



Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



11th June 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 18th June 2015 at 7.30pm.**

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.

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 12th March 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.



Congleton
beartown
where friends are made

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

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

Email: info@congletontowncouncil.co.uk www.congleton-tc.gov.uk



5. Town Hall Trading Account (enclosed)

To consider a report by the Support Manager.

6. Carbon Footprint (enclosed)

To consider a report on the carbon footprint for the Town Hall and its operations.

7. Congleton Town Hall's 150th Celebrations

To consider proposals to celebrate 150 years of Congleton Town Hall being open to the public.

8. Alarm System (enclosed)

To approve recommendations from the contract supplier Chubb to undertake improvements to the fire alarm system to meet recommended safety standards.

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 MARCH 2015

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

1. APOLOGIES

Apologies were received from Cllrs J S Crowther and G.P. Hayes

Apologies were also received from Councillors Mrs S A Holland and G S Williams who are not members of this particular Committee.

2. MINUTES

THC/10/1415/**RESOLVED** that the minutes of the Meeting held on 25th September 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. TOWN HALL TRADING ACCOUNT

THC/11/1415/**RESOLVED** that the Town Hall Trading Account for January 2015 be received.

6. TOWN HALL HIRE PRICES

A report on Town Hall hire prices was considered.

THC/12/1415/RESOLVED that:-

1. General hire prices to remain the same for 2015-16.
2. The 25% premium on Sundays and Bank Holidays to be removed from 1st April 2015.
3. Ceremony only weddings on the Grand hall to be increased to £550 from 1st April 2015.
4. The cost of wedding package venue hire to be increased to £550 from 1st April 2015.

7. CONGLETON TOWN HALL'S 150TH CELEBRATIONS

It was noted that on the 11th July 2016, the Town Hall will celebrate 150 years of being open.

THC/13/1415/RESOLVED that:-

1. The Town Centre Manager to produce proposals to celebrate 150 years.
2. To include research on the event which took place when it opened in 1866 and to include this in any celebrations.

Cllr D A Parker was thanked by the members for his many years of service for the Town Council which included being chairman of the Town Hall Committee.

D A PARKER
(CHAIRMAN IN THE CHAIR)

Report to Town Hall committee

Town Hall Trading Account April 2015

This trading account is for 1 month – so 8% of the budget would be used if expenditure was regular monthly.

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 for M1 as April's overheads include a full year of some costs (i.e. Subscriptions and Publications).
- 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.
- Property maintenance includes repairs to the fire door in the Grand hall.

Recommendation:

To accept the Town Hall Trading account to April 2015.

Congleton Town Council

Detailed Income & Expenditure by Budget Heading 30/04/15

		Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget
		£	£	£	
Town Hall					
4000	Staff Costs (re-allocated)	4,083	54,545	50,462	7%
4009	Protective Clothing/H & Safety	45	400	355	11%
4011	Rates	1,890	22,615	20,727	8%
4012	Water	328	4,000	3,672	8%
4014	Electricity	1,700	17,000	15,300	10%
4015	Gas	799	16,000	14,400	5%
4016	Janitorial	104	2,500	2,148	4%
4017	Refuse Disposal	215	2,376	2,161	9%
4020	Miscellaneous Office Costs	92	1,200	1