

2nd October, 2013

Dear Councillor,

Town Hall Committee – Thursday 10th October, 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 10th October 2013 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.

2. Minutes (enclosed)

To confirm the minutes of the Meeting held on 13th June, 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.

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. Town Hall Offices to Rent (enclosed)

To receive and consider an update on the offices to rent in the Town Hall.

8. Agreement With Posh Nosh Parties

To consider the agreement with Posh Nosh Parties and notice to extend the contract.

9. Town Hall Hire Charges and Letting Policy (enclosed)

To consider a review of typical Town Hall Hire charges in Cheshire East.

10. Congleton Museum

To consider a report from Ian Doughty about the possible relocation of Congleton Museum

11. Beartown Radio

To consider a request from Beartown Radio to rent offices at the rear of the Town Hall

12. Town Hall Trading Account (enclosed)

To consider a report by the Support Manager.

13. Budget 2014-15

To consider any items that should be included in the budget for 2014-15.

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, 13TH JUNE, 2013

PRESENT: Councillors D A Parker (Chairman in the Chair)
 Mrs D S Allen
 L D Barker
 P Bates
 G Baxendale
 J S Crowther
 G R Edwards
 G. P Hayes (Town Mayor)
 Mrs A M Martin
 Mrs J D Parry
 Mrs E Wardlaw

1. APOLOGIES

Apologies for absence were received from Councillor N.T Price.
Apologies were also received from Councillor G.S Williams who is not a member of the committee.

2. MINUTES

THC/01/1314/RESOLVED- That the minutes of the Meeting held on 14th March 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 Borough Council.

4. OUTSTANDING ACTIONS

There are no outstanding actions.

5. ACCESS TO THE REAR OF THE TOWN HALL.

The Town Clerk provided an update on the slow progress being experienced to conclude a license access agreement with properties at the rear of the Town Hall.

THC/02/1314 RESOLVED that the owner of the property at the rear of the Town Hall to be issued with an invoice for the license, if this is not paid then access could become problematic.

6. TOWN HALL ROOF

The Committee considered the report on the recent repairs carried out to the Town Hall roof caused by storm damage and also considered repairs and upgrading to other parts of the roof which are being programmed in.

THC/03/1314 RESOLVED that:-

1. That the report be received.
2. Tender documents to be produced to repair the smaller roof in the Town Hall and the main roof.

7. TOWN HALL OFFICES TO RENT

It was noted that as yet there has been no interest from any parties interested in renting the office accommodation at the rear of the Town Hall.

THC/04/1314 RESOLVED that the Town Clerk contact the Estate Agent to discuss whether the proposed rent is competitive and if incentives would help to rent the accommodation.

8. AGREEMENT WITH POSH NOSH PARTIES

The agreement to provide catering with Posh Nosh Parties was considered.

THC/05/1314 RESOLVED that a Task and Finish Group be formed to examine this issue. Interested members of the Committee to put their names forward to the Chairman and the Town Clerk.

9. TOWN HALL AND CHARGES AND LETTING POLICY

The Town Hall and Letting Policy was discussed by the members.

THC/06/1314 RESOLVED that the Town Clerk produce a survey of charges levied by other organisations and Town Halls for comparative purposes.

10. TOWN HALL TRADING ACCOUNT

The Town Hall Trading Account was presented to members for consideration.

THC/07/1314 RESOLVED that the Town Hall Trading Account be received.

D A PARKER
(CHAIRMAN IN THE CHAIR)

Town Hall Committee

26th September 2013

Whittaker and Biggs - Town Hall Office Accommodation

The market at the moment in Congleton for office accommodation is absolutely dead according to the Estate Agent; as a consequence as no enquiries are coming through for any rented office accommodation there is little point in offering incentives or indeed to vary the rental charge.

The advice is to batten down the hatches and simply wait for the market to improve

Whittaker and Biggs use Rightmove and our office accommodation is on that site for prospective clients to view

Brian Hogan

02.07.13

Hall Hire Charges

CTC

	Day time	After 5pm	weekend day	weekend eve
Main Hall				
Hire charges	148*	148*	175	320
Extras				
Bar charge				
Capacity	250			
* 4 hr session	Disc -20% weekday, -50% weekend			

Alsager

	Day time	After 5pm	weekend day	weekend eve
Main Hall				
Hire charges	188*	240*	150*	200*
Extras prep	18	22.5	22.5	22.5
Bar charge	22.5	24	46	50
Capacity	200			
* 4hr session	Extra charges for screen, projector and internet			

