



Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



9th March, 2012

Dear Councillor,

Town Hall Committee – Thursday 15th March, 2012

You are requested to attend a meeting of the Town Hall Committee, to be held in the Town Hall, High Street, Congleton on **Thursday 15th March 2012 at 7.15pm.**

Members 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 SPECIAL MEETING OF THE TOWN COUNCIL AT 6.00PM AND A PLANNING MEETING ON THE SAME EVENING AT 6.30PM

Yours sincerely,

TOWN CLERK

AGENDA

1. Apologies for absence.

2. Minutes

To confirm the minutes of the Meeting held on 29th September, 2011 as a correct record.

3. Declarations of Interest

Members are requested to declare both "personal" and "personal and prejudicial" interests as early in the meeting as they become known.

4. Outstanding Actions

There are no outstanding actions.



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Congleton Town Council, Town Hall, High Street, Congleton, Cheshire CW12 1BN

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5. Town Hall Occupancy
To receive and consider a report on Town Hall occupancy rates. (enclosed)
6. Town Hall Hire
To review the pricing structure for hire of the Town Hall. (enclosed)
7. Town Hall Wedding and Bridal Fayre
To receive a report on the outcome of the recent Wedding and Bridal Fayre. (enclosed)
8. Carbon Footprint
To receiver and consider the carbon footprint calculation for the Town Hall. (enclosed)
9. Familiarisation Tour
To receive and consider a proposal to introduce a familiarisation tour of the Town Hall facilities. (enclosed)
10. Food Standards Inspection Report/Check
To receive a report on the recent inspection of De Lacey's Tapas Bar and Café by the Food Standards Inspection. (enclosed)
11. Resolution to exclude the Public and Press (if necessary)
To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting for the matters set out below on the grounds that it could involve the likely disclosure of private and confidential information or staff matters.
12. Town Hall Trading Account
To consider a report by the Support Manager. (enclosed)
13. A.O.B.

To Members of the Town Hall Committee
ccs. Other members of the Council
Honorary Burgesses (4) for information
Press (3)

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN HALL COMMITTEE HELD ON THURSDAY, 29TH SEPTEMBER, 2011

PRESENT: Councillors Mrs D S Allen
 L D Barker
 M Carey
 G P Hayes
 M J Hutton
 Mrs A M Martin
 D A Parker
 Mrs E Wardlaw

1. **APOLOGIES**

Apologies for absence were received from Councillor D S Martin who is not a member of this committee.

2. **MINUTES**

THC/09/1112/RESOLVED- That the Minutes of the Meeting of the Committee held on 7th July, 2011 be approved and signed by the Chairman as a correct record.

3. **DECLARATIONS OF INTEREST**

Members are requested to declare both "personal" and "personal and preducial" 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. **TOWN HALL HIRE**

The committee reviewed the concessionary hire charges to registered charities and other voluntary and community groups who hire the Town Hall facilities.

THC/10/1112 RESOLVED-

That the discounts for concessionary hire of the Town Hall would remain the same, but, would be reviewed from time to time.

6. **RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS (IF NECESSARY)**

THC/11/1112/RESOLVED- That in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting for the matters set out below on the grounds that it could involve the likely disclosure of private and confidential information or staff matters.

7. **RESTRICTED RIGHT OF WAY**

The members considered an Access Licence which has been produced to resolve the problem of the claimed Restrictive Right of Way at the rear of the Town Hall.

THC/12/1112 RESOLVED- That the licence agreement be approved.

8. **TOWN HALL TRADING ACCOUNT**

The Support Manager presented the Town Hall trading account for the period April – August 2011.

THC/13/1112/RESOLVED- That the report be received

D A PARKER
CHAIRMAN

Town Hall Committee
Thursday 15th March 2012

TOWN HALL ROOM USAGE

Alexander Coenen, our Danish/MMU placement student has analysed the Town Hall room usage since the Town Council took over the management of the Town Hall. The reports covers 2009-10, 2010-11, 2011-12 and 2012-13.

