



Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



5th March 2015

Dear Councillor,

Town Hall Committee – Thursday

You are requested to attend a meeting of the Town Hall Committee, to be held in the Town Hall, High Street, Congleton on **Thursday 12th March 2015 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 that there is a Planning Committee meeting on the same evening commencing at 7pm

Yours sincerely,

TOWN CLERK

AGENDA

1. Apologies for absence.

2. Minutes (enclosed)

To confirm the minutes of the Meeting held on 25th September 2014, 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 consider a report by the Support Manager.

6. Town Hall Prices

To consider a report on reviewing prices for the hire of the Town Hall and its associated rooms.

7. Congleton Town Hall's 150th Celebrations

To consider celebrating 150 years of Congleton Town Hall being open to the public.

To Members of the Town Hall Committee
ccs. Other members of the Council
Honorary Burgesses (5) for information
Press (3)

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN HALL COMMITTEE HELD ON THURSDAY, 25TH SEPTEMBER 2014

PRESENT: Councillors D A Parker (Chairman in the Chair)
 L D Barker
 G Baxendale
 G R Edwards
 G P Hayes
 Mrs A M Martin
 Mrs J D Parry
 Mrs E Wardlaw

1. APOLOGIES

Apologies were received from Cllrs Mrs D S Allen, J S Crowther, G P Hayes and N T Price.

Apologies were also received from Councillors D Murphy, an Ex-Officio Committee Member, and G S Williams who is not a member of this particular committee.

2. MINUTES

THC/07/1415/RESOLVED that the minutes of the Meeting held on 12th June 2014 be approved and signed by the Chairman 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.

Cllr G Baxendale declared a non-pecuniary interest in any matters relating to Cheshire East Borough Council.

4. OUTSTANDING ACTIONS

There are no outstanding actions

5. TOWN HALL ROOF

The Committee considered a progress report on refurbishing the roof of the Grand Hall. It was also noted that the guttering, which is also 150 years old, is in a very poor state and needs replacing.

THC/08/1415/RESOLVED that:

1. The report be received.
2. Replacing the guttering on the Grand Hall roof be approved at a cost of £3920 + VAT.

6. TOWN HALL TRADING ACCOUNT

THC/09/1415/RESOLVED that the Town Hall Trading Account for August 2014 be received.

**D A PARKER
(CHAIRMAN IN THE CHAIR)**

Report to Town Hall committee

Town Hall Trading Account January 2015

This trading account is for 10 months – so 83% of the budget would be used if expenditure was regular monthly.

Income

- Room bookings are slightly below budget but February and March have been quite busy so the end of year figures should only be just under budget. The office at the back of the town hall has a new tenant from 01/03/15 so this will bring in income of £416 per month.

Expenditure

- Slightly under budget on most expenditure headings.
- Gas is under budget although February and March will be large bills it does look like there will be a saving against budget at the end of the year.
- The insurance charge is apportioned between the Town Council, the Town Hall and Streetscape. The insurance review produced a saving on the insurance costs which is reflected in each of those cost centres.
- It should be noted that the code for Catering Supplies is just a contra code against Catering Sales and is just budgeted as a nominal figure. This is for food and drink ordered by customers along with room hire that the Town Council invoices the customer for and pays to our catering partner. There is no significance to the budgeted figure – it is just easier for some customers to pay one invoice against their purchase order.

