



# Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



16<sup>th</sup> January 2014

Dear Councillor,

Town Hall Committee – Thursday 23<sup>rd</sup> January, 2014

You are requested to attend a meeting of the Town Hall Committee, to be held in the Town Hall, High Street, Congleton on **Thursday 23<sup>rd</sup> January 2014 at 7.45pm.**

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.

Yours sincerely,

TOWN CLERK

**AGENDA**

1. Apologies for absence.

2. Minutes (enclosed)

To confirm the minutes of the Meeting held on 10th October, 2013 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.



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)



5. Land at the Rear of the Town Hall.

To receive a verbal update on granting of the proposed access licence for the restricted right of way at the rear of the Town Hall.

6. Town Hall Roof (enclosed)

To receive and consider a report on the current status of the roofs and detail of further work required.

7. Agreement With Posh Nosh Parties (enclosed)

To consider the agreement with Posh Nosh Parties and notice to extend the contract.

8. Acoustic Report (enclosed)

To consider a report on the reverberation time within the Grand Hall.

9. Town Hall Trading Account (enclosed)

To consider a report by the Support Manager.

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, 10<sup>TH</sup> OCTOBER 2013

PRESENT:                      Councillors    D A Parker (Chairman in the Chair)  
   Mrs D S Allen  
   P Bates  
   G Baxendale  
   J S Crowther  
   Mrs A M Martin  
   Mrs J D Parry  
   N.T Price

#### 1.     APOLOGIES

Apologies for absence were received from Councillor L D Barker, G R Edwards and G. P Hayes (Town Mayor).  
Apologies were also received from Councillors D T Brown, D Murphy and G.S Williams who are not members of this particular committee.

#### 2.     MINUTES

**THC/01/1314/RESOLVED-** That the minutes of the Meeting held on 13<sup>th</sup> June 2013 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 into any matters related to Cheshire East Council.

#### 4.     OUTSTANDING ACTIONS

There are no outstanding actions.

#### 5.     LAND AT THE REAR OF THE TOWN HALL

It was noted that a licence agreement for access to the rear of the Town Hall had been agreed with the owner of 5 High Street and a similar arrangement is now sought with the owner of 3 High Street.

**THC/09/1314 RESOLVED** that the Town Clerk in consultation with the Chairman have discretion to conclude terms of the licence agreement with 3 High Street.

6. **TOWN HALL ROOF**

3 quotes to undertake repairs to the various small roofs in the Town hall were considered.

THC/10/1314 RESOLVED that A D Booth & Sons Ltd be appointed as the roofing contractor.

7. **TOWN HALL OFFICES TO RENT**

A report on advice about the current state of the market for rental of office accommodation in Congleton was considered.

THC/11/1314 RESOLVED that the report be received and noted.

8. **AGREEMENT WITH POSH NOSH PARTIES**

Formal notice of interest to automatically renew the contract to provide catering in the Town Hall was submitted for consideration by Posh Nosh Parties Ltd.

THC/12/1314 RESOLVED that: -

1. The formal notice of renewal subject to agreement on terms be received.
2. A Task and Finish Group consisting of Cllrs D A Parker, Mrs D S Allen and Mrs J Parry be set up to consider appropriate terms.

9. **TOWN HALL CHARGES AND LETTING POLICY**

The Town Clerk presented a summary of hire charges used by various Town Councils for the hire of rooms. It was noted that Congleton Town Council is looking to increase use of room hire during the day, Monday to Friday.

THC/13/1314 RESOLVED that the report be received.

10. **CONGLETON MUSEUM**

Congleton Museum presented a report outlining their objective to expand the Museum by moving to and acquiring Bradshaw House.

THC/14/1314 RESOLVED that the report be received.

11. **BEARTOWN RADIO**

A request from Beartown Radio to rent the two rooms at the rear of the Town Hall was discussed.

THC/15/1314 RESOLVED that the application to rent the rooms be declined.

12. TOWN HALL TRADING ACCOUNT

The Town Hall Trading Account was presented to members for consideration.

THC/16/1314 RESOLVED that the Town Hall Trading Account be received.

13. BUDGET 2014-15

There were no proposals to include any items in the 2014-15 budget.

D A PARKER  
(CHAIRMAN IN THE CHAIR)



Report to Town Hall Committee

Thursday 23<sup>rd</sup> January 2014

Town Hall Roof and Museum

Now that A.D. Booth have installed the scaffolding and have full access to the various roofs that make up the Town Hall complex, a number of other unknown factors have come to light which did not form part of the original quotation.

