



Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



18th September 2014

Dear Councillor,

Town Hall Committee – Thursday 25th September, 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 25th September 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.

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 12th June 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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where friends are made

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

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

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5. Town Hall Roof (enclosed)

To consider a report on progress to refurbish the Town Hall.

6. 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, 12TH JUNE 2014

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

1. APOLOGIES

Apologies were received from Cllrs Mrs D S Allen, L D Barker, G Baxendale, G Brittain, J S Crowther N T Price and Mrs E Wardlaw.

Apologies were also received from Councillors P Bates, D T Brown, D Murphy and G S Willaims who are not members of this particular committee.

2. MINUTES

THC/01/1415/RESOLVED that the minutes of the Meeting held on 13th March 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.

There were no declarations of interest.

4. OUTSTANDING ACTIONS

There are no outstanding actions

5. LAND AT THE REAR OF THE TOWN HALL

The Town Clerk reported that an agreement had been reached with the landlord of 3 High Street for an Access License.

THC/02/1415/RESOLVED that the Access Licence Agreement be noted and approved for 3 High Street.

6. TOWN HALL ROOF

The tender process and tender submission for the refurbishment of the Grand Hall roof was considered.

THC/03/1415/RESOLVED that the tender be awarded to A D Booth at a cost of £115,000 + VAT.

7. AGREEMENT WITH POSH NOSH PARTIES LTD

The revised Agreement with Posh Nosh Parties Ltd to provide catering in the Town Hall was considered by the Committee.

THC/04/1415/RESOLVED that the Agreement to provide catering services at the Town Hall be approved.

8. CARBON FOOTPRINT

The results of a Self Assessed Carbon Footprint for the Town Hall and Streetscape operations were discussed by the members.

THC/05/1415/RESOLVED that:-

1. The report be received and noted.
2. Calculation on fuel and vehicle usage to be produced per employee in future.

9. TOWN HALL TRADING ACCOUNT

THC/06/1415/RESOLVED that the Town Hall Trading Account for April 2014 be received.

D A PARKER
(CHAIRMAN IN THE CHAIR)

Report to Town Hall Committee

Thursday 25th September 2014

Grand Hall Roof

Work has been going on refurbishing the Grand Hall roof for the past 6 weeks and excellent progress has been made so far with one section of the roof just about complete.

Before undertaking this work there was some concern at what the roofing contractors might uncover, bearing in mind that the building and hence the roof itself is now nearly 150 years old and has suffered numerous leaks for the past number of years, when there has been heavy rain and high winds.

Feedback so far has suggested that the main timbers which make up the roof, which can be seen internally within the Grand Hall, are very sound and robust, undoubtedly because wood used 150 years ago was of a much higher quality and allowed to season properly before being used. The guttering which is in very poor condition is also to be replaced at a cost of £3,920

The work is due to be completed at the end of October 2014.

Brian Hogan

18.09.14



Congleton Town Council

Detailed Income & Expenditure by Budget Heading 31/08/2014

		Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
Town Hall		£	£	£	
4000	Staff Costs (re-allocated)	22,362	51,965	29,603	43%
4009	Protective Clothing\H & Safety	0	400	400	0%
4011	Rates	9,028	22,120	13,093	41%
4012	Water	1,276	3,500	2,224	36%
4014	Electricity	5,990	18,000	12,010	33%
4015	Gas	2,856	16,250	13,394	18%
4016	Janitorial	924	3,500	2,576	26%
4017	Refuse Disposal	974	2,500	1,526	39%
4020	Miscellaneous Office Costs	456	1,200	744	38%
4025	Insurance	3,176	11,300	8,124	28%
4033	Marketing/Promotions	480	3,500	3,020	14%
4040	Maintenance Contracts	1,857	4,383	2,526	42%
4041	Property Maintenance	1,913	5,250	3,337	36%
4064	Legal & Professional fees	0	100	100	0%
4068	Licences (incl PRS)	545	1,500	955	36%
3020	Catering Supplies	1,497	10,000	8,503	15%
6000	Central Overheads Reallocated	2,163	5,074	2,911	43%
Congleton Town Hall:-Expenditure		55,496	160,542	105,046	35%
1009	Rent Rec'd - Museum Notional	1,875	4,500	2,625	42%
1010	Rent Received - 3rd Party (TIC, Partnership & rear office)	3,764	14,033	10,269	27%
1011	Rent Received - Internal CTC	7,090	17,017	9,927	42%
1013	Letting Income - Grand Hall	7,781	26,000	18,219	30%
1014	Letting Income - Bridestones	1,309	5,000	3,691	26%
1015	Letting Income -Spencer Suite	1,088	3,000	1,912	36%
1016	Letting Income - De Lacey's, Kitchen and Bar	7,500	18,000	10,500	42%
1021	Letting Income - Internal	3,043	8,000	4,957	38%
1030	TIC Service Charge	625	1,500	875	42%
1051	Catering Sales	1,492	10,000	8,508	15%
1199	Miscellaneous Income	120	0	120	0%
Congleton Town Hall :- Income		35,687	107,050	71,363	33%
Net Expenditure over Income		£19,809	£53,492	£33,683	37%

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Report to Town Hall committee

Town Hall Trading Account August 2014

This trading account is for 5 months – so 42% of the budget would be used if expenditure was regular monthly. August is traditionally a quiet month for bookings and this has been the case for this month. However the Town Hall is very busy at weekends for the next few months.

Income

- Room bookings are slightly below budget

Expenditure

- Slightly under budget on most expenditure headings.
- Utilities are under budget at the moment but we have had a fairly warm summer so this is to be expected.
- Marketing is currently underspent but there are some events planned over the next few months.
- 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 April 2014.

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