In summary the bookings show

	09-10	10-11	11-12	12-13
Main Hall	116 (12)	116 (24)	116 (12)	37 (2)
Bridestones	58 (37)	123 (72)	119 (61)	27 (8)
Spencer	107 (19)	106 (37)	84 (54)	8 (0)
TOTAL	281 (68)	345 (133)	318 (127)	72

Figures in brackets are the number of internal bookings – which include bookings made by the Town Council or Congleton Partnership. The other figure is the total number of bookings for that room for that year. (1 April – 31 March)

The figures for 2012-13 are expected to be low as many of the bookings are made with only a few weeks or even a few days' notice. There may still be some bookings to come in for 2011-12

The Spencer Suite external usage was affected by the withdrawal of the regular contracts with In-Training and TNG.

A direct mail drop was sent out to businesses to promote the town hall setting out a special half day and full day rate. This needs to be repeated.

The Wedding and Bridal Fayre and attendance at the Moat House Wedding and Bridal Fayre has helped to boost the number of weddings booked at the Town Hall for 2012 and 2013. So far we have nine weddings for the next financial year.

Although weekend bookings are increasing, the Town Hall has a lot more capacity for weekday bookings. This is an area that needs to be better promoted to local companies, training providers and other services.

Full details of the room bookings on a month by month basis are available in the Town Hall Office.

RECOMMENDATION

That the report be noted and that Councillors continue to help promote the Town Hall as a venue for businesses.

CONGLETON TOWN COUNCIL

Congleton Town Hall Hire Charges 2012 - PROPOSED

The Town Hall provides an excellent venue for concerts, weddings, conferences and dinner functions & corporate events. It has a licensed bar and lift to the first and second floors.

Room or Facility	Charge £	VAT £	Total Charge £
The Grand Hall The historic hall is situated on the ground floor and can hold; 220 Concert style 120 - 150 Banquet style (dependant on function – contact 01260 274765 to discuss) 200 Dance style Extra staging is available free of charge for concerts etc. COST Monday-Friday (except Friday night) & Saturday day- per hour Friday and Saturday evenings (inclusive of preparation and clear up times) Provision of Licensed Bar	 37.00 320.00 20.00	 7.40 64.00 4.00	 44.40 384.00 24.00
The Bridestones Suite Situated on the first floor with Wi-Fi maximum seating capacity: 100 Cinema style; 50 Boardroom style COST Per hour Half Day rate (9am-1pm or 1pm-5pm) Full Day rate	 26.25 90.00 140.00	 5.25 18.00 28.00	 31.50 108.00 168.00
The Spencer Suite Situated on the first floor and equipped with internet access, the maximum seating capacity; 12 Boardroom style; 20-30 Cinema style COST Per hour Half Day rate (9am-1pm or 1pm-5pm) Full Day rate	 15.00 50.00 75.00	 3.00 10.00 15.00	 18.00 60.00 90.00
The Campbell Suite Situated on the first floor, the multipurpose room can hold maximum; 12 Boardroom style COST Per hour	 15.00	 3.00	 18.00

***Minimum hire period is two hours.**

All catering and refreshments will be through the Council's approved catering partner, Posh Nosh Limited. A separate price list is available on request.

Weddings

Inclusive and tailored Wedding packages are available for booking 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. Contact No: 01260 274765

These may 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 & clear-up times)

