



Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



8th March, 2013

Dear Councillor,

Town Hall Committee – Thursday 14th March, 2013

You are requested to attend a meeting of the Town Hall Committee, to be held in the Town Hall, High Street, Congleton on **Thursday 14th March 2013 at 7.45pm.**

Members 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 11th October, 2012 as a correct record.

3. Declarations of Interest

Members are requested to declare both “personal” and “personal and prejudicial” interests as early in the meeting as they become known.

4. Outstanding Actions

There are no outstanding actions.



Congleton
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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

To consider what steps to take to ensure the Town Hall Roof is fit for purpose.

7. Access to the Rear of the Town Hall 5 High Street

To receive an update on progress to conclude an agreement for a right of access to land to the rear of 5 High Street.

8. Town Hall Letting Policy (enclosed)

To review and approve a revised Town Hall Letting Policy.

9. Changes to PPL's Exercise Tariff (enclosed)

To note the correspondence related to the fee for charging for the use of recorded music in exercise classes held in the Town Hall.

10. Posh Nosh Parties (enclosed)

To receive and consider a report produced by posh Nosh Parties Ltd reviewing the past year 2012-13.

11. Resolution to exclude the Public and Press (if necessary)

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting for the matters set out below on the grounds that it could involve the likely disclosure of private and confidential information or staff matters.

12. Town Hall Trading Account (enclosed)

To consider a report by the Support Manager.

13. AOB

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, 11TH OCTOBER, 2012

PRESENT: Councillors D A Parker (Chairman in the Chair)
Mrs D Allen
G P Hayes
Mrs S A Holland
Mrs A M Martin
Mrs J D Parry
Mrs E Wardlaw
N T Price
G R Edwards

1. APOLOGIES

Apologies for absence were received from Councillors L. D Barker, G.Brittain, G.Baxendale and J.S Crowther. Apologies were also received from Councillors P Bates and D Murphy who are not members of the committee.

2. MINUTES

THC/05/1213/RESOLVED- That the minutes of the Meeting held on 28th June, 2012 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. CONGLETON HISTORY SOCIETY

Correspondence from Congleton History Society concerning the Society's 50th Anniversary, which will be celebrated by holding a History Fair in the Town Hall on Saturday 13th April 2013, was considered.

THC/06/1213 RESOLVED- That the Town Council will take part in the History Fair and display the Town Treasures.

6. **LAND AT THE REAR OF THE TOWN HALL**

The Town Clerk provided a verbal update on progress to resolve the issues of land at the rear of the Town Hall and parking access to 3 and 5 High Street.

THC/07/12313 RESOLVED that the verbal report be received.

7. **TOWN HALL ROOF**

The Town Clerk provided an update on the condition of the roof of the Town Hall. It was noted that various parts of the roof were letting in water during heavy rain.

THC/08/12313 RESOLVED THAT:-

1. A new roof to be installed on the Town Hall.
2. To engage the services of a Quantity Surveyor to produce a specification and oversee satisfactory completion of the works.
3. To invite suitably approved companies to apply for the contract for the work via a closed tender.

8. **RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS (IF NECESSARY)**

THC/09/12313 RESOLVED that in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for the matters set out below on the grounds that it could involve the likely disclosure of private and confidential information or staff matters.

9. **TOWN HALL TRADING ACCOUNT**

The Town Hall Trading account was considered by the Committee. It was noted that bookings for the Town Hall had been lost in July whilst the bar and kitchen areas were refurbished, but, the period from October to December 2012 is very busy.

THC/10/12313 RESOLVED that the report be received.

D A PARKER
(CHAIRMAN IN THE CHAIR)

CONGLETON TOWN COUNCIL
TOWN HALL LETTING POLICY- MARCH 2013 (AMENDED MARCH 2013).

The objectives of the Policy are as follows:-

- To ensure the Town Hall facilities are well used by the community, local residents and businesses.
- To allow the Town Hall to contribute to the wider strategic objectives of the Town Council.
- To achieve the correct balance between community facility and commercial undertaking.
- To work with a commercial partner to reduce the operating deficit of the Town Hall

Under the Terms of Reference and delegation approved by Council, the Town Hall Committee has the following powers in respect of Bookings and Charging:-

- To approve a pricing structure within Budget and Council Policy
- To recommend to Council, a Town Hall letting policy
- The Town Clerk can let office space within Policy
- The Town Hall booking staff may accept bookings and the Town Clerk may reject them
- Costing of hall hire, functions and catering is delegated to the Support Manager
- Determination of concessions as set out in this Policy
- The Support Manager may waive the booking deposit in the case of public sector bodies (e.g. local authorities, PCT, Health trusts, Police, Fire, Ambulance, Blood Donors) and regular commercial customers.
- Long term bookings will be given 3 months notice of change (except in the case of VAT changes which will be applied from the due date).

