



# Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



23rd July 2015

Dear Councillor,

## Town Hall Committee – Thursday

You are requested to attend a meeting of the Town Hall Committee, to be held in the Town Hall, High Street, Congleton on **Thursday 30<sup>th</sup> July 2015 at 7.00pm.**

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.

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 18<sup>th</sup> June 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.



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5. Town Hall Trading Account (enclosed)

To consider a report by the Support Manager.

6. Posh Nosh Parties (to follow)

To consider a letter from Posh Nosh Parties Ltd, giving notice of termination of the Commercial Partnership contract with effect from January 2016 and to consider the steps required to provide another Commercial Partnership for the Town Hall.

To Members of the Town Hall Committee

ccs. Other members of the Council  
Honorary Burgesses (5) for information  
Press (2)

## CONGLETON TOWN COUNCIL

### MINUTES OF THE MEETING OF THE TOWN HALL COMMITTEE HELD ON THURSDAY, 18<sup>TH</sup> JUNE 2015

PRESENT:           Councillors   Mrs A E Morrison (Vice Chairman)  
  L D Barker  
  C Booth  
  R Boston  
  P Broom  
  Mrs S A Holland  
  Mrs A M Martin  
  G R Edwards  
  Mrs E Wardlaw

#### 1. APOLOGIES

Apologies were received from Cllrs Mrs D S Allen, Mrs A L Armit, G P Hayes and H Richards.

Apologies were also received from Councillors D T Brown and G S Williams who are not members of this particular Committee.

#### 2. MINUTES

THC/01/1516 **RESOLVED** that the minutes of the Meeting held on 12<sup>th</sup> March 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.

Cllr 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/02/1516 **RESOLVED** that the Town Hall Trading Account for April 2015 be received.

**6. CARBON FOOTPRINT**

The carbon footprint of the Town Council activities was considered. It was noted that it was higher than last year primarily because of the transfer of Streetscape.

**THC/03/1516 RESOLVED that:-**

1. The report be received.
2. To determine whether the carbon usage be offset by credits elsewhere

**7. CONGLETON TOWN HALL'S 150<sup>TH</sup> CELEBRATIONS**

A report on proposed activities and events to celebrate the 150<sup>th</sup> anniversary of the opening of the Town Hall was considered.

**THC/04/1516 RESOLVED that:-**

1. The report be received.
2. A working party to be set up to co-ordinate the anniversary celebrations to consist of Councillors and Mr. D A Parker.
3. The Town Clerk to circulate to members of the Council to request volunteers to form the Working Group.

**8. ALARM SYSTEM**

A report provided by Chubb Fire and Security Ltd recommending improvements to the Town Hall fire alarm system, to ensure it meets the required standard set out in (BS) 5839 2013 Part 1, was considered.

**THC/05/1516 RESOLVED that** the alarm system be upgraded to meet the approved standards at a cost of £1,827.44.

Mrs A E Morrison  
(Vice Chairman)

## Report to Town Hall committee

### Town Hall Trading Account June 2015

This trading account is for the first quarter 2015/16 – so 25% of the budget would be used if expenditure was regular monthly. See spreadsheet.

#### Income

- The Grand Hall is slightly under budget but the Bridestones is over budget, so overall on budget.

#### Expenditure

Generally on budget:

- Central overheads reallocated is a way of reapportioning overheads between all the cost centres with staff, in accordance with the financial regulations. It is slightly over budget at M3 as some of the overhead costs (eg insurance and subscriptions) are full year costs.
- Catering Supplies included within the expenditure section and Catering Sales within income show catering supplied and invoiced to outside organisations which is then passed on to our commercial partners.
- Town Hall marketing usually includes a wedding fayre or something similar which takes place 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 and replacement LED lights for the clocktower.

#### **Recommendation:**

To accept the Town Hall Trading account to June 2015.

**Congleton Town Council**

**Detailed Income & Expenditure by Budget Heading 30/06/15**

|   | Actual Year<br>To Date                                     | Current<br>Annual Bud | Variance<br>Annual Total | % of<br>Budget |            |
|---|--|-----------------------|--------------------------|----------------|------------|
|   | £  | £                     | £                        |                |            |
| <b><u>Town Hall</u></b>                 |  |                       |                          |                |            |
| 4000                                    | Staff Costs (re-allocated)                                 | 12,868                | 54,545                   | 41,677         | 24%        |
| 4009                                    | Protective Clothing\H & Safety                             | 45                    | 400                      | 355            | 11%        |
| 4011                                    | Rates  | 5,670                 | 22,615                   | 16,946         | 25%        |
| 4012                                    | Water  | 976                   | 4,000                    | 3,024          | 24%        |
| 4014                                    | Electricity  | 4,107                 | 17,000                   | 12,893         | 24%        |
| 4015                                    | Gas  | 2,543                 | 16,000                   | 13,457         | 16%        |
| 4016                                    | Janitorial   | 399                   | 2,500                    | 2,101          | 16%        |
| 4017                                    | Refuse Disposal  | 615                   | 2,376                    | 1,761          | 26%        |
| 4020                                    | Miscellaneous Office Costs                                 | 314                   | 1,200                    | 886            | 26%        |
| 4025                                    | Insurance  | 2,060                 | 8,000                    | 5,941          | 26%        |
| 4033                                    | Marketing/Promotions                                       | 142                   | 3,500                    | 3,358          | 4%         |
| 4040                                    | Maintenance Contracts                                      | 1,268                 | 4,590                    | 3,322          | 28%        |
| 4041                                    | Property Maintenance                                       | 2,505                 | 6,000                    | 3,495          | 42%        |
| 4064                                    | Legal & Professional fees                                  | 0                     | 100                      | 100            | 0%         |
| 4068                                    | Licences (incl PRS)  | 350                   | 1,400                    | 1,050          | 25%        |
| 6000                                    | Central Overheads Reallocated                              | 1,850                 | 5,047                    | 3,197          | 37%        |
| <b>Congleton Town Hall:-Expenditure</b> |  | <b>35,711</b>         | <b>149,273</b>           | <b>113,562</b> | <b>24%</b> |
| 1009                                    | Rent Rec'd - Museum Notional                               | 1,125                 | 4,500                    | 3,375          | 25%        |
| 1010                                    | Rent Received - 3rd Party (TIC, Partnership & rear office) | 3,508                 | 14,033                   | 10,525         | 25%        |
| 1011                                    | Rent Received - Internal CTC                               | 4,254                 | 17,017                   | 12,763         | 25%        |
| 1013                                    | Letting Income - Grand Hall                                | 5,738                 | 26,000                   | 20,262         | 22%        |
| 1014                                    | Letting Income - Bridestones                               | 1,968                 | 5,000                    | 3,032          | 39%        |
| 1015                                    | Letting Income -Spencer Suite                              | 495                   | 3,000                    | 2,505          | 17%        |
| 1016                                    | Letting Income - De Lacey's, Kitchen and Bar               | 4,500                 | 18,000                   | 13,500         | 25%        |
| 1021                                    | Letting Income - Internal                                  | 2,349                 | 8,000                    | 5,651          | 29%        |
| 1030                                    | TIC Service Charge   | 370                   | 1,500                    | 1,130          | 25%        |
| 1199                                    | Miscellaneous Income                                       |                       | 0                        | 0              | 0%         |
| <b>Congleton Town Hall :- Income</b>    |  | <b>24,307</b>         | <b>97,050</b>            | <b>72,743</b>  | <b>25%</b> |
| <b>Net Expenditure over Income</b>      |  | <b>£11,404</b>        | <b>£52,223</b>           | <b>£40,819</b> | <b>22%</b> |