PREPERATION/CLEAR UP TIME:	This will be charged at normal rate and must be agreed at the time of booking. We have to be strict about these times as any over run often impinges on another booking.	
ADDITIONAL SERVICES:	Tailored services can be offered – please request a be spoke quotation A special piano tune will be re-charged at cost	
SUNDAY AND BANK HOLIDAY:	A Premium of 25% will be charged on standard rates	
NEW YEARS EVE AND CHRISTMAS EVE:	A premium of 100% will be charged on standard rates	
LIVE OR RECORDED MUSIC:	The Council hold both PRS & PPL licences to cover the hirer, where live or recorded music is to be played. No additional charge is made for this. If however the hirer intends to record any live or recorded music they are responsible for obtaining the necessary permissions directly.	
DEPOSITS AND BOOKING NB. Bookings for Trade Sales must be paid in full at the time of the booking.	1 2 3 4	<p>A booking will only be accepted upon payment of a 50% deposit for one-off bookings or a minimum 15% deposit for weekly/monthly bookings.</p> <p>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 THE COUNCIL, AND PROVISIONAL BOOKINGS WILL ONLY BE HELD FOR 10 WORKING DAYS</p> <p>A further invoice for any balancing sum will be issued the month before the function/activity takes place. This must be paid in full with cleared funds before the function/activity can take place. In the case of weekly/monthly bookings these will be invoiced at the end of each month.</p> <p>A final invoice for one off functions may be issued after the event only for breakages/damage, or additional services agreed after the invoice described in 3. above, was issued.</p>
CONCESSIONARY HIRE CHARGES	Congleton Town Council will consider the following concessions to registered charities and other voluntary/community groups (which it has listed) where they provide a direct benefit to the Town: Hire of rooms or facilities for weekdays 8am-6pm. Discount 20% Hire of rooms or facilities for weekday evenings & Weekends 8am-3pm Discount 20% Hire of facilities on Friday or Saturday evening (available for a limited number of Fridays & Saturdays each year and Sundays Discount 50%	
RESIDENTS DISCOUNT	Residents of the Town, booking for a private function will be eligible for a 10% discount. This will not be in addition to any other offer, discount or concession.	

CONGLETON WEDDING AND BRIDAL FAYRE

Congleton Town Hall held its first Wedding and Bridal Fayre on Sunday 4th March. The event was organised by our commercial partners, Posh Nosh Parties with assistance from the Town Council. It was a popular and successful event.

25 stalls offering a wide range of wedding-related services filled the Main Hall and Bridestones Suite. 220 paying guests and a further 60 children/non-paying guests attended.

The event was promoted on Signal Radio, in the Chronicle, through the participating businesses, at a Wedding Fayre the previous week and via the web-site, posters, banners and fliers.

Three Town Hall weddings were booked on the day, with leads for three more potential bookings. Feedback from the stall holders has been mainly positive, with some constructive advice for future Wedding and Bridal Fayres. 20 of the 25 stalls are keen to book with the Town Hall if we were to hold another fayre in October.

The aims of the event were:

- to promote Congleton as a Wedding and Wedding reception venue
- to bring together local businesses involved in the Wedding Market
- to break-even with the cost of putting on the event

The event can be seen as successful on all three fronts.

Following on from the success of this event Posh Nosh Parties, with the support of Congleton Town Council, wish to hold another Wedding Fayre in October and then look to hold two Wedding and Bridal Fayres per year. Information and pictures about the Wedding Fayre can be viewed at www.congleton-tc.gov.uk/about-congleton-town-hall/wedding-fayre/

Recommendations –

1. That the report is noted
2. That Congleton Town Council supports Posh Nosh Parties in organising two Wedding Fayres per year.

Carbon footprint calculator



Basic carbon footprint summary

Footprint details

<u>Footprint name</u>	2010 Footprint
<u>Organisation</u>	Congleton Town Council
<u>Sector</u>	Public Sector
<u>Sub sector</u>	Local Authorities
<u>Start year</u>	2009
<u>Start month</u>	October
<u>Boundary type</u>	Organisation
<u>Boundary name</u>	Congleton Town Council
<u>Include subsidiaries</u>	
<u>Excluded subsidiaries</u>	
<u>Employee numbers within the boundary</u>	15
<u>Turnover within the boundary (£/yr):</u>	635,000.00 - Known

Emissions Factors: This footprint was calculated using emissions factors published by Defra in September 2009

