



Congleton Town Council

Historic market town

Town Clerk: BRIAN HOGAN



7th November, 2013

Dear Councillor,

Town Hall Committee – Thursday 14th November, 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 November 2013 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 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.



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5. Land at the Rear of the Town Hall.

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

6. Town Hall Roof

To provide an update on repair work to the ancillary roofs in the Town Hall.

7. Devolved Services (enclosed)

To consider the status of TUPE discussions concerning the devolution of Streetscape and Grounds Maintenance Services and other outstanding matters.

8. 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, 10TH 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 13th 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 14th November 2013

Streetscape and Grounds Maintenance Services

Cheshire East Borough Council has informed the workforce at Brunswick Wharf and their Union representatives of the decision to transfer their services to the Town Council with effect from the 1st January 2014 and has thus formally invoked the TUPE process.

A number of issues have been raised concerning pay dates, annual leave and long service awards which have been satisfactorily resolved and we expect to formally meet the workforce as part of the TUPE process on Wednesday 13th November 2013

The main area of concern though is with the outstanding matters that need to be included in the contract which concern the inflation provisions. These matters were previously agreed with the senior Cheshire East negotiator Peter Hartwell who has now been withdrawn. Indeed he has passed on what is required to be inputted into the contract to the Finance Department at CEBC and there it remains stuck, although endeavours are being made to progress this to a successful conclusion

Without having sight of the final inflation provisions, it is impossible to place orders for vehicles and other equipment needed in time for the start of the service on the 1st January 2014

Brian Hogan

05.11.13

Report to Town Hall Committee

Town Hall Trading Account September 2013

Please see accompanying spreadsheet. This trading account is for 6 months – so 50% of the budget would be expected to have been used.

Income

- Generally on budget – the Spencer Suite has had regular bookings from job centre “back to work” companies but the Bridestones Suite was quiet through the summer.
- The rent received from 3rd parties is under budget as the office at the back is still to be let.

Expenditure

Generally on budget:

- Janitorial - Cleaning materials were purchased to keep in stock for the next few months.

Recommendation:

To accept the Town Hall Trading account to September 2013.

Congleton Town Council

Detailed Income & Expenditure by Budget Heading 30/09/2013

		Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
		£	£	£	
Town Hall					
4000	Staff Costs (re-allocated)	26,897	51,289	24,392	52%
4009	Protective Clothing\H & Safety	0	400	400	0%
4011	Rates	10,833	22,120	11,287	49%
4012	Water	1,475	3,500	2,025	42%
4014	Electricity	7,791	19,000	11,209	41%
4015	Gas	4,163	15,250	11,087	27%
4016	Janitorial	2,255	2,500	245	90%
4017	Refuse Disposal	1,036	2,100	1,064	49%
4020	Miscellaneous Office Costs	536	1,200	664	45%
4025	Insurance	5,635	11,300	5,666	50%
4033	Marketing/Promotions	2,558	3,500	942	73%
4040	Maintenance Contracts	2,168	4,250	2,082	51%
4041	Property Maintenance	2,445	5,000	2,555	49%
4064	Legal & Professional fees	0	100	100	0%
4068	Licences (incl PRS)	698	1,550	852	45%
6000	Central Overheads Reallocated	3,697	9,501	5,804	39%
Congleton Town Hall:-Expenditure		72,186	152,560	80,374	47%
1009	Rent Rec'd - Museum Notional	2,250	4,500	2,250	50%
1010	Rent Received - 3rd Party (TIC, Partnership & rear office)	4,517	14,033	9,517	32%
1011	Rent Received - Internal CTC	6,975	13,950	6,975	50%
1013	Letting Income - Grand Hall	13,795	25,000	11,205	55%
1014	Letting Income - Bridestones	2,431	6,600	4,169	37%
1015	Letting Income - Spencer Suite	1,494	2,000	506	75%
1018	Letting Income - Campbell Suite	120	0	120	0%
1016	Letting Income - De Lacey's, Kitchen and Bar	9,000	18,000	9,000	50%
1021	Letting Income - Internal	5,463	8,000	2,537	68%
1030	TIC Service Charge	750	1,500	750	50%
1199	Miscellaneous Income	0	0	0	0%
Congleton Town Hall :- Income		46,795	93,583	46,789	50%
Net Expenditure over Income		£25,392	£58,977	£33,586	43%