For information, the Town Hall complex consists of 13 different roofs including the clock tower.

1. The roof over the main staircase is in a state of disrepair with some large holes appearing where slates are missing. It would be possible to undertake local repairs at a much lower cost, but, this has been the strategy in the past and has given rise to the current problems being experienced with leaking roofs

To completely strip off the roof, install insulation and retile both sides would cost £4,900

2. The Bridestones Suite roof is in a similar state as can be seen by damp and discolouring near the top of the ceiling. To strip off, insulate and retile this roof will cost £17,800

3. The third area of concern is the Museum, where the guttering and soffit boards are in a very poor condition. To replace the gutters and soffit boards will cost £11,700

For each proposed area of work three quotations have been provided

Recommendation

To carry out the repair work to the Town Hall roofs and Museum as identified

Brian Hogan

16.01.14



# A. D. Booth & Sons Ltd

ROOFING SPECIALISTS IN TILES AND SLATES

— OFFICE —

22a NASH STREET, NEWCASTLE-UNDER-LYME  
STAFFORDSHIRE  
ST5 6DR



Stoke-on-Trent: 01782 621636 Crewe: 01270 250052  
Leek: 01538 373898 Stafford: 01785 227712 Fax: 01782 715208

Chris Jones  
Town Hall  
Congleton

13/12/13

Roof over the main staircase  
ESTIMATE Town Hall.

Dear Mr Jones

RE: PROPOSED REPAIRS TO ROOF

Many thanks for inviting our family business to quote for work to be carried out. Listed below are repairs I estimate should be carried out to put the roof on the above property in good order.

Specifications as follows: -

1. Alter scaffolding to rear car park area
2. Carefully remove all existing slates laths etc from main roof ensuring minimum disturbance, setting aside all un-damaged tiles and fittings for reuse.
3. De-nail all existing timber joists, examining timber for any defects whilst exposed.
4. Carefully remove debris from inside loft space to minimize weight on ceiling.
5. Supply and fix 450mm damp proof course to eaves area of roof.
6. Supply and fix new breather membrane felt to reduce risks of condensation.
7. Supply and fix with galvanized nails new treated softwood timber tiling battens laid at a suitable gauge to all roof area.
8. Remove all existing lead flashings, replace with new re-pointing in a good sand and cement mortar containing Unibond and Feb.
9. Relay original slates supplying and fixing new slates for those broken or damaged, wherever possible reclaimed slates shall be used to match existing.
10. Bed on existing ridge tiles in a good sand and cement mortar containing Unibond and Feb liquid supplying and fitting new ridge tiles or similar ridge tiles for any broken, damaged or missing.
11. The roof will be left water- tight at the end of each working day.
12. Upon completion of all work carried out all waste materials incurred by our good selves, shall be remove leaving the property clean an tidy

Continued



E-mail: [roofingman@adboothandsons.co.uk](mailto:roofingman@adboothandsons.co.uk) Web: [www.adboothandsons.co.uk](http://www.adboothandsons.co.uk)

Company Registered in England  
5196345

COUNCIL APPROVED

VAT Reg. No. 854 6665 86

Mr Jones

Continuation

Labour and Materials    £2450.00    (Two Thousand Four Hundred & Fifty Pounds) Each Side    ✕    2  
Excluding VAT

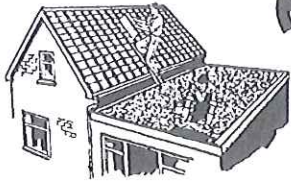
If you have any queries regarding this matter please do not hesitate to contact us.  
Hoping this meets with your approval and assuring you of our best attention at all times.

Yours faithfully,

A. BOOTH

**N.B. All materials used shall be of British Standard and under no circumstances shall any  
substandard material be used.**





# A. BAILEY SUPERIOR ROOFING

SPECIALISTS IN ALL TYPES OF ROOFING & BUILDING REPAIRS

35 JOHN STREET, NEWCASTLE, STAFFS. TELEPHONE 01782 615163

Chris  
Town Hall  
High Street  
Congleton  
Cheshire  
CW12 1BN

10<sup>th</sup> January 2014

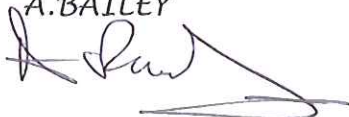
## *Estimate for main roof*

*Dear Chris*

- *Put up and take down scaffold where required from rear car park*
- *Remove all old slates etc off roof & replace when required*
- *Remove then replace batons and felt*
- *Clear out all rubbish from loft*
- *Supply and fit DPC to eaves area to the roof of the above property*
- *Remove and replace lead where required then repoint*
- *Relay original ridge tiles using sand and cement mix*
- *Apply a grey mineral coat to flat lad valley*
- *Take all rubbish and waste material when work is completed*