Your estimated carbon footprint (based on the data you have provided)	143.32	51.04
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Quantified emissions breakdown over one year

Scope 1 - direct emissions	CO2e (tonnes)	kWh
Fossil fuel use on-site	52.59	285,860.00
Owned road vehicles	5.74	22,692.92
Scope 2 - indirect emissions 'electricity and imports'	CO2e (tonnes)	kWh
Electricity	84.94 92.62	156,090.00
Scope 3 - other indirect emissions	CO2e (tonnes)	kWh
Employee travel - rail/tube	0.06	n/a
Total	143.32	464,642.92

Basic carbon footprint summary

Potential unquantified emissions

The following emissions have not been quantified. There may, in addition, be other emission sources that have not been covered in this calculation.

Scope 1 - direct emissions

Scope 2 - indirect emissions (electricity and import).

Emissions from generation of imported heat or steam

Scope 3 - other indirect emissions

Emissions from your supply chain and logistics

Emissions resulting from waste you create

Employee commuting

Disclaimer:

The data presented in this calculator represents an estimate of the basic carbon footprint of your site(s)/organisation, covering major greenhouse gas emissions sources for which data were provided. Emissions have been quantified based on the data provided. No guarantee is given as to the accuracy or completeness of the calculations and no verification of the source data has been undertaken. This estimated basic carbon footprint is not compliant with the full requirements of ISO14064 or with the GHG Protocol for Corporate Emissions Reporting developed

Basic carbon footprint summary

Direct emissions (Scope 1)

Fuel usage

Are fossil fuels used on-site?	Yes
Are road vehicles owned by the organisation?	Yes
Are airplanes or ships owned by the organisation?	No

Are any of the following undertaken?

Mineral products manufacturing	No
Chemicals manufacturing	No
Metal production	No
Energy industry - fuel production	No

Are any of the following undertaken?

Halocarbon production	No
Halocarbons and SF6 use	No
Organic waste management	No

Basic carbon footprint summary

Fossil Fuel usage - on-site

<u>Fuel Name</u>	<u>Description</u>	<u>Units</u>	<u>Amount</u>	<u>tCO2e</u>	<u>kWh</u>
Gas (natural)	Heating	kWh	285,860.00	52.59	285,860.00
			Total	52.59	285,860.00

Owned transport - road

<u>Fuel Name</u>	<u>Vehicle type</u>	<u>Units</u>	<u>Amount</u>	<u>tCO2e</u>	<u>kWh</u>
Diesel	Van (diesel)	Total Miles	4,829.00	2.12	8,399.17
Diesel	Large Car >2ltr (diesel)	Total Miles	7,607.00	3.15	12,466.84
Diesel	Medium Car 1.7 - 2ltr (diesel)	Total Miles	1,082.00	0.33	1,303.64
Petrol	Medium Car 1.4 - 2ltr (petrol)	Total Miles	367.00	0.13	523.27
			Total	5.74	22,692.92

Indirect electricity emissions (Scope 2)

Do you buy electricity from an energy supplier?	Yes
Do you import heat or steam?	No

Electricity consumption

	<u>kWh</u>	<u>tCO2e</u>
Grid	156,090.00	84.94
Renewables	0.00	0.00
CHP	0.00	0.00
Total		84.94

Other indirect emissions (Scope 3)