When revised charges are agreed by the Town Hall Committee, existing cost confirmations (for which deposits have been received/waived), but not un- accepted quotations will be honoured.

It is essential that the Town Hall trading account accurately reflects income and expenditure incurred, and does not subsidise other parts of the Council's operations. The Town Council will therefore continue to pay rent from its Management Account, and pay for room hire by internal transfer. Similarly room hire by Congleton Partnership is paid for directly from the Regeneration Budget, for which the Town Council is the accountable body.

Concessions to voluntary/community groups are not permitted from the Town Hall trading account. Such help can be given through the Section 137 provisions and therefore part of the Grant Budget will be allocated or separated out, for this purpose.

The policy of Cheshire East Council on giving concessionary grants has not yet been determined. The administration of concessions from the Town Council is delegated through the Town Hall Committee to the Town Clerk.

Registered Charities and other voluntary/community groups which **directly** benefit the Town and are contained on the Town Council's list be given:-

Hire of rooms or facilities	for weekdays 8.00 to 6pm	Discount 20%
Hire of rooms or facilities	for weekday evenings & weekends 8am to 6pm	Discount 20%
Hire of facilities on Friday or Saturday evenings	but limited to six maximum for each night per year	Discount 50% excluding any concession by CBC/ Cheshire East
Hire of facilities on Sundays	Any time	Discount 50%

(Hirers would be encouraged to apply for a concession to Cheshire East Council)

No concessionary bookings will be accepted more than 1 year in advance and no organisation may have more than 2 Friday or Saturday evenings in any one year. Applications will be considered on a first come first served basis.

Concessions will be delegated to the Town Clerk in consultation with the Chairman & Vice Chairman of the Town Hall Committee.

All rates will include for the cost of supervisory staff from the Town Council to be present at all times.

For two years (from June 2008), no rental income will be received for the TIC and One Stop Shop (combined rental value £13k p a) although service charges will be made. The museum is let on a peppercorn rent, which effectively means a £4.5k subsidy. This will be shown in the Council's main accounts.

The Town Clerk may approve the following Regular Booking Discounts:
Regular weekly/Monthly bookings for more than 3 months 20% discount

These are not in addition to any other discounts, concession or offer.

Residents of the Town are entitled to a 10% discount, which will not be given in addition to any other discount, concession or offer.

Weddings

Inclusive and tailored Wedding packages are available for booking directly through our commercial partner Posh Nosh Ltd. They will arrange both the ceremony and reception or the reception to support a ceremony conducted elsewhere.

These may be in either the Grand Hall or the Bridestones Suite, or at your preference, both. (In any case the main venue will be inclusive of side rooms and preparation & clear-up times). The rooms will be hired from the Council by the commercial partner who will pay the council the approved wedding rate.



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9 November 2012

Dear Licensee

Changes to PPL's Exercise Tariff to take effect from 1st May 2013

After four years of negotiation, PPL and the Fitness Industry Association (FIA) have reached agreement to reform PPL's Exercise tariff, which covers the use of recorded music as an accompaniment to fitness classes.

The reform has been introduced to make the administration and enforcement of the tariff more efficient and effective and because of the need for PPL to collect a fair fee for the use of its recorded music.

The reform will impact both the way the tariff operates and the fees applied. The sole responsibility for holding a valid PPL licence for group exercise classes in fitness centres will be on the operators of those centres.

Fitness instructors will still be required to hold a valid PPL licence for any classes that they operate on premises other than fitness centres (e.g. hired halls, offices).

The new tariff entitled 'Exercise To Music', will see PPL fees eventually rising to a broad level of parity with those of *PRS for Music*. The fees will be introduced over a five year period to spread the impact of the changes. The tariff fee will start at 95p per class, rising to £1.25 in May 2014, £1.50 in May 2015, £1.75 in May 2016 and £1.88 per class in 2017. Indexation (RPI increases) will not apply until May 2018 at the earliest.

Under the new tariff the FIA will undertake an active role in its administration and the collection of PPL licence fees from FIA members.

The tariff will take effect from 1 May 2013 onwards and so any licensee due for renewal under PPL's existing tariff prior to that date should simply renew as normal directly through PPL or via one of PPL's licensed suppliers of fitness music.

