

**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 or Saturday evenings but limited to six maximum for each night per year Discount 50% 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 maybe 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.