

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN HALL COMMITTEE HELD ON  
THURSDAY 13<sup>th</sup> 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 9<sup>th</sup> 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 31<sup>st</sup> 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)**