Recommendation:

To accept the Town Hall Trading account to January 2015

Congleton Town Council

Detailed Income & Expenditure by Budget Heading 31/01/2015

	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget	
	£	£	£		
<u>Town Hall</u>					
4000	Staff Costs (re-allocated)	44,495	51,965	7,470	86%
4009	Protective Clothing\H & Safety	245	400	155	61%
4011	Rates	18,055	22,120	4,065	82%
4012	Water	3,080	3,500	420	88%
4014	Electricity	13,673	18,000	4,327	76%
4015	Gas	8,253	16,250	7,997	51%
4016	Janitorial	1,664	3,500	1,836	48%
4017	Refuse Disposal	1,947	2,500	553	78%
4020	Miscellaneous Office Costs	871	1,200	329	73%
4025	Insurance	6,352	11,300	4,948	56%
4033	Marketing/Promotions	2,627	3,500	873	75%
4040	Maintenance Contracts	3,922	4,383	461	89%
4041	Property Maintenance	4,692	5,250	558	89%
4064	Legal & Professional fees	0	100	100	0%
4068	Licences (incl PRS)	1,091	1,500	409	73%
3020	Catering Supplies	6,799	10,000	3,201	68%
6000	Central Overheads Reallocated	3,688	5,074	1,386	73%
Congleton Town Hall:-Expenditure		121,454	160,542	39,088	76%
1009	Rent Rec'd - Museum Notional	3,750	4,500	750	83%
1010	Rent Received - 3rd Party (TIC, Partnership & rear office)	7,528	14,033	6,506	54%
1011	Rent Received - Internal CTC	14,181	17,017	2,836	83%
1013	Letting Income - Grand Hall	17,200	26,000	8,800	66%
1014	Letting Income - Bridestones	3,768	5,000	1,232	75%
1015	Letting Income -Spencer Suite	1,985	3,000	1,015	66%
1016	Letting Income - De Lacey's, Kitchen and Bar	15,000	18,000	3,000	83%
1021	Letting Income - Internal	7,608	8,000	392	95%
1030	TIC Service Charge	1,192	1,500	308	79%
1051	Catering Sales	6,794	10,000	3,206	68%
1199	Miscellaneous Income	120	0	120	0%
Congleton Town Hall :- Income		79,126	107,050	27,925	74%
Net Expenditure over Income		£42,329	£53,492	£11,164	79%

Congleton Town Hall Committee

Thursday 12 March 2015

Town Hall Prices

Purpose of the Paper

The new financial year is a good time for the Town Council to review its charges for the Town Hall. There are a number of changes recommended to our pricing structure for the committee to consider. A copy of the current pricing structure is attached as appendix one.

General Prices

To seek approval for keeping the Town Hall room booking prices the same for the financial year 2015/16 and to retain the special business weekday half and full day rates.

The current week-day business booking prices (excluding VAT) are:

Room	Hourly rate	Half Day 9am -1pm or 1-5pm	Full day 9am -5pm	Fri/Sat evening
Main Hall	£37	£105	£175	£320
Bridestones	£26.15	£90	£140	-
Spencer	£15	£50	£75	-

CW12 residents are entitled to a 10% booking off evening and hourly rates. Charities and local organisations directly benefitting CW12 residents are entitled to a 20% discount off standard week bookings and 50% off a limited number of Friday and Saturday nights - for full details see appendix one.

Room booking remain a highly competitive business. Many clients are cutting down on the number of meetings.

Price is one of the items in the marketing mix that we can influence. Bearing in mind the current market forces it does not seem like a good time to increase our prices.

Sunday and Bank Holiday Premiums

Over the past two years the Town Hall has only had 11 bookings on a Sunday. It is not clear if this is because people do not want events on a Sunday or if the 25% premium charge for a Sunday is a deterrent. Other venues in the vicinity do not charge a premium for a Sunday booking. The idea of charging extra on a Sunday or Bank Holiday dates back to when staff were paid a premium for working on these days. Suggest that the premium is removed. The 100% premium will remain for Christmas Eve and New Year's Eve and the Town Hall will be closed on Christmas Day and Boxing Day.

Wedding Prices

In 2013 the Town Hall hosted 9 weddings. In 2014 we hosted 10. For 2015 we currently have 11 bookings. The Town Hall charges £400 + vat for a ceremony only wedding – regardless of whether it is in the Main Hall (200 people) or Bridestones Suite (80 people).