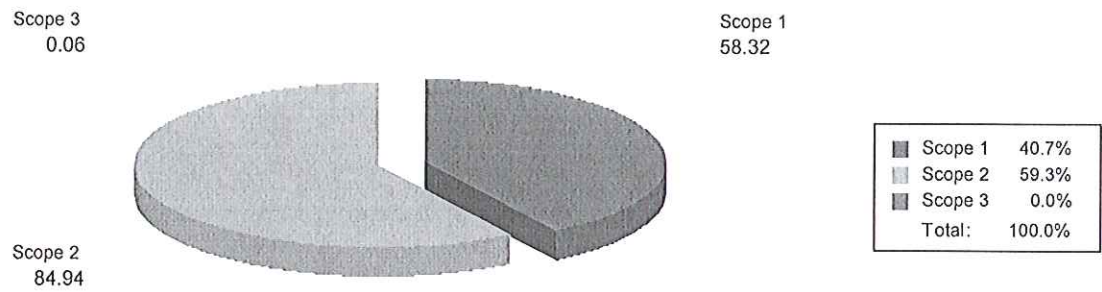
Do your employees travel in vehicles not owned by the company for work e.g. buses, taxis, hire cars etc?	No
Do your employees travel by air for work?	No
Do your employees travel by train or tube for work?	Yes

Employee transport - rail, tube

<u>Rail type</u>	<u>Description</u>	<u>Total Distance</u>	<u>tCO2e</u>
National	Train to London	960.00	0.06
		Total	0.06

Basic carbon footprint summary

Total emissions tCO2e/yr



Carbon footprint calculator



Basic carbon footprint summary

Footprint details

<u>Footprint name</u>	Congleton Town Council 2011
<u>Organisation</u>	Congleton Town Council
<u>Sector</u>	Public Sector
<u>Sub sector</u>	Central Government Departments
<u>Start year</u>	2011
<u>Start month</u>	January
<u>Boundary type</u>	Single Site
<u>Boundary name</u>	Town Hall
<u>Include subsidiaries</u>	
<u>Excluded subsidiaries</u>	
<u>Employee numbers within the boundary</u>	15
<u>Turnover within the boundary (£/yr):</u>	635,000.00 - Known

Emissions Factors: This footprint was calculated using emissions factors published by Defra in October 2010

Your estimated carbon footprint (based on the data you have provided)	171.55
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Quantified emissions breakdown over one year

Scope 1 - direct emissions	CO2e (tonnes)	kWh
Fossil fuel use on-site	55.32	298,630.00
Owned road vehicles	6.07	24,027.26
Scope 2 - indirect emissions 'electricity and imports'	CO2e (tonnes)	kWh
Electricity	109.14	200,169.00
Scope 3 - other indirect emissions	CO2e (tonnes)	kWh
Employee travel - road	1.02	4,036.39
Total	171.55	526,862.65

Basic carbon footprint summary

Potential unquantified emissions

The following emissions have not been quantified. There may, in addition, be other emission sources that have not been covered in this calculation.

Scope 1 - direct emissions

Scope 2 - indirect emissions (electricity and import).

Emissions from generation of imported heat or steam

Scope 3 - other indirect emissions

Emissions from your supply chain and logistics

Emissions resulting from waste you create

Employee commuting

Disclaimer:

The data presented in this calculator represents an estimate of the basic carbon footprint of your site(s)/organisation, covering major greenhouse gas emissions sources for which data were provided. Emissions have been quantified based on the data provided. No guarantee is given as to the accuracy or completeness of the calculations and no verification of the source data has been undertaken. This estimated basic carbon footprint is not compliant with the full requirements of ISO14064 or with the GHG Protocol for Corporate Emissions Reporting developed by WRI and WBSCD and should not, explicitly or implicitly, be represented as such or as an endorsement by the Carbon Trust of your organisation or its activities.

Basic carbon footprint summary

Direct emissions (Scope 1)

Fuel usage

Are fossil fuels used on-site?	Yes
Are road vehicles owned by the organisation?	Yes
Are airplanes or ships owned by the organisation?	No

Are any of the following undertaken?

Mineral products manufacturing	No
Chemicals manufacturing	No
Metal production	No
Energy industry - fuel production	No

Are any of the following undertaken?