Poynton

	Day time	After 5pm	weekend day	weekend eve
Main Hall				
Hire charges	131.85*	191.05	191.05	191.05
Extras				
Bar charge				
Capacity	250			
* 4 hr session	All commercial hire +20%			

Nantwich

	Day time	After 5pm	weekend day	weekend eve
Main Hall				
Hire charges	100	190	180	305/345
Extras				
Bar charge				
Capacity				
	Door supervisor £18 per hr/ kitchen £120			

New Life Church

	Day time	After 5pm	weekend day	weekend eve
Main Hall				
Hire charges				
Extras				
Bar charge				
Capacity	200			
* 4 hr session	Discounts to community groups and charities			

CTC

	Day time	After 5pm	weekend day	weekend eve
Council Chamber				
Hire charges	90*	105	105	105
Extras				
Bar charge				
Capacity	100			
* 4 hr session	Disc -20% weekday, -50% weekend			

Alsager

	Day time	After 5pm	weekend day	weekend eve
Council Chamber				
Hire charges	96*	112*	115*	160*
Extras prep	13	14	14	14
Bar charge				
Capacity	60			
*4hr session	Extra charges for screen, projector and internet			

Poynton

	Day time	After 5pm	weekend day	weekend eve
Council Chamber				
Hire charges	61.8	61.8	61.8	61.8
Extras				
Bar charge				
Capacity	60			
* 4 hr session	All commercial hire +20%			

Nantwich

	Day time	After 5pm	weekend day	weekend eve
Peggy Killick				
Hire charges	60	60	60	60
Extras				
Bar charge				
Capacity	50			
* 4 hr session				

New Life Church

	Day time	After 5pm	weekend day	weekend eve
Social Room				
Hire charges	72*	72*	72*	72*
Extras				
Bar charge				
Capacity	60			
* 4 hr session	Discounts to community groups and charities			

CTC

	Day time	After 5pm	weekend day	weekend eve
Spencer Suite				
Hire charges	50*	50*	50*	50*
Extras				
Bar charge				
Capacity	20-30			
* 4 hr session	Disc -20% weekday, -50% weekend			

Alsager

	Day time	After 5pm	weekend day	weekend eve
Hire charges				
Extras prep				
Bar charge				
Capacity				
*4hr session	Extra charges for screen, projector and internet			

Poynton

	Day time	After 5pm	weekend day	weekend eve
Vernon Room				
Hire charges	41.2*	41.2*	41.2*	41.2*
Extras				
Bar charge				
Capacity	35			
* 4 hr session	All commercial hire +20%			

Nantwich

	Day time	After 5pm	weekend day	weekend eve
Meeting room				
Hire charges	£	£	£	£
Extras				
Bar charge				
Capacity				
£8 per hour				

New Life Church

	Day time	After 5pm	weekend day	weekend eve
Prayer room				
Hire charges	46.4*	46.4*	46.4*	46.4*
Extras				
Bar charge				
Capacity	30			
* 4 hr session	Discounts to community groups and charities			

Briefing note on the possible relocation of Congleton Museum to Bradshaw House

Congleton Museum opened, in its existing premises, in June 2002.

During the intervening 11 years the following issues have emerged which the museum will need to address to ensure its continuing future development:-

1. Visitors have difficulty finding the museum – there is a need for a main street presence in order to attract the casual visitor.
2. The museum's collections have grown whilst the exhibition and storage space available has remained the same.
3. After 11 years there is a need to completely review and refurbish the museum's displays:
4. The museum's education offer has developed considerably, but currently the museum can accommodate only 30 children; schools would find it more economical to use its services if it could cater for 50 or more.
5. The museum's multi-function space limits usage to a maximum of 35 adults depending upon the activity, making it difficult to engage effectively with the community and encourage people to use the museum. It is also impossible to generate any significant income from such a small space.
6. There is insufficient space for an effective retail and/or refreshment operation.

Currently the museum has the following three options:

Options	Implications
1. To update and refurbish the current premises.	This would only allow the museum to refurbish the existing display areas.
2. To extend the current premises with an additional building in the courtyard to the rear.	The museum has always viewed this to be both the most practical and logical option and it was the subject of exploratory discussions with representatives of the Town Council in 2010. These discussions highlighted the fact that both the Town Hall and museum required additional space within which to expand and that a jointly used facility would help both.
3. To seek alternative premises, which would effectively address the museum's identified development issues.	While this has been regarded as the museum's ultimate objective it has always been acknowledged that it would be very difficult to achieve.

