



Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



17th September 2015

Dear Councillor,

Town Hall Committee – Thursday 24th September 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 24th September 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 30th July 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.

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 www.congleton-tc.gov.uk

5. Town Hall Trading Account (enclosed)

To consider a report by the Support Manager.

6. Catering Contract (enclosed)

To receive a copy of the notes of the Working Group and to consider an update report on the progress being made to replace the Town Hall Catering Contract.

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 Armitt, 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.

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN HALL COMMITTEE HELD ON THURSDAY, 30TH JULY 2015

PRESENT: Councillors Mrs D S Allen
 P Bates
 R Boston
 G R Edwards
 G P Hayes (Chairman)
 Mrs A M Martin
 Mrs E Wardlaw (Town Mayor)

1. APOLOGIES

Apologies were received from Cllrs Mrs A L Armit, L D Barker, P Broom, Mrs S A Holland, Mrs A E Morrison and H Richards.

Apologies were also received from Councillors N Adams, Mrs S Akers Smith and J G Baggott who are not members of this particular Committee.

2. MINUTES

THC/06/1516 RESOLVED that the minutes of the Meeting held on 18th June 2015 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.

Cllrs P Bates, G P Hayes and Mrs E Wardlaw declared a non-pecuniary interest in any matters related to Cheshire East Council.

4. OUTSTANDING ACTIONS

There are no outstanding actions

5. TOWN HALL TRADING ACCOUNT

THC/07/1516 RESOLVED that the Town Hall Trading Account for June 2015 be received.

6. POSH NOSH PARTIES LTD

Correspondence from Posh Nosh Parties Ltd to terminate the agreement with the Town Council at the end of January 2016 for the provision of catering services was considered.

THC/08/1516 RESOLVED that:-

1. The notice from Posh Nosh Parties Ltd terminating the agreement with the Town Council at the end of January 2016 was accepted.
2. A working party be set up to determine the way forward for the provision of catering services in the Town Hall. This will consist of Cllr P Bates, Cllr G R Edwards, Cllr G P Hayes, Cllr Mrs E Wardlaw and Mrs Jackie MacArthur.

G P Hayes
(Chairman)

Report to Town Hall committee

Town Hall Trading Account August 2015

This trading account is for 5 months – so 42% of the budget would be used if expenditure was regular monthly. See spreadsheet.

Income

- Income overall is 40% of the budget, the Grand Hall is showing less income than budgeted for.

Expenditure

Generally on budget:

- The Town Hall marketing budget will be used later in the year.
- Property maintenance includes repairs to the fire door in the Grand hall, repairs to the disabled toilet on the first floor, repairs to the lightening conductor, replacement LED lights for the clock tower, and repainting the Bridestones Suite.

Recommendation:

To accept the Town Hall Trading account to August 2015.

Congleton Town Council

Detailed Income & Expenditure by Budget Heading 31/08/15

		Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
<u>Town Hall</u>		<u>2015/16</u>			
		£	£	£	
4000	Staff Costs (re-allocated)	22,220	54,545	32,325	41%
4009	Protective Clothing\H & Safety	45	400	355	11%
4011	Rates	9,449	22,615	13,166	42%
4012	Water	1,571	4,000	2,429	39%
4014	Electricity	6,626	17,000	10,374	39%
4015	Gas	3,119	16,000	12,881	19%
4016	Janitorial	632	2,500	1,868	25%
4017	Refuse Disposal	1,028	2,376	1,348	43%
4020	Miscellaneous Office Costs	395	1,200	805	33%
4025	Insurance	3,433	8,000	4,568	43%
4033	Marketing/Promotions	659	3,500	2,841	19%
4040	Maintenance Contracts	2,234	4,590	2,356	49%
4041	Property Maintenance	3,890	6,000	2,110	65%
4064	Legal & Professional fees	0	100	100	0%
4068	Licences (incl PRS)	588	1,400	812	42%
6000	Central Overheads Reallocated	2,479	5,047	2,568	49%
Congleton Town Hall:-Expenditure		58,368	149,273	90,905	39%
1009	Rent Rec'd - Museum Notional	1,875	4,500	2,625	42%
1010	Rent Received - 3rd Party (TIC, Partnership & rear office)	5,847	14,033	8,186	42%
1011	Rent Received - Internal CTC	7,090	17,017	9,927	42%
1013	Letting Income - Grand Hall	8,352	26,000	17,648	32%
1014	Letting Income - Bridestones	2,488	5,000	2,512	50%
1015	Letting Income -Spencer Suite	758	3,000	2,242	25%
1018	Letting Income - Campbell Suite	200	0	200	0%
1016	Letting Income - De Lacey's, Kitchen and Bar	7,500	18,000	10,500	42%
1021	Letting Income - Internal	4,124	8,000	3,876	52%
1030	TIC Service Charge	617	1,500	883	41%
1199	Miscellaneous Income	0	0	0	0%
Congleton Town Hall :- Income		38,851	97,050	58,199	40%
Net Expenditure over Income		£19,517	£52,223	£32,706	37%