Peter Leatham, CEO of PPL said "This new tariff is the result of a collaborative partnership between ourselves and the FIA. Music is a vital tool within the fitness industry and we are pleased to have reached a mutual agreement that will ensure operators and instructors can continue to utilise the benefits that recorded music brings at a reasonable price. We have worked hard to establish a scheme that is cost effective, simple to administer and represents the rights of our record company and performer members fairly."

David Stalker, CEO, FIA said "This marks the result of four years of discussions between the FIA, a Working Group of experts drawn from across the industry and PPL with the full support of the FIA Board of Directors. The FIA is now working closely with PPL to establish the process for collecting the fees due from FIA members under the new tariff."

Jean-Ann Marnoch, Registrar, REPs said "We have worked with PPL and the FIA to ensure a fair cost for the PPL licence and a smooth transition to the new system for instructors. We are pleased to be able to take an active role in providing guidance for instructors'.

For further information on the tariff change please visit www.ppluk.com/exercisetomusic

If you have any queries, please:

- (1) contact Richard Stewart on 020 7534 1276; or
- (2) email exercisetomusic@ppluk.com; or
- (3) write to Exercise To Music, PPL, 1 Upper James Street, London, W1F 9DE

Yours faithfully



Richard Stewart
Head of Dubbing & Tariff Development

Posh Nosh Parties Ltd Review 2012/2013

- Review 2012 - This year we successfully completed 6 Weddings at The Town Hall, 4 of which were civil ceremonies and took place in the Bridestones Suite. In this year we also held 2 Wedding and Bridal Fayres, the response was good and as a result of this we have now booked the next 2 which will take place in March and October 2013.
- Review 2013 - Bookings have increased dramatically this year in most areas. Some is new business and it is good to see that we are getting repeated bookings. This year to date we have 13 Weddings confirmed and of this 11 are civil ceremonies taking place in the Bridestone Suite and with this comes the booking of the whole of The Town Hall exclusively. We are currently fully booked at weekends in March, August, October and December.
- Advanced bookings - We currently have 5 Weddings planned for 2014, along with other regular attendees of the Town Hall
- Tables and chairs - We are delighted at the delivery of the new tables and chairs for use primarily in the Grand Hall. Not only are they aesthetically pleasing, they are also much more practical due to the positioning of the table legs resulting in a much more comfortable time to our visitors and guests.
- NEC invitation from Cheshire East Registrars - On Sunday 3rd March 2013 we attended the National Wedding Show at the NEC in Birmingham as a result of an invitation from Julie Hadfield one of the registrars for Cheshire East. From this we bring useful links and contacts and new ideas of things to offer future clients to The Town Hall. We also registered the Town Hall as a venue on the Wedding directory, which we will look at for future advertising in the Cheshire area.

Jo Liz and your fantastic team!

We can't thank you enough for making our wedding day all that we had wished for, and more! From the day we booked the venue, through all the planning and organising to the day itself which ran so smoothly from start to finish, you were truly amazing.

The whole package was superb, and thanks to you, we really did have a day to remember. We will send you some photos when we have them.

A really big 'Thank You' once again, Liz, you are the best!

Lots of love

Deb + Chris Armstrong.

XXX (16.2.13:).

To Liz, Steve & the rest of the team

Thank you for all of your help from the start of our wedding preparations, to the very end of our wedding day. You have all worked so hard to give us & our guests a very special & unforgettable day. I am so pleased we chose the Town Hall as our wedding venue, we couldn't have asked for more.

Love from the new

Mr & Mrs Greenhalgh
xxx

As soon as we viewed Congleton Town Hall as a wedding venue we knew we were going to get married there. We immediately cancelled all our other viewings we had planned. The grand staircase, tall ceilings and authenticity were striking. Over the weeks and months that followed Liz was organised and dedicated to making everything exactly as we wanted it. She understood it was our special day and helped us to create our perfect wedding. Our theme was simple and fun – we just wanted everyone to have a great day. Looking back now I am so happy we went with the Town Hall and with Liz as our organiser as I couldn't have wished for a more perfect day. Everything ran like clockwork and the venue looked amazing! We are not very traditional and we went for Tapas in the day and a buffet for the reception – the food was beautiful! Everyone particularly enjoyed the sangria! All of our guests commented on such a beautiful venue and how the staff were so accommodating – they didn't mind that we had taken over the entire building for the day and most of the night! The size of the bar was excellent as was the service; no one waited long for a drink!

I owe so many Thanks to Liz and the team for such a wonderful day and hilarious, fun night! I wouldn't have changed anything about our day and we had the wedding that we always wanted.

Kerry & Matt Swift



