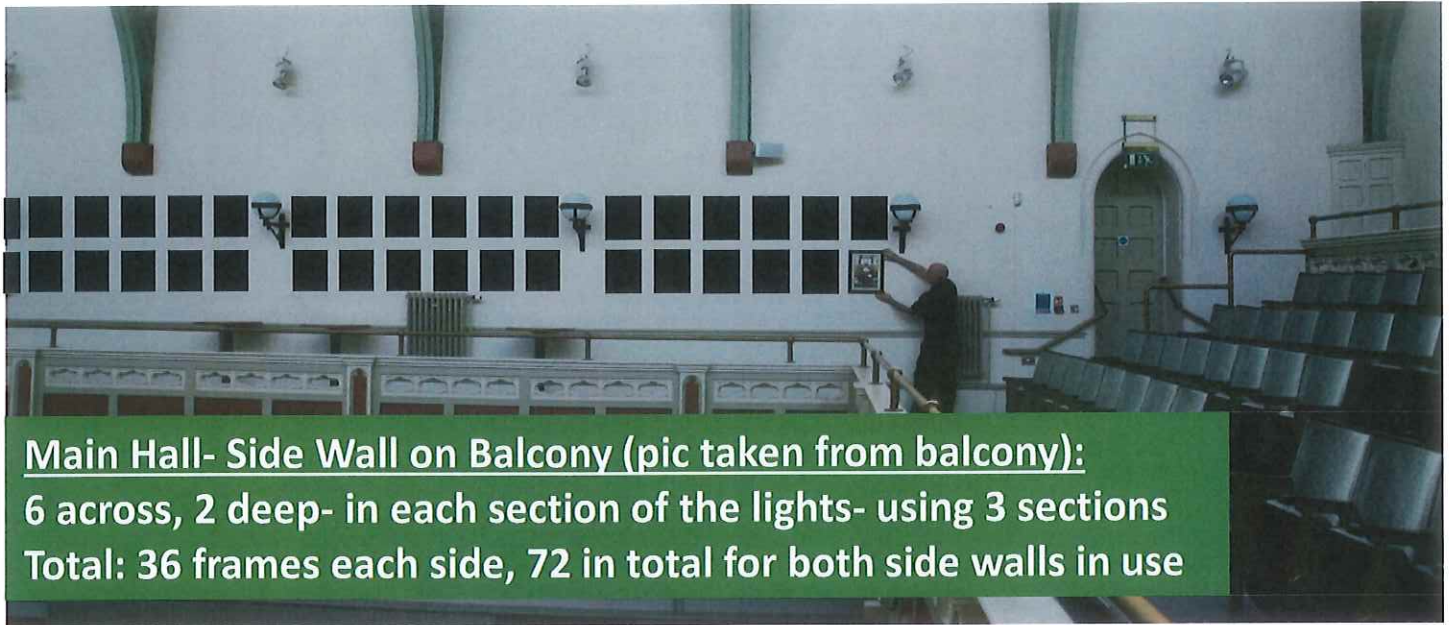
CONGLETON TOWN COUNCIL

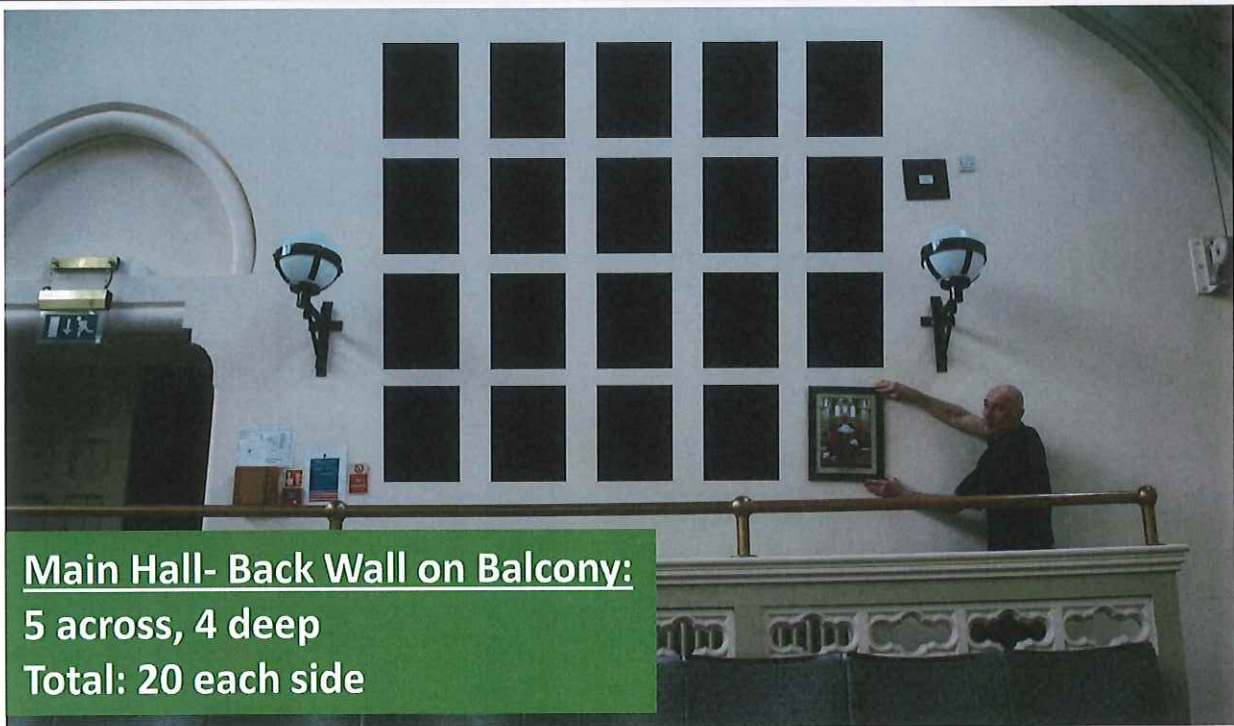
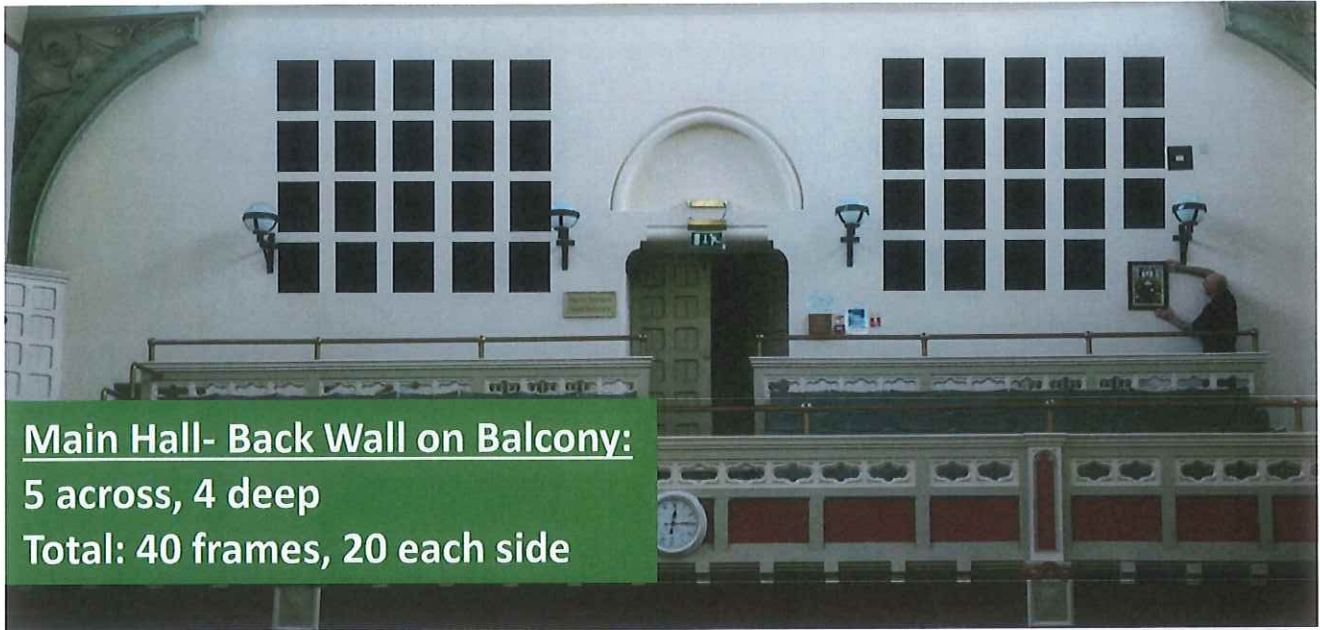
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall Committee		
MEETING DATE AND TIME	28 th September 2017	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Supervisor – Mark Worthington		
AGENDA ITEM REPORT TITLE	8 Update on phase one of the Spencer Suite Refurbishment		
Background	<p>At the Town Hall Committee on 13 July 2017 THC/05/1718 point 2 resolved that: 'The civic memorabilia inclusive of the Mayors pictures and the Roll of Mayors being transferred from the Spencer Suite to the Grand Hall Balcony area.'</p> <p>Officers have taken this action and started to look at the repositioning of the Mayors pictures and Roll of Mayors Board.</p> <p>At the meeting on the 13 July 2017 there were no visuals available, and so before progressing with the scheme this is coming back to the Town Hall Committee to ascertain exactly where the portraits should be located. The Town Council currently has 45 portraits, plus space is needed for the four boards required for the Roll of Mayors.</p> <p>The number of portraits will grow each year and these either have to be accommodated for or the number of portraits capped to meet the space available. If capped, when a current Mayor is added the Mayor furthest back in time will be removed and placed into a leather bound book.</p> <p>All Mayors portraits will be scanned and added to the web site.</p>		
Updates	<p>Officers were asked to look into moving the portrait pictures to the Grand Hall Balcony. There are a number of options on the balcony</p> <ul style="list-style-type: none">a) Grand Hall Balcony – back wall area – see pictures 1 and 2 showing an image from the Grand Hall and at Balcony level. On the back wall the portraits are in two blocks five across and four deep although it will be difficult to read names above two deep. (40 spaces)b) Grand Hall Balcony – side walls - see pictures 4-6 showing the portraits on either side – either as a single row (48 spaces) or a double rows. (48 spaces) – note pictures on the side wall may have an impact on effect of the decorative lighting that the Town Council has recently purchased and are being used for weddings and parties in the Grand hall <p>While investigating the Grand Hall balcony other suggestion were made:</p> <ul style="list-style-type: none">c) Bridestones Corridor– it would be possible to fit 18 spaced out pictures here, but would require the three large arched grant boards to be relocated – possibly into the stair area. (18 spaces)d) Remain in the Bridestones, but relocated to the wall where the carnival plaques are currently located – leaving the back wall free for a digital screen. (32 spaces) (picture 3)		