*Total £3500.00*

*Yours faithfully*

A. BAILEY  






























# A. D. Booth & Sons Ltd

ROOFING SPECIALISTS IN TILES AND SLATES

- OFFICE -

22a NASH STREET, NEWCASTLE-UNDER-LYME  
STAFFORDSHIRE  
ST5 6DR



Stoke-on-Trent: 01782 621636 Crewe: 01270 250052  
Leek: 01538 373898 Stafford: 01785 227712 Fax: 01782 715208

Chris Jones  
Town Hall  
Congleton

13/12/13

## Bridestones Roof ESTIMATE

Dear Mr Jones

RE: PROPOSED REPAIRS TO ROOF

Many thanks for inviting our family business to quote for work to be carried out. Listed below are repairs I estimate should be carried out to put the roof on the above property in good order.

Specifications as follows: -

1. Alter scaffolding to rear court yard
2. Carefully remove all existing slates laths etc from main roof ensuring minimum disturbance, setting aside all un-damaged tiles and fittings for reuse.
3. De-nail all existing timber joists, examining timber for any defects whilst exposed.
4. Carefully remove debris from inside loft space to minimize weight on ceiling.
5. Supply and fix 450mm damp proof course to eaves area of roof.
6. Supply and fix new breather membrane felt to reduce risks of condensation.
7. Supply and fix with galvanized nails new treated softwood timber tiling battens laid at a suitable gauge to all roof area.
8. Supply and fit new lead soakers to adutment sides
9. Relay original slates supplying and fixing new slates for those broken or damaged, wherever possible reclaimed slates shall be used to match existing.
10. Bed on existing ridge tiles in a good sand and cement mortar containing Unibond and Feb liquid supplying and fitting new ridge tiles or similar ridge tiles for any broken, damaged or missing.
11. The roof will be left water- tight at the end of each working day.
12. Upon completion of all work carried out all waste materials incurred by our good selves, shall be remove leaving the property clean an tidy

Continued



E-mail: [roofingman@adboothandsons.co.uk](mailto:roofingman@adboothandsons.co.uk) Web: [www.adboothandsons.co.uk](http://www.adboothandsons.co.uk)

VAT Reg. No. 854 6665 86

Company Registered in England  
5196345

COUNCIL APPROVED

Mr Jones

Continuation

Labour and Materials      £8900.00      (Eight Thousand Nine Hundred Pounds)      Each Side  
Excluding VAT

Total Job price    £17,800      (Seventeen Thousand Eight Hundred Pounds)      Excluding VAT

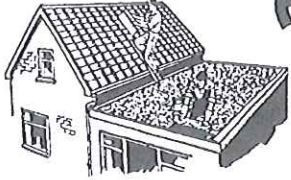
A 10% Good will gesture discount will be given by Mr A Booth at A D Booth & Sons Ltd

If you have any queries regarding this matter please do not hesitate to contact us.  
Hoping this meets with your approval and assuring you of our best attention at all times.

Yours faithfully,

A. BOOTH

**N.B. All materials used shall be of British Standard and under no circumstances shall any  
substandard material be used.**



# A. BAILEY SUPERIOR ROOFING

SPECIALISTS IN ALL TYPES OF ROOFING & BUILDING REPAIRS

35 JOHN STREET, NEWCASTLE, STAFFS. TELEPHONE 01782 615163

Chris  
Town Hall  
High Street  
Congleton  
Cheshire  
CW12 1BN

10<sup>th</sup> January 2014

*Estimate for main roof*

*Dear Chris*

- *Put up and take down scaffold where required from rear courtyard*
- *Remove all old slates etc off roof & replace when required*
- *Remove then replace batons and felt*
- *Clear out all rubbish from loft*
- *Supply and fit DPC to eaves area to the roof of the above property*
- *Remove and replace lead where required then repoint*
- *Relay original ridge tiles using sand and cement mix*
- *Apply a grey mineral coat to flat laid valley*
- *Take all rubbish and waste material when work is completed*

*Total £23,000.00*

*Yours faithfully*

A. BAILEY





# DAVEWESTON

professional building services



Mr C Jones,  
Town Hall,  
High street,  
Congleton  
Cheshire  
CW12 1BN  
15.01.2014

Dear Mr Jones,

Re; Repairs to roof

1. Change scaffolding to court yard at rear.
2. Remove slates saving the best to re-lay.
3. Remove all nails from original timer.
4. Fix damp proof course to eaves of roof.
5. Fix with galvanised nails tiling battens.
6. Abutment sides will be fitted with new lead.
7. Fix exciting slates.
8. Replace original ridge with sand and cement.
9. Remove all rubbish.