Meeting of the Town Hall Catering Contract Working Group

Wednesday 5th August 2015

Present

G Hayes (Chairman)

P Bates

R Edwards

E Wardlaw

J MacArthur

1. Options

- a. Put all 3 parts of the operation out to tender
- b. Treat each separately
 - i. Restaurant and kitchen
 - ii. Bar
 - iii. Outside catering for functions, consider having a list of 3
- c. Request expressions of interest for all parts of the business

2. Advice

Consider seeking advice on the best way forward from the interest shown by local businesses.

3. Agents

Consider using agents to promote the catering contract

- a. Estate Agents
- b. Retail Trade Association
- c. Produce a portfolio to contain, facts, information on the size of the premises, numbers of covers etc., background on uses including weddings

4. Other issues

- a. Lack of car parking, can we have residents parking outside the Museum
- b. Marketing the Town Hall

Brian Hogan

Report to the Town Hall Committee

Thursday 24th September 2015

Progress report on replacing the Catering Contract

The Town Hall working group met on the 5th August 2015 to determine how to progress the contract and determined amongst other actions to advertise for expressions of interest in providing catering facilities for all parts of the business within the Town Hall.

An advert was placed in the Chronicle and on a free website Rightbiz, requesting expressions of interest, in some or all of the Town Hall catering requirements.

So far 11 organisations have requested a pack. As the closing date is the 28th September we expect some or all of those organisations to revert back to the Town Council with their proposals.

Two local estate agents have also been approached and have visited the Town Hall to provide a valuation on the typical sort of rental package we ought to be aspiring to for the contract.

Enclosed is the pack sent out to enquirers.

Brian Hogan

17.09.15

A history of the Town Hall

The earliest mention of a public hall known as Moot Hall in the town was in the 15th Century. Whether this was the same as the timber framed building which previously stood on the site of the current Town Hall is not known.

The Ancient timber framed hall was replaced in 1804-5 when the Corporation decided to have built a new brick and stone one, with four stone columns which supported a covered passageway. The new building was known as the Guildhall, there was a large room where municipal business was transacted, a room for the imprisonment of debtors, a jury room and two arched dungeons. An assembly room and market was added in 1823.

The new Town Hall was built in 1864 and opened in July 1866. It was designed by Edwin Godwin, and is based on his design of Northampton Town Hall.

Congleton Town Hall embodies Italian and French Gothic design influences. The building is two storeys at street level and has a central machicolated and battlemented tower rising flush with the façade. The building to the frontage has a steeply pitched roof pierced by sharp dormers. The main hall is two storeys vaulted with exposed hammerbeam roof trusses under a mansard roof with clerestory lighting.

The building is currently listed under the Town and Country Planning Acts and is graded 2 star. Although the 2 star grading includes the interior it is generally accepted the internal listing mainly reflects the qualities of the main hall space and the internal stonework of which both these aspects are outside the areas of the building affected by the use of the Commercial Partner.

The Town Hall was subject to a major refurbishment of significant investment (£975k) in 1996, which saw most of its interior brought back to its original design with the aid of a Single Regeneration Budget grant. Mechanical and electrical installations were upgraded together with essential repairs to the external fabric. Although some essential repairs and electrical upgrades were undertaken to the second floor areas within the scope of this study, no other works of improvement were undertaken, the area remaining originally as built. In the late 1990s, major external fabric repairs were undertaken by the Borough Council at a cost of close to £1m.

The Market Square Chambers were let to The Museum Trust on a 25 Year lease, commencing May 2002.

Prior to April 1974, the building was owned and managed by the former Congleton Urban District Council (responsible for Congleton Town only). During local government reorganisation in 1974 it transferred to Congleton Borough Council. Following the major refurbishment, Congleton Town Hall Trust was established in

1998 to operate the facility at community level. Financial resources and local politics conspired against it and management soon reverted to the Borough Council.

In January 2007 Congleton Town Council moved its offices back to the Town Hall, this time leasing two rooms on the first floor. Later in the year it took over the second floor and converted storage space into two modern, fully DDA compliant offices. The ownership and freehold of the Town Hall transferred to the Town Council on 2nd June 2008.

Since this date the Town Council has completed the upgrading programme by refurbishing the Bridestones Suite, re-roofing most of the Town Hall complex and creating the Brassiere , refurbishing the bar and kitchen areas and introducing numerous energy efficiency improvements such as new boilers, draft excluders, LED lights etc.

The next phase of the refurbishment process is to upgrade the toilets in the Town Hall as well as continuing with energy and efficiency improvements.