Specification	<p>e) Revisit the option for portraits to be placed in a leather book and on the web site with only the current Mayor on display.</p> <p>Congleton Stringing & Frames has provided a quote to supply and fit new picture frames for the existing Mayors portraits. They have advised that we use a solid wood, plain black, 40mm surround frame as this type of frame will be easily available in the future if adding 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. The final choice of finish may need to depend on the exact location of the portraits.</p> <p>A Mayors Portrait Book portrait book would be created to hold the remaining Mayors Portraits not on display. Each portrait book could hold up to 50 portraits and would be available for viewing whenever necessary or put on permanent display in the display case outside the Bridestones Suite.</p> <p>All Mayors Portrait frames will be the same size (465mm x 365mm). Prices include mounting the Mayors portraits into each frame and cutting the mounts and name details where required. 2 x picture plates will be fixed to the back of each frame to screw each portrait to the wall.</p> <p>The 4 x Roll of Mayors pages will be mounted in 4 x 700mm x 500mm frames. Prices include mounting the pages into each frame and cutting the mounts where required. 2 x picture plates will be fixed to the back of each frame to screw each portrait to the wall.</p>
Finance	<p>Quotes are for supply and fitting of:</p> <ul style="list-style-type: none"> • 20 x Mayors Portrait frames (£18 each + VAT) and 4 x Roll of Mayor's frame (£30 each + VAT) • 30 x Mayors Portrait frames (£18 each + VAT) and 4 x Roll of Mayor's frames (£30 each + VAT) • 40 x Mayors Portrait frames (£18 each + VAT) and 4 x Roll of Mayor's frames (£30 each +VAT) <p>Prices quoted for frames by: Congleton Stringing and Frames 27 Lawton St, Congleton CW12 1RU</p> <p><u>20 Frame Quote</u> Total - £480 + VAT</p> <p>20 x solid wood, plain black, 40mm surround frame 465mm x 365mm 4 x solid wood, plain black, 40mm surround frame 700mm x 500mm</p> <p><u>30 Frame Quote</u> Total - £660 + VAT</p> <p>30 x solid wood, plain black, 40mm surround frame 465mm x 365mm 4 x solid wood, plain black, 40mm surround frame 700mm x 500mm</p> <p><u>40 Frame Quote</u> Total - £840 + VAT</p> <p>40 x solid wood, plain black, 40mm surround frame 465mm x 365mm 4 x solid wood, plain black, 40mm surround frame 700mm x 500mm</p> <p><u>Portrait Book Quote</u> Total - £199 + VAT</p> <p>1 x Large Leather Portrait Book</p>