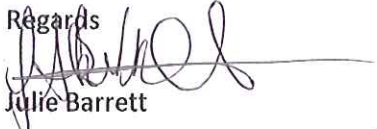
Total price £24,000 Inc

Re; Repairs to roof from rear car park

Using the same specifications as above to rear car park:-

Total Price £4000.00inc

Regards

  
Julie Barrett



27 Liddle Street Stoke on Trent ST4 5RL  
tel: 01782 746 465 mob: 07973 313 317 daveweston66@live.co.uk  
[www.westonbuildingservices.co.uk](http://www.westonbuildingservices.co.uk)

Suppliers of  
**STORMDRY**



# A. Booth & Sons Ltd

ROOFING SPECIALISTS IN TILES AND SLATES

— OFFICE —

22a NASH STREET, NEWCASTLE-UNDER-LYME  
STAFFORDSHIRE  
ST5 6DR



Stoke-on-Trent: 01782 621636    Crewe: 01270 250052  
Leek: 01538 373898    Stafford: 01785 227712    Fax: 01782 715208

Chris Jones  
Congleton Town Hall  
Congleton

MUSEUM  
ESTIMATE

B.B  
20.11.13

Dear Mr Jones

RE: PROPOSED REPAIRS TO MAIN ROOF

Many thanks for inviting our family business to quote for work to be carried out. Listed below are repairs I estimate should be carried out to put the roof on the above property in good order.

Specifications as follows: -

1. Supply and carefully fix scaffolding to Health & Safety regulations where required so as to cause as little inconvenience as possible and supply and fit safety covering over doors.
2. Remove all wooden soffits and fascias from all around the areas discussed verbally.
3. Supply and fit new timber to roof ends of eaves area where required.
4. Treat all timbers when exposed.
5. Supply and fit new soffit boards to the underside of eaves area in white UPVC.
6. Supply and fit new replacement fascia boards to all areas when been removed.
7. Supply and fit new black round deep flow industrial guttering to the same area.
8. Upon completion of all work carried out all debris and waste materials incurred by our good selves shall be removed leaving the property clean and tidy.

Labour and Materials    £11,700.00    (Eleven Thousand Seven Hundred Pound) Excluding  
VAT

**While the scaffolding is erected a full inspection of the above roof will be carried out, and a full written report will be written and supplied on the findings.**

If you have any queries regarding this matter please do not hesitate to contact us.  
Hoping this meets with your approval and assuring you of our best attention at all times.

Yours faithfully,

A. BOOTH

**N.B. All materials used shall be of British Standard and under no circumstances shall any substandard material be used.**



E-mail: [roofingman@adboothandsons.co.uk](mailto:roofingman@adboothandsons.co.uk)    Web: [www.adboothandsons.co.uk](http://www.adboothandsons.co.uk)

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COUNCIL APPROVED

VAT Reg. No. 854 6665 86

Chris Jones,

Town Hall,

Congleton

Cheshire

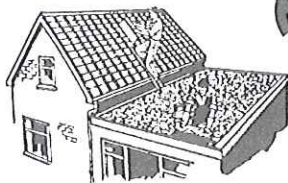
CW12 1BN

1st December 2013

1. Scaffolding put up to all areas worked upon.
2. Remove all gutters fascia and soffits, replacing with new.
3. Check roof timbers at eaves area.
4. Fit new guttering including down spouts industrial size.
5. Leave the area clean and tidy when work is finished.

Total price including V.A.T. £14,550.00





# A. BAILEY SUPERIOR ROOFING

SPECIALISTS IN ALL TYPES OF ROOFING & BUILDING REPAIRS

---

35 JOHN STREET, NEWCASTLE, STAFFS. TELEPHONE 01782 615163

Mr Chris Jones,  
Congleton Town Hall,  
Cheshire  
CW12 1BN  
01.12.13

Dear Mr Jones,

- a) Erect scaffolding and working platforms where required.
- b) Remove old gutter, fascia's soffits from bottom of roof areas.
- c) Replace with new UPVC soffit, fascia and deep gutter including all running spouts in black.
- d) Remove all rubbish leaving everywhere clean.