Halocarbon production	No
Halocarbons and SF6 use	No
Organic waste management	No

Basic carbon footprint summary

Fossil Fuel usage - on-site

<u>Fuel Name</u>	<u>Description</u>	<u>Units</u>	<u>Amount</u>	<u>tCO2e</u>	<u>kWh</u>
Gas (natural)	Heating	kWh	298,630.00	55.32	298,630.00
Total				55.32	298,630.00

Owned transport - road

<u>Fuel Name</u>	<u>Vehicle type</u>	<u>Units</u>	<u>Amount</u>	<u>tCO2e</u>	<u>kWh</u>
Diesel	Large Car >2ltr (diesel)	Total Miles	7,844.00	3.12	12,332.26
Petrol	Medium Car 1.4 - 2ltr (petrol)	Total Miles	323.00	0.11	464.43
Diesel	Van (diesel)	Total Miles	6,992.00	2.84	11,230.56
Total				6.07	24,027.26

Indirect electricity emissions (Scope 2)

Do you buy electricity from an energy supplier?	Yes
Do you import heat or steam?	No

Electricity consumption

	<u>kWh</u>	<u>tCO2e</u>
Grid	200,169.00	109.14
Renewables	0.00	0.00
CHP	0.00	0.00
Total		109.14

Other indirect emissions (Scope 3)

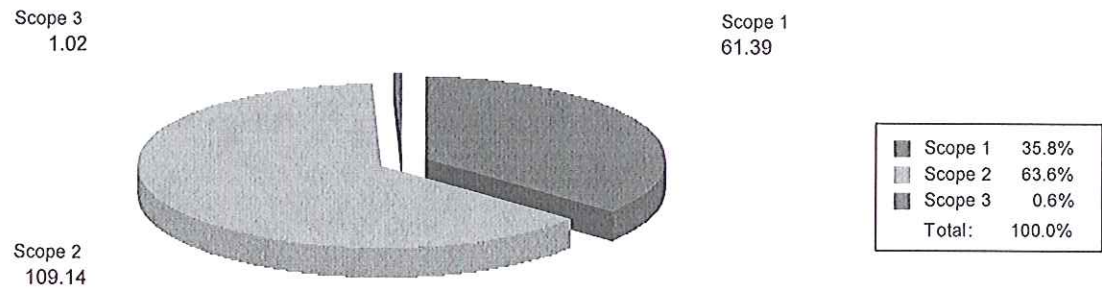
Do your employees travel in vehicles not owned by the company for work e.g. buses, taxis, hire cars etc?	Yes
Do your employees travel by air for work?	No
Do your employees travel by train or tube for work?	No

Employee transport - road

<u>Fuel type</u>	<u>Vehicle type</u>	<u>Units</u>	<u>Amount</u>	<u>tCO2e</u>	<u>kWh</u>
Diesel	Small Car <1.7ltr (diesel)	Total Miles	4,320.00	1.02	4,036.39
Total				1.02	4,036.39

Basic carbon footprint summary

Total emissions tCO2e/yr



TOWN HALL COMMITTEE
Thursday 15 March 2012

FAMILIARISATION TOUR

It has been suggested by a local venue booking agent that Congleton Town Council in partnership with De Lacey's should hold a familiarisation Town Hall Awareness Day.

This is a day where we invite local businesses and other interested parties into the Town Hall to show them the facilities, the catering options, the new improved bar area and providing it is safe to do so give them a tour of areas not usually accessible to the public – such as the cellars.

Recommendation

That the Town Council in partnership with De Lacey staff hold a Familiarisation Day early in July 2012.

Town Hall Committee
Thursday 15 March 2012

FOOD STANDARDS INSPECTION REPORT/CHECK

De Lacey's Tapas Bar and Café had an unannounced visit by the Food Standards Inspection on Friday 24 February.

The Inspection is carried out by Cheshire East Environmental Health Department as part of its policy to improve compliance with legislation and ensure healthy, fair and safe trading environment and a thriving economy.

The inspector found that it was 'all good' and no further action is necessary by Trading Standards.

A copy of the Inspection Report/Check is available for viewing in De Lacey's Tapas and Café Bar or in the Town Hall Offices.

Recommendation

1. That the report is noted