A Wedding-only ceremony is usually only a 2 hour booking – although time to set and dress the room means effectively it is at least double. The registrars' latest wedding booking time is 6pm. A wedding ceremony in the Bridestones Suite does not prevent a booking taking place in the Main Hall. A Wedding Ceremony in the Main Hall effectively rules out any other bookings on that day.

Suggestion: Keep ceremony only in the Bridestones Suite to £400 +vat. Increase the overall wedding booking charge from £500 to £550 plus vat. Increase ceremony only wedding in the Grand Hall to £550 + vat.

Research carried out by our commercial partners indicates that we are a very competitively priced venue for a wedding and will remain so even if the proposed increases are accepted.

The cost of the wedding venue licence is approximately £500 per year – so effectively adds £50 to a wedding.

Recommendations

1. General Town Hall prices remain the same for 2015/16
2. The 25% premium on a Sunday and Bank Holidays bookings is removed
3. The 100% premium on Christmas Eve and New Year's Eve remain
4. The Town Hall will be closed on Christmas Day and Boxing Day
5. The cost of Ceremony only weddings in the Grand Hall is increased to £550 plus vat
6. The cost of Ceremony only weddings in the Bridestones remains the same at £400 plus vat
7. Increase the cost of Wedding package venue hire to £550 plus vat
8. Bookings that have already been accepted will be charged at the current rate. The changes will apply to new bookings.

CONGLETON TOWN COUNCIL – Congleton Town Hall – Hire Charges from 1st April 2013

Room of Facility	Charge £	VAT £	Total Charge £
<p>The Grand Hall This historic hall is situated on the ground floor, equipped with free Wi-Fi access and can hold:</p> <ul style="list-style-type: none"> • 220 Concert Style • 120-150 Banquet Style (dependant on your function type – please contact Liz Thompson on 07813 772469 to discuss further details. • 200 Dance style <p>Extra staging is available free of charge for concerts, awards ceremony etc...</p> <p>COST Monday – Friday (daytime only) - per hour 37.00 7.40 44.40 Saturday (daytime only) – per hour 37.00 7.40 44.40 Friday and Saturday Evening (includes access to the Grand Hall from 3pm for set up purposes) 320.00 64.00 384.00 Half Day Rate (9am – 1pm or 1pm – 5pm) Weekdays Only 105.00 21.00 126.00 Full Day Rate (9am – 5pm) Weekdays Only 175.00 35.00 210.00</p>			
<p>The Bridestones Suite This room is situated on the first floor with free Wi-Fi access and can hold:</p> <ul style="list-style-type: none"> • 100 Cinema style • 50 Boardroom style <p>COST Per hour daily rate (excluding Sundays) 26.25 5.25 31.50 Half Day rate (9am-1pm or 1pm-5pm) Weekdays only 90.00 18.00 108.00 Full Day rate (9am – 5pm) Weekdays only 140.00 28.00 168.00</p>			
<p>The Spencer Suite Situated on the first floor and equipped with free Wi-Fi access and can hold:</p> <ul style="list-style-type: none"> • 12 Boardroom style • 20-30 Cinema Style <p>COST Per hour daily rate (excluding Sundays) 15.00 3.00 18.00 Half Day rate (9am-1pm or 1pm-5pm)(weekdays only) 50.00 10.00 60.00 Full Day Rate (9am – 5pm, Weekdays Only) 75.00 15.00 90.00</p>			
<p>The Campbell Suite Situated on the first floor, this multipurpose room can hold:</p> <ul style="list-style-type: none"> • 12 Boardroom style <p>COST Per hour daily rate (excluding Sundays) 15.00 3.00 18.00</p>			

***Minimum hire period is two hours. Set up and clearance times will be charged at the normal rate.**

***All catering, refreshments and bar provision will be through the Council's approved commercial partner, Posh Nosh Parties Ltd.**

A separate price list is available on request, please contact Liz Thompson on 07813 772469 or by email at poshnoshparties@live.co.uk.