Total £14,700

## Report to the Town Hall Committee

Thursday 23<sup>rd</sup> January 2014

Posh Nosh Parties within the existing agreement dated 1<sup>st</sup> May 2009 have the right to renew the agreement to hire the Tapas Bar and provide catering within the Town Hall provided that the necessary notice has been given, which has been received

As a consequence a small working group consisting of Cllrs D Parker, Mrs D Allen and Mrs J Parry in conjunction with the Town Clerk and Support Manager reviewed the terms of the agreement.

The following revisions have been agreed by the Working Group and subsequently by Posh Nosh Parties:-

1. Term of contract is for a further 5 years (as laid out in existing contract)
2. Provision of supplying consumable items has been withdrawn by CTC, approximate saving £1,800, equivalent to a 10% increase in fees
3. Charges to be subject to annual review in future
4. Right for a further renewal of contract removed
5. References to phasing in of contract, which is now obsolete, removed

### Next steps

To pass the document to the solicitors to have a new agreement drafted.

Brian Hogan

16.01.14



## Brian Hogan

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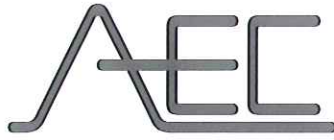
**From:** Paul Bates <paul@jigsawrtm.co.uk>  
**Sent:** 19 December 2013 17:05  
**To:** Brian Hogan; Doug Parker; Bob Edwards  
**Cc:** George Hayes  
**Subject:** Town Hall Acoustics.

From an article in The Chronicle today it would appear we are in danger of losing the valuable income from CEC due to their perception that our acoustics are substandard.

Can we as a Council (or Town Hall Committee) look at this as a matter of urgency and inform CEC that it is under review before we lose this vital source of income.

Kind Regards

Paul Bates



## Acoustic & Engineering Consultants Limited

Lockside 1 Stockport Road Marple Stockport Cheshire SK6 6BD  
Telephone 0161 449 5900 Fax 0161 449 5901

Ref: P2162/L01/PJK

22 January 2010

Mr D Dingle, Congleton Borough Council

By email only: DDingle@sky.com

Dear David

### Congleton Town Hall – Main Hall Reverberation Time

#### Introduction

Acoustic & Engineering Consultants Limited (AEC) has been appointed by Congleton Town Council to undertake reverberation time measurements in the Main Hall of Congleton Town Hall, following complaints of poor speech intelligibility during council meetings.

Congleton Town Hall is a Grade II Listed Building and the Main Hall is a two storey room which is used for music performance and practice, and meetings. Due to the varied uses of the hall, improved speech intelligibility is only one aspect of the Town Councils requirements for the hall. The existing reverberation time is understood to be suitable for the Choral Society and, therefore, variable acoustic conditions in the hall are desirable.

#### Criteria

The reverberation time is a measure of how long a sound takes to decay after the source has stopped, and gives an indication of clarity of speech and the warmth of music. Guidance in BS8233 '*Sound insulation and noise reduction for buildings – Code of practice*' (Table 8), recommends a reverberation time in a room with a volume of 2000m<sup>3</sup> of 1.0s for speech and 1.6s for music.

Further guidance can be identified in Building Bulletin 93 '*Acoustic Design of School – A design guide*' which provides a recommended performance standard for teaching spaces. BB93 suggests a reverberation time of 0.8-1.2s in assembly halls, i.e. rooms used for visual/audio presentations and music. Multi-use halls are also discussed in '*Acoustics in the Built Environment*' (Templeton 1993), Table 2.7, recommends reverberation times, of 1.0 to 1.7s.

Hence, it is proposed that a reverberation time of around 1.0s is required for speech and between 1.5s to 2.0s would be acceptable for music.

Amplified music or speech through a PA system require a lower reverberation time to achieve greater clarity.

#### Assessment

At the request of Congleton Town Council, AEC visited site on 13 January 2010 to undertake measurements of the reverberation time in the Main Hall. The reverberation time measurements were undertaken in accordance with BS 3382:2000 '*Acoustics – Measurement of the reverberation time of rooms with reference to other acoustical parameters*'.

The measured reverberation time was 2.0s in the middle frequencies, which is significantly above the recommended reverberation time of 1.0s for speech, however, this is acceptable for choral music but marginally high for other types of music.

#### Mitigation Measures

To reduce the reverberation time in the hall, mitigation is required in the form of acoustic absorptive material. This will act by reducing the reflective nature of the hall and lower the reverberation time to the required level for speech.