Town Hall Commercial Partner

Congleton Town Council owns and manages Congleton Town Hall. Due to the retirement of our current commercial partners we are in an exciting position of looking for a new partner or partners to make Congleton Town Hall the venue of choice for Congleton and its community. The Town Hall is a grade two listed building located on the High Street.

The Town Hall has three rooms which it hires out for commercial, community and private events. There is potential for the rooms to be hired out seven days a week. The Town Hall benefits from a licensed bar and is licensed as a venue for weddings and civil partnerships. The building is DDA compliant.

The Town Hall is the home of Congleton Town Council with staff working from two offices on the second floor and an office on the first floor Monday – Friday 9-5pm. Our facilities team ensure the rooms are set-up and cleared for functions and are always available during events. There is an award winning Tourist Information Centre on the ground floor and two offices to the rear of the building which are let privately to a commercial company.

FACILITIES

The Town Hall provides an excellent venue for concerts, weddings, conferences and dinner functions. It has a modern kitchen, licensed bar and lift to the first and second floors. Free Wifi in all rooms. Extra staging is available for concert performances.

Main Hall

Situated on Ground Floor with First Floor balcony. Maximum seating capacity:

Concert Style	220 with stage in Main Hall, 64 fixed seating upstairs
Banquet Style	180
Dance	250

Conference Room

Situated on the First Floor. Maximum seating capacity:

Cinema style	100
Boardroom style	30

Meeting Room

Situated on the First Floor. Maximum seating capacity

Cinema style	18
Boardroom style	12

Brasserie/ Coffee Shop

Situated on the Ground Floor with small bar facility. Can cater for upto 70 covers.

Kitchen Facilities for hot and cold food preparation.

Congleton Town Council manages the Town Hall on behalf of the town and as such the residents, community groups and businesses of the town are our main stake holders.

The current Commercial Partner based in the Brasserie enjoys exclusive rights for all catering needs in the building. They are also responsible for organising weddings and overseeing other major functions held in the Town Hall such as the Mayor's Ball, civic receptions, charity fundraisers and private parties

As a venue, the Town Hall has a massive potential for conferences, weddings, funerals and more frequent and exciting events. The Brasserie has currently operated as a Tapas Bar, but, with perhaps a different approach and concept could be developed further.

As a Council we are interested to hear from Commercial Partners who are interested in running the front of house café/restaurant area within the Town Hall, the licensed bar, catering for events and events in the Town Hall. We will consider expressions of interest for all or part of the offer.

Commercial Partner proposals

Your proposal may show a developing partnership over a period of time, but should include:-

- Details of what aspects of the Town Hall services you would propose to operate, which you would see the Town Council or another partner continuing to manage and/or any aspects which you would anticipate being jointly administered.
- The basis of any formal contract between us and the length of contract you would be seeking.
- When you would be available to start operating as a Commercial Partner
- Your main proposals for developing the services which you anticipate operating.
- A detailed business case, identifying turnover within each service and the justification for your assumptions.
- Anticipated growth over the period of the contract.
- Any capital improvement works you would ask the Council to undertake (not cost at this stage) and whether you would anticipate investing capital into the building or equipment.
- Your approach to managing quality, customer care, the environment and safety.
- Your ethical, environmental and social policies.
- The financial benefits to the Council e.g. rent income, profit share etc.
- The legal status of your organisation e.g. Partnership, Limited Liability Partnership/company, plc etc.
- Your approach and experience of Community-based functions

- A set of your last year's accounts/ proof of viability.
- A summary of your company's experience, a resume of your skills and resources and a statement of why your company would be a strong and suitable partner for the Town Council.

Closing date for expressions of interest is 25th September. After this date we will evaluate the interest and arrange to discuss your proposals in more detail before going out to tender. We anticipate this meeting will be held late-September.

Prior to submission we will be available to answer any queries and provide further information. If you wish to visit the Town Hall and be shown around the kitchen, bar and cellar area please contact the Town Council office on 01260 270350 ext 6 to arrange an appointment.

Expressions of Interest – CONGLETON TOWN HALL COMMERCIAL PARTNER(S)

Congleton Town Council is seeking a new commercial partner or partners for Congleton Town Hall. There is an opportunity for an innovative and entrepreneurial company or companies to bid to be the partner to manage weddings and events, operate the bar, run a catering or coffee shop franchise in the front of the Town Hall and providing in-house catering services within the Town Hall. The current partners are retiring early in 2016.

If you are interested in operating some or all of the facilities currently located in the Town Hall then in the first instance: Please e-mail bh@congletontowncouncil for an information pack. Expressions of interest are required by 25th September 2015.

