



# Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



29<sup>th</sup> October 2015

Dear Councillor,

Town Hall Committee – Thursday 5<sup>th</sup> November 2015

You are requested to attend a meeting of the Town Hall Committee, to be held in the Town Hall, High Street, Congleton on **Thursday 5<sup>th</sup> November 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.

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 24<sup>th</sup> September 2015, 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.



Congleton  
**beartown**  
where friends are made

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

Tel: **01260 270350** Fax: **01260 280357**

Email: [info@congletontowncouncil.co.uk](mailto:info@congletontowncouncil.co.uk) [www.congleton-tc.gov.uk](http://www.congleton-tc.gov.uk)



4. Outstanding Actions

There are no outstanding actions.

5. Town Hall Trading Account (enclosed)

Income & Expenditure enclosed, the report by the Support Manager is to follow.

6. Catering Contract

To consider a verbal update report on the progress being made to replace the Town Hall Catering Contract.

7. Congleton Town Hall's 150 Year Anniversary Celebrations (enclosed)

To receive an update report from the Town Centre and Marketing Manager and to consider the suggestions from the 150 Year Celebration Group.

8. Fire Alarm System (enclosed)

To receive a report on the status of the fire alarm system.

**To:** Members of the Town Hall Committee

**Cllrs:**

G P Hayes (Chairman), Mrs. A E Morrison (Vice Chairman)  
Mrs D S Allen, Mrs A L Armit, L D Barker, R Boston, P Broom, Mrs S A Holland  
Mrs A M Martin and H Richards.

**Lay Member:**

Mr D A Parker (Honorary Burgess).

**Ccs:**

Other members of the Council and Honorary Burgesses (4) for Information; Press (2),  
Congleton Library, Congleton Tourist Information Centre.



6. **CATERING CONTRACT**

The Town Clerk provided a verbal report on progress to find a new catering partner and pointed out that so far 14 organisations had requested an information pack for the catering contract. It was noted that expressions of interest must be submitted by 28<sup>th</sup> September 2015.

**THC/11/1516 RESOLVED** that the verbal report be received.

G P Hayes  
(Chairman)

**Congleton Town Council**

**Detailed Income & Expenditure by Budget Heading 30/09/15**

		Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
		£	£	£	
<b><u>Town Hall</u></b>	<b><u>2015/16</u></b>				
4000	Staff Costs (re-allocated)	26,580	54,545	27,965	49%
4009	Protective Clothing\H & Safety	65	400	335	16%
4011	Rates	11,339	22,615	11,276	50%
4012	Water	1,869	4,000	2,131	47%
4014	Electricity	7,828	17,000	9,172	46%
4015	Gas	3,380	16,000	12,620	21%
4016	Janitorial	760	2,500	1,740	30%
4017	Refuse Disposal	1,234	2,376	1,142	52%
4020	Miscellaneous Office Costs	398	1,200	802	33%
4025	Insurance	4,119	8,000	3,881	51%
4033	Marketing/Promotions	709	3,500	2,791	20%
4040	Maintenance Contracts	2,673	4,590	1,917	58%
4041	Property Maintenance	4,860	6,000	1,140	81%
4064	Legal & Professional fees	0	100	100	0%
4068	Licences (incl PRS)	706	1,400	694	50%
6000	Central Overheads Reallocated	3,014	5,047	2,033	60%
<b>Congleton Town Hall:-Expenditure</b>		<b>69,534</b>	<b>149,273</b>	<b>79,739</b>	<b>47%</b>
1009	Rent Rec'd - Museum Notional	2,250	4,500	2,250	50%
1010	Rent Received - 3rd Party (TIC, Partnership & rear office)	7,017	14,033	7,016	50%
1011	Rent Received - Internal CTC	8,508	17,017	8,509	50%
1013	Letting Income - Grand Hall	10,398	26,000	15,602	40%
1014	Letting Income - Bridestones	3,381	5,000	1,619	68%
1015	Letting Income -Spencer Suite	1,013	3,000	1,987	34%
1018	Letting Income - Campbell Suite	200	0	200	0%
1016	Letting Income - De Lacey's, Kitchen and Bar	9,000	18,000	9,000	50%
1021	Letting Income - Internal	4,706	8,000	3,294	59%
1030	TIC Service Charge	662	1,500	838	44%
1199	Miscellaneous Income	292	0	292	0%
<b>Congleton Town Hall :- Income</b>		<b>47,427</b>	<b>97,050</b>	<b>49,623</b>	<b>49%</b>
<b>Net Expenditure over Income</b>		<b>£22,107</b>	<b>£52,223</b>	<b>£30,116</b>	<b>42%</b>