Acoustic modelling of the hall, using CATT, a proprietary piece of software, was undertaken to determine the amount of sound absorptive material required and its ideal location, to reduce the reverberation time to 1.0s. Due to the design of the building, and to ensure the absorptive material is not detrimental to the look of the hall, absorption was considered on the walls only. Two forms of acoustic treatment have been considered i.e. the provision of absorptive drapes or acoustically absorptive wall panels.

### Absorptive Drapes

To aid the multi-use nature of the hall, using moveable acoustic absorptive material, such as acoustic drapes, which can be drawn during meetings and open for music allowing "tuning" of the room, could be considered. Acoustic modelling indicates that around 310m<sup>2</sup> of acoustic drapes (when drawn), with an absorption rating of NRC 0.55 or higher, would be required to reduce the reverberation time to 1.0s. For example, Kestrel Acoustics Coloured Wool Serge. These would need to be installed to the side and rear walls of the ground and balcony level, beneath the windows, as shown on Figures 1 to 3.

However, even with the drapes drawn back they will still offer some absorptive qualities and the reverberation time when they are open will be lower than the existing measured reverberation time. However, this should not have a significant impact on the hall's use as a music performance or practice room.

### Acoustically Absorptive Wall Panels

An alternative to acoustic drapes would be acoustic wall panels. Acoustic modelling indicates that installing around 200m<sup>2</sup> of acoustic absorptive wall panels, with an absorption rating of NRC 0.9, would reduce the reverberation time to the recommended 1.0s for speech. The absorptive panels would need to be evenly distributed between the ground floor level and balcony level, as indicated on Figures 1, 2 and 4. On the ground floor it is recommended that the panels start at 1.2m above floor level to the underside of the balcony and on the balcony level from 1.2m to below the window level.

As there is a requirement to have different reverberation times for speech and music, the wall panels could be mounted on hinged fixtures, with one side being absorptive and one side being reflective. Absorptive wall panels are usually only absorptive on one face, with the reverse being reflective, thus, when meetings are not in session the wall panels could either be rotated or removed altogether if the choir prefer the original acoustic conditions. If the wall panels are installed as permanent fixtures they could be covered by light weight plywood or a similar, acoustically reflective material, when required. A list of acoustic wall panel suppliers is given in appendix 1 at the back of this report.

It should be noted that alternative methods of reducing the reverberation time are also available, however, they would have a greater impact on the appearance of the hall and thus may not be acceptable.

Please find enclosed lists of suppliers of acoustic drapes and acoustically absorptive wall panels.

I trust this is helpful if you have any queries please give me a call.