We are flexible if you are innovative

www.congleton.tc.gov.uk

KITCHEN

	3 stage tea trolley	1
	Stainless Steel Vacuum Flasks	14
SAS Refridgeration	undercounter fridge	1
SAS Refridgeration	Fridge model GN650TN	1
The Catering shop	Chest Freezer CF1300	1
Ritchie	C Range Commercial Dishwasher	1
Ritchie	Free Standing Fridge Sterling Pro	1
Ritchie	Blue Seal Salamander Grill	1
Ritchie	Oven lincat 6 burner range	1
	Imperial 6 Burner Range	1
	Upright Electric Cooker	1
	Industrial Gas Cooker	1
	Tall Glass fronted bottle fridge	1
	Under counter double door fridge unit	1
Ritchie	Hot plate parry alpha range	1
Ritchie	Commercial microwave	1
Ritchie	Commercial microwave	1
Hancocks	1 litre water jug	6
Hancocks	1.8 litre water jug	15
Hancocks	10oz Hiball water glasses	150
	11" dinner plates	200
	6.25" side plates	200

CAFÉ AREA

Trent Pottery & furniture	Farmhouse tables	15
	Boston Chairs	72
MAC Tool Hire	Infra Red Heaters	2
Global Hygiene	Delonghi Rapido Oil filled radiator	1

BAR ANNEXE

High circular drinks tables tubular steel with beech effect top 550mm diameter 1.200m high	4
6 Low circular drinks tables 3 balcony, 3 corridor	6
4 Low Square drinks tables	4
2 metal litter bins - 1BS, 1 GH	2
hydro boil water heater	1

CELLAR

SAS Refridgeration	Bar Cellar Fridge	1
--------------------	-------------------	---

1 No Stainless Steel Industrial Quality Dishwasher. Under worktop.	1
Large lockable twin door Bottle Fridge store (corridor)	1
Undercounter twin glass bottle fridges	2
Free standing ice making machine	1
Large Free Standing Beer coolers (owned by the Brewery)	2

The floor plan shows the 1st floor of the Congleton Town Hall. It includes a large hall area at the top, a central corridor, and several smaller rooms. A large hall area is labeled 'Shows area and balcony' with a handwritten note. A 'Main Entrance' is indicated at the top. Dimensions are provided for several areas: 5m, 12m, 3.5m, and 4.5m. The plan is oriented with North (N) at the top.

- | | |
|-----|---|
| G1 | Tourist Information Centre |
| G2 | Lobby |
| G3 | Tapas Café Bar - See map |
| G4 | Disabled WC |
| G5 | Inner Lobby / <i>Commercial partner</i> |
| G6 | Female WC |
| G7 | Inner Hallway |
| G8 | Meeting Room |
| G9 | Male WC |
| G10 | Kitchen — 10m x 4m |
| G11 | Bar / Serv. — 3m x 4m |
| G12 | WC |
| G13 | Rear Hallway |
| G14 | Refuse Store |
| G15 | Store |
| G16 | Hallway |
| G17 | Male WC |
| G18 | rear Hallway |
| G19 | Service Room |
| G20 | Female WC |
| G21 | Store |
| G22 | Rear Access Hallway |
| G23 | Grand Hall |
| G24 | Bar Annex |
| G25 | Switch Room |
| G26 | Cloaks / Store |
| G27 | Main Hallway |
| G28 | Cloaks / Store |
| G29 | Strongroom |
| G30 | Understairs Store |
| G31 | Passageway |
| G32 | Tourist Information Reception |
| G33 | Access to Basement Boiler Room |

CONGLETON TOWN HALL

GROUND FLOOR PLAN

Brasserie to the Front of the Town Hall

This is an L shaped space with large windows to the front overlooking the High Street. It has tables and chairs for 72 people which are owned by the Town Council. The front section of the L shape is 7m wide (street frontage) and 5m deep. Inside area is 7m long and 3.5m wide.



Picture from the bar and till areas



Picture from the bar and till areas



Picture from the window looking towards the bar

For full details of the equipment that the Town Council own and can offer use of for this part of the contact see the attached list of assets. The current owners are willing to negotiate with the successful company re the sale of items that they own such as the coffee machine and boiler.

Kitchen Area

The kitchen was extended in 2012 and runs the length of the Grand Hall. It is 10m long and 4m wide with two serving hatches into the Grand Hall. It also has a door out to the courtyard which accesses the cellar and to the rear which accesses another storage room



and the waste storage area. A full list of equipment owned by the Town Council which would be included in the package can be found on the asset list.

From the Cafe door looking through along the length of the kitchen



From far end of the kitchen at the back of the Town Hall looking towards the café area



Cookers



Bar and Cellar area

The bar area measures 4m by 3m and has two serving hatches one into the Grand Hall and one into the lobby area of the Grand Hall. It was redesigned in 2012. It is not tied to a brewery.



Kitchen area of the bar
(shown on the right)

The Cellar is access via a door at the back of the kitchen.

Dual aspect bar area



Route to the Cellar and inside the cellar