**Town Hall Committee**  
**Thursday 5<sup>th</sup> November**  
**150 Year Anniversary of the Town Hall**

**Purpose of the Paper**

A small informal group has been looking at suggestions and ideas for celebrating 150 years of Congleton Town Hall. This paper outlines the projects considered by the group and suggestions to take forward. Applications for grants need to be made before Christmas and so the group is now seeking the Town Council's support and approval for the projects.

**Projects the group would like to take forward**

1. **Victorian Grand Tea Party** – for Civic guests and others. Actual opening date was 11 July 1866 – so planning around this date.
2. **Great Exhibition** – Tuesday 12 July - Thursday 14<sup>th</sup> July in the Main Hall – catering for three visits per day each hosting around 60 pupils. The group has approached the Head Teachers about the ideas and timings of the exhibition and they were very supportive. Looking to work with various groups and businesses such as U3A, historic society and local companies on relevant areas to exhibit
3. **Shields for the Front of the Town Hall** – there are 31 blank shields along the front of the building. The original plan in 1866 was for these to be engraved to represent the significant local families. The group would like to explore installing wooden painted plaques representing the Town Council, local schools and trusts. Initial discussions with the conservation officer indicated that it should be possible – although there would be a need to apply for consents. The plaques should be able to remain for around 10 years.
4. **Human Collage of the Town Hall** – working with school children – to create a giant aerial photo of the Town Hall – using children holding up cards above their heads. The finished art work will be used for merchandise and displayed in the Town Hall. Creating the picture will hopefully go viral.
5. **New Town Hall Information Booklet** – based on the current version with new cover and reference to the anniversary. Congleton Museum can source this.
6. **Flower Plaque in Congleton Park** – next year's plaque in the park will represent the 150 years.
7. **New merchandise** – working in partnership with the Tourist Information Centre - likely to include new postcards and cards.
8. **Choral Society Evening of Victorian Song** – the Choral Society will put a Victorian slant on its summer concert on the 23<sup>rd</sup> July.
9. **Relaunch the 'Town Hall Storyboard' film** – produced by Illuminos in 2010 – also explore the possibility of a Town Hall lighting show later in the year.

10. **Victorian Costume display** – it may be possible to have a display of authentic and reproduced costumes – although these would need to be protected for ‘viewing’ only.
11. **Float or display within the Carnival 2016** – the group looked at whether it would be possible to replicate the parade of the Grand Opening in 1866 – but it was felt that there wouldn’t be the resources to organise two parades within a week. It would like to see the Town Hall’s 150<sup>th</sup> Anniversary represented within the Carnival Parade.
12. **150 Anniversary logo** – to use on our franked mail during 2016 and on other materials connected to the 150<sup>th</sup> Anniversary.
13. **Decorating the Town Hall** – to look at dressing the Town Hall over the summer months - this may be with flags, drapes, temporary awning, pavement artwork or lighting – still getting ideas together.

### **Ruled Out**

1. We looked into a stained glass project as the original circular windows in the main hall were intended to be Stained Glass – but the cost would be prohibitive.
2. A grand parade replicating 1866 – felt that it would be better to link with the Carnival than have two parades within a week.

### **Group Members**

Cllr George Hayes, Cllr Suzi Akers-Smith, Jackie MacArthur, Douglas Parker, Ian Doughty, Peter Aston, Lyndon Murgatroyd, Jo Money.

### **Recommendations**

1. Congleton Town Council gives approval in principle to projects 1-13.
2. Congleton Town Council give approval for the group to seek external funding for the projects.
3. Congleton Town Council to receive regular reports via the Town Hall Committee.