Yours sincerely,



Paul Knowles

cc Chris Jones

Congleton Town Hall



Figure 1 - Position of Absorptive Material on the Balcony Level

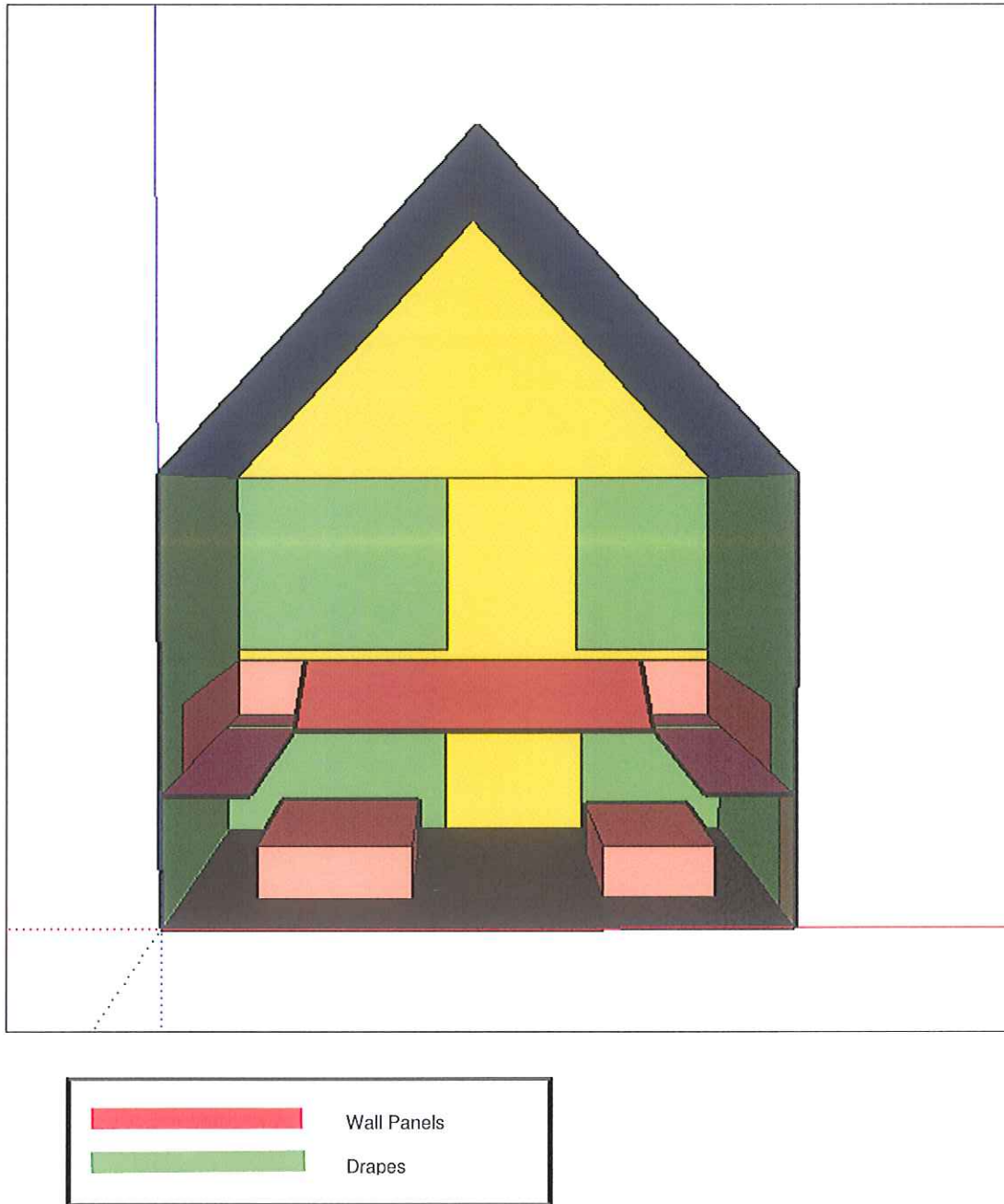


Figure 2 - Position of Absorptive Material on Ground Floor Level

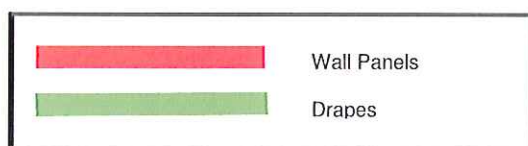
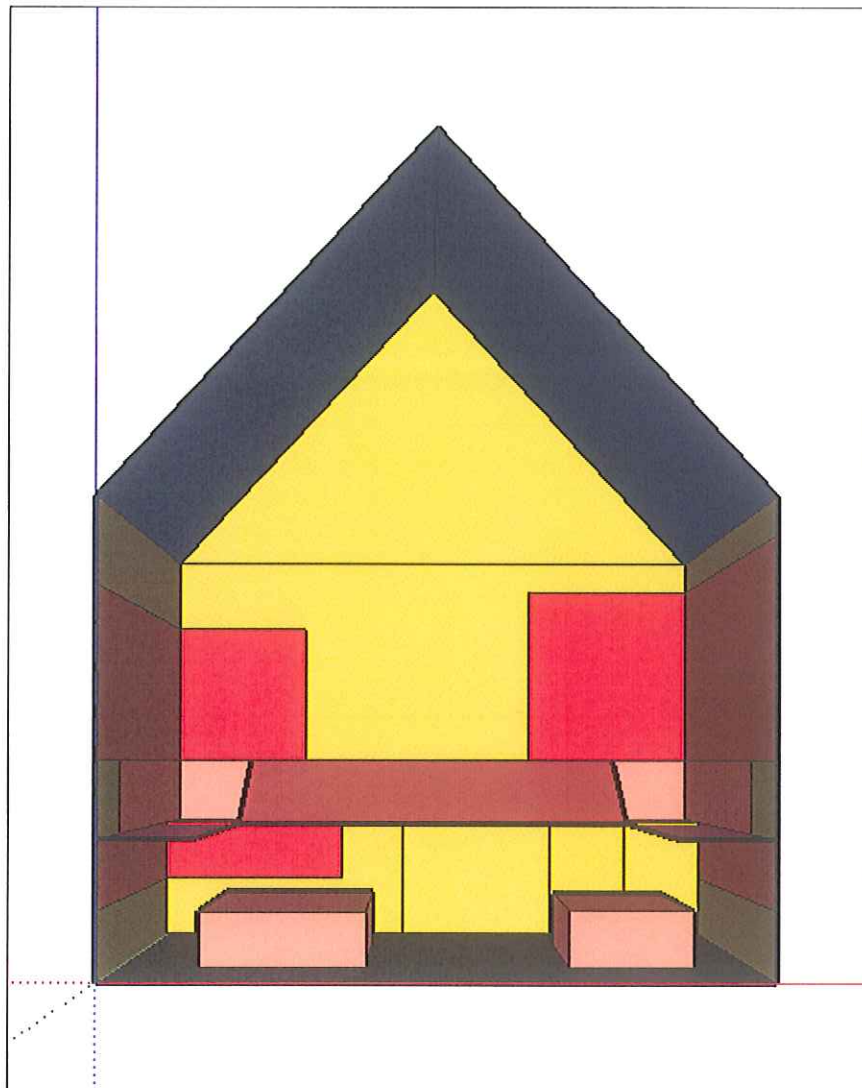