In these circumstances it is important that the museum should effectively explore any opportunities which may arise.

Cheshire East Council is currently seeking to dispose of Bradshaw House. This, in association with recent changes to the way in which the Heritage Lottery Fund can allocate grants, has presented the museum with the possibility of achieving option 3.

Preliminary discussions with the Heritage Lottery Fund have been sufficiently encouraging for the museum to consider submitting an application for grant funding.

There is however no guarantee that such an application would be successful.

If successful, this would provide the museum with:-

- the main street frontage and presence which would increase public footfall and access;
- premises which are in their own right of historical and architectural importance to the town and of interest to visitors;
- the facilities required to develop and deliver a heritage offer which would stimulate the visitor economy by making the town and the surrounding area a more attractive destination;
- the additional exhibition space required to:-
 - present more of the town's fascinating history;
 - enable it to make more effective use of the loan arrangements it has established with the British, V & A and Imperial War Museums
 - accommodate anticipated further additions to the collections;
 - display items it may hold through becoming a possible depository for the Archaeological Environment Records for the Cheshire East Authority;
- additional facilities such as a coffee shop and catering and conference facilities, thus improving sustainability and financial viability;
- opportunities for outdoor educational activities such as trial archaeological digs;
- a specifically designated secure research area to enable researchers of all ages to access the museum's collections, particularly the archive collection;
- the extended educational facilities required to enable visiting school parties and groups of up to 60 people (current maximum 30) to access the museum thus making a visit a more attractive economic option through the minimisation of transport (coach) costs;
- additional purpose built environmentally controlled storage facilities to house:-
 - the museum's own reserve collections;
 - those artefacts it may acquire as a depository for the Cheshire East Archaeological Environmental Archive;
- opportunities for an increased range of community engagement activities such as outdoor concerts and drama;
- enhanced work experience and volunteering opportunities enabling it to be even more successful in supporting individuals of all ages and abilities seeking employment;
- on site visitor car parking.

In addition the project would:-

- ensure the continued long term public access to a Grade II Georgian (c1820) merchant's town house, built on the site of the Congleton home of regicide John Bradshaw.
- enable the preservation and renovation of the building's architectural features.
- support and contribute to the economic development and regeneration of Lawton Street, an area of the town's commercial centre which is currently in decline.

Report to Town Hall Committee

Town Hall Trading Account August 2013

Please see accompanying spreadsheet. This trading account is for 5 months – so 42% 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 August.
- 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 August 2013.

Congleton Town Council

Detailed Income & Expenditure by Budget Heading 31/08/2013

		Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
		£	£	£	
Town Hall					
4000	Staff Costs (re-allocated)	22,792	51,289	28,497	44%
4009	Protective Clothing/H & Safety	0	400	400	0%
4011	Rates	9,028	22,120	13,093	41%
4012	Water	1,275	3,500	2,225	36%
4014	Electricity	6,606	19,000	12,394	35%
4015	Gas	3,763	15,250	11,487	25%
4016	Janitorial	2,185	2,500	315	87%
4017	Refuse Disposal	863	2,100	1,237	41%
4020	Miscellaneous Office Costs	469	1,200	731	39%
4025	Insurance	4,695	11,300	6,605	42%
4033	Marketing/Promotions	1,439	3,500	2,061	41%
4040	Maintenance Contracts	1,804	4,250	2,446	42%
4041	Property Maintenance	2,366	5,000	2,634	47%
4064	Legal & Professional fees	0	100	100	0%
4068	Licences (incl PRS)	582	1,550	968	38%
6000	Central Overheads Reallocated	3,203	9,501	6,298	34%
Congleton Town Hall:-Expenditure		61,069	162,560	91,491	40%
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	5,813	13,950	8,137	42%
1013	Letting Income - Grand Hall	11,084	25,000	13,916	44%
1014	Letting Income - Bridestones	1,863	6,600	4,737	28%
1015	Letting Income - Spencer Suite	1,260	2,000	740	63%
1018	Letting Income - Campbell Suite	30	0	30	0%
1016	Letting Income - De Lacey's, Kitchen and Bar	7,500	18,000	10,500	42%
1021	Letting Income - Internal	3,370	8,000	4,630	42%
1030	TIC Service Charge	625	1,500	875	42%
1199	Miscellaneous Income	0	0	0	0%
Congleton Town Hall :- Income		37,184	93,683	56,399	40%
Net Expenditure over Income		£23,885	£58,977	£35,092	40%