## Town Hall Committee Thursday 5<sup>th</sup> November 2015

### Report on the Fire Alarm System

In June 2015 the Town Hall Committee approved expenditure of £1,827 to upgrade the fire alarm system to ensure that it met the British Standard 5839 2013 Part 1.

This required replacing the zone master fire alarm control panel and sounder board. The installation of the modifications to the system took place two weeks ago and appeared to have been successful. However, the evening after the engineer left, the Town Hall experienced a series of false alarms from the system.

The engineers were called out the following day to reset the system, but, without any success which caused them to investigate further.

It transpired that when the alarm system was updated in 1997 by Congleton Borough Council and prior to Chubb being involved, the alarm system was incorrectly installed and the wiring and alarm control panel didn't match for the following reasons:-

1. As far as we know all of the smoke detectors were operational, but, some of the alarm sounders and heat detectors were not working.
2. The Museum was originally set up as part of the overall fire alarm system, but, someone, some years ago, simply cut the wiring into the Museum, but did not inform the Town Council of this action so that our alarm panel and wiring could be modified accordingly.
3. When the new 4 zone panel was fitted two weeks ago it started to throw up faults because of the incompatibility of the panel with the wiring of the system. Upon investigation it was found that the wiring behind the original control panel had been bodged a number of times when modifications were made to the system over the years to make the system work, but this poor workmanship gave rise to the following problems as set out below:-
  - a. Sound circuit 2 has a high resistance value of 10K, it should be less than 4K.
  - b. Sound effect card has an open circuit so it is not operational.
  - c. Two additional sound circuits were found behind a joint in the old panel, but not wired into the system because the old panel could not accommodate them.
  - d. There was a fault on zone 2 because of an open circuit.
4. Chubb have fitted a new 8 zone panel so that there is plenty of capacity in the future to expand the system, but they have credited back the cost of the 4 zone panel.
5. The engineers have spent 3 days rewiring the faulty wiring and the system is now operating to specification. The cost of the additional work is about £1,500

Brian Hogan  
29.10.15





# Inspection Certificate

Work Order # 25751279

## Site Name and Site Address

CONGLETON TOWN COUNCIL  
CONGLETON TOWN HALL, HIGH STREET, CONGLETON, CHESHIRE, , CW12 1BN

## Summary of Work Performed

Faults found on old fire alarm system after panel replacement they are.  
1) Sound circuit 2 has a high resistance evaluates 10K.  
2) sound effect circuit has a open end  
3) two additional sound Circuits was found joint behind old panel  
4) they may be a fault on Zone 2 need to check junction boxes around site for open circuit

They may be more fault on this system that has been hidden

## Work Order Details

Contract No:	2572764-Standard	Work Done Description:	Fire Alarm or EM Light Callout
Off Site Time:	16/10/2015 16:11	Technician:	Martyn Slattery
Service PO #:		Sales PO #:	

## Job Summary - Detection & Alarm

Equipment Type	Quantity	Reason For Callout:	
Callout Reason	1	Reason For Callout:	Wiring or Cable Fault
		Is there an alarm?	No
		Has a fault report been generated?	Yes

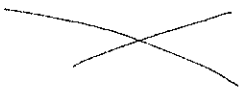
The Fire Detection and Alarm system has been tested and inspected in accordance with BS5839 part 1 2013. However please note that nothing in this document amounts to confirmation that the system is compliant with the requirements of BS5839. Where any recommendations and/or observations have been made it is the customers responsibility to determine, in consultation with the relevant authorities, the appropriate corrective action, as detailed within BS5839 PART 1 2013 CLAUSE 46.2

## Customer Signature

In the event of any sales at the time of servicing all sales will be supplied subject to Chubb Fire standard terms and conditions of sale. A copy of which I acknowledge has been supplied to me at the time of this service.

Customer Name: chris

Title: .

Customer Signature: 

Date: 16/10/2015 16:11

Thank you for your business! Satisfied customers are our highest priority. If you have any questions or comments please call us on 0344 879 1666.

Chubb Fire & Security Limited Registered Office:

Littleton Road, Ashford, Middlesex TW15 1TZ. Registered in England and Wales under company number 524469

Email: [info@chubb.co.uk](mailto:info@chubb.co.uk)

Website: [www.chubb.co.uk](http://www.chubb.co.uk)