	<p>Portrait books are available online from Noble Macmillan London at a cost of £199 each. Books are available in a choice of five colours (black, green, blue, burgundy, scarlet) and hold a picture size of 14.50 inches x 9.75 inches. Each book has 100 mountable side (50 leaves)</p> <p>http://www.noblemacmillan.com/photo-albums/scrapbooks/original-large-leather-portrait-scrapbook.html</p>
Decision Requested	<p>To further explore the best options for displaying the Mayors' portrait pictures with a spend of no more than £1000 at the same time to progress with the refurbishment proposals for the Spencer Suite.</p>





CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall Committee		
MEETING DATE AND TIME	28 th September 2017	LOCATION	Congleton Town Hall
REPORT FROM	Chief Officer – David McGifford		
AGENDA ITEM	9		
REPORT TITLE	Town Hall External & Internal Works Programme		
Background	<p>Attached is the External and Internal project plan (Appendix 1) for the Town Hall. The report shows projects completed in the past year along with projects that are being prepared to come to future Town Hall Committees.</p> <p>This paper is for information and discussion.</p>		
Updates	<p>Works on the following projects are now complete</p> <ul style="list-style-type: none">• Fire Escape Stairs• Structural survey into the car park for subsidence• Installation of CCTV• Painting the ground floor exterior of the Town Hall and museum• Adding a hearing loop for the Bridestones and Main Hall• Adding a conference system for the Bridestones• Purchasing round tables for hire in the Town Hall• Purchasing event lighting for hire in the Town Hall <p>Approval has been gained for:</p> <ul style="list-style-type: none">• Repairs to the drains at the back of the Town Hall <p>Projects being developed to come to Committee</p> <ul style="list-style-type: none">• Replacement defibrillator• Projector for Bridestones• Conference system for the Grand Hall• Bridestones window ingress• Main Hall toilets• Spencer Suite Revamp.		
Decision Requested	To note this report		

Project / Issue	Detail / objective	Progress	Committee approval	Council approved	Target date for works	Capital	Maintenance
External - Town Hall							
Fire Escape steps	Improvements required following Fire Safety Inspection	Completed		£4,300	Completed June 2017		✓
Museum and car park structural survey for subsidence	Cracks in the walls and drainage appears to have sunk in roadside / car park area	Completed		£180	Completed February 2017		✓
Car Park Repairs to drains and levelling of surface	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	Quotes received	F&P	£4,500	November 2017		✓
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	Completed		£4635	Completed April 2017	✓	
Painting	Museum, back of town Hall and ground floor of front of the museum	Completed		£2,000	Completed Sept 2017		✓
Rear car parking	Re surfacing						✓
Painting	Town hall front 1 st and second floor						✓
Bridestones window	Ingress of water						✓

[illegible]

Main Entrance	Lighting in foyer / entrance area is not sympathetic to the architecture	Invite suppliers to establish options and then report to Town Hall Committee				✓
Conference System for the Grand Hall	Getting prices and advice on extending the current conference system to the Grand Hall			Winter 17/18		✓
Replacement Defibrillator	Contacting companies to get prices for a new defib as not able to get new parts for current one		Approx £1400	Autumn 2017		✓
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					✓
Kitchen Equipment	Review of current CTC stock and condition. Aware that the 15 year old oven is in need of replacement	Starting to get prices for ovens				✓
Room Hire Price Review	To consider the prices of room hire ahead of the new financial year	Review of room hire prices, comparisons and business and event packages				✓