Figure 3 - Position of Absorptive Drapes



**Figure 4 - Position of Absorptive Wall Panels**



## Report to Town Hall Committee

### Town Hall Trading Account December 2013

Please see accompanying spreadsheet. This trading account is for 9 months – so 75% of the budget would be expected to have been used.

#### Income

- Generally on budget – the **Bridestones Suite** did not have many bookings in December but the **Grand Hall** was slightly over budget and the **Spencer Suite** is a popular venue for small meetings and is also slightly over budget.
- **Letting income internal** is also over budget – this is just an internal movement of expenditure from other budgets but needs to be shown in the town hall income as the meetings would have to be paid for if held in other venues.
- **Miscellaneous Income** is the licence fee for access over the Town Hall carpark.

#### Expenditure

Generally on budget:

- Janitorial – 100% of this budget has been spent.
- Marketing/Promotions – 100% of this budget has been spent.

#### **Recommendation:**

To accept the Town Hall Trading account to December 2013.

# Congleton Town Council

## Detailed Income & Expenditure by Budget Heading 31/12/2013

		Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
		£	£	£	
<b>Town Hall</b>					
4000	Staff Costs (re-allocated)	41,541	51,289	9,748	81%
4009	Protective Clothing\H & Safety	0	400	400	0%
4011	Rates	16,250	22,120	5,871	73%
4012	Water	2,649	3,500	851	76%
4014	Electricity	12,502	19,000	6,498	66%
4015	Gas	8,106	15,250	7,144	53%
4016	Janitorial	2,550	2,500	50	102%
4017	Refuse Disposal	1,488	2,100	612	71%
4020	Miscellaneous Office Costs	857	1,200	343	71%
4025	Insurance	8,452	11,300	2,848	75%
4033	Marketing/Promotions	3,544	3,500	44	101%
4040	Maintenance Contracts	3,172	4,250	1,078	75%
4041	Property Maintenance	3,627	5,000	1,373	73%
4064	Legal & Professional fees	0	100	100	0%
4068	Licences (incl PRS)	1,047	1,550	503	68%
6000	Central Overheads Reallocated	5,299	9,501	4,202	56%
<b>Congleton Town Hall:-Expenditure</b>		<b>111,083</b>	<b>152,560</b>	<b>41,477</b>	<b>73%</b>
1009	Rent Rec'd - Museum Notional	3,375	4,500	1,125	75%
1010	Rent Received - 3rd Party (TIC, Partnership & rear office)	6,775	14,033	7,258	48%
1011	Rent Received - Internal CTC	10,463	13,950	3,487	75%
1013	Letting Income - Grand Hall	21,117	25,000	3,883	84%
1014	Letting Income - Bridestones	3,594	6,600	3,006	54%
1015	Letting Income -Spencer Suite	2,347	2,000	347	117%
1018	Letting Income - Campbell Suite	253	0	253	0%
1016	Letting Income - De Lacey's, Kitchen and Bar	13,500	18,000	4,500	75%
1021	Letting Income - Internal	7,568	8,000	432	95%
1030	TIC Service Charge	1,247	1,500	253	83%
1199	Miscellaneous Income	500	0	500	0%
<b>Congleton Town Hall :- Income</b>		<b>70,739</b>	<b>93,583</b>	<b>22,844</b>	<b>76%</b>
<b>Net Expenditure over Income</b>		<b>£40,344</b>	<b>£58,977</b>	<b>£18,633</b>	<b>68%</b>