Weddings

Inclusive and tailored Wedding Packages in the Town Hall are available directly through our commercial partner, Posh Nosh Parties Ltd. They will arrange both the ceremony and reception or the reception to support a ceremony conducted elsewhere and will offer additional information on services such as chair covers, table decorations etc... For further details and costings, please contact Liz Thompson at Posh Nosh Parties Ltd on 07813 772469 or by email at poshnoshparties@live.co.uk.

Room hire for a Wedding Ceremony only in either The Grand Hall or The Bridestones Suite:

£480 including VAT for 2 hours room hire (this does not include the cost of the Registrar).

For room bookings only, please contact Andrea/Sue on (01260) 270350 ext 6

Room Preparation/Clearance times	This will be charged at the normal rate and must be agreed at the time of booking. We have to be strict about room preparation/clearance times as any overrun may impinge on another booking.	
Licensed Bar	The sale or consumption of alcohol on the premises is only permitted through our licensed bar. Last orders are 12.30am and the latest clearance time is 1.30am.	
Sundays and Bank Holidays	A premium of 25% will be charged on top of the standard rate for room hire bookings on Sundays and Bank Holidays.	
Door Staff	The Town Council/Commercial Partners reserve the right to hire registered door staff and pass on the cost to the hirer. The number of door staff required may vary dependent upon the nature of the event, for further information and price details please contact Liz Thompson on 07813 772469.	
New Year's Eve and Christmas Eve	A premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve and Christmas Eve.	
Live or Recorded Music	Congleton Town Council hold both PRS & PPL Licences to cover the hirer, where live or recorded music is to be played on the premises, no additional charge is made for this. If however, the hirer intends to record any live or recorded music, the hirer will be responsible for obtaining the necessary permissions directly.	
Deposits and Bookings <u>N.B – Room Bookings for Trade Sales Events must be paid in full at the time of booking</u>	1	A booking will only be accepted upon payment of a 50% deposit for one –off bookings or a minimum of 15% deposit for weekly/monthly bookings.
	2	Each hirer must submit their non-returnable deposit and completed booking form in respect of each application for hire. **A BOOKING MAY NOT BE REGARDED AS ACCEPTED UNTIL IT IS CONFIRMED IN WRITING BY CONGLETON TOWN COUNCIL AND PROVISIONAL BOOKINGS WILL ONLY BE HELD FOR 10 WORKING DAYS.**
	3	A further invoice for any balance outstanding will be issued in the month before the function/event takes place. This invoice must be paid in full with cleared funds before the function/event can take place. In the case of weekly/monthly bookings these will be invoiced at the end of each month.
	4	A final invoice for one off functions may be issued after the event only for breakages/damages, or additional services agreed after the invoice described in point 3. above, was issued.
Concessionary Hire Charges	Congleton Town Council will consider the following concessions to registered charities and other voluntary/community groups, where they provide a direct benefit to the Town. Please call (01260) 670350 (ext 6) for further details.	
	Hire of rooms or facilities for weekdays 8am – 6pm	Discount 20% off the standard room rate.
	Hire of rooms or facilities for weekday evenings (after 6pm) and weekends 8am – 3pm	Discount 20% off the standard room rate.
	Hire of rooms and facilities on Friday or Saturday evenings (available for a limited number of Fridays & Saturdays each year) and Sundays	Discount 50% off the standard room rate.
Congleton Residents Discount	Residents of Congleton, booking for a private function will be eligible to a 10% discount off the standard rate. This discount will be off the standard room rate and will not be in addition to any other offer, discount or concession.	

Town Hall Committee

Thursday 12 March 2015

CONGLETON TOWN HALL'S 150th CELEBRATIONS

Purpose of the report

To alert Councillors to the fact that the Town Hall opened to the public on 11th July 1866 – so next year we will be celebrating 150 years of the Town Hall.

Recommendation

1. That the Town Centre and Marketing Manager is asked to put together proposals for ways to celebrate 150 years - in terms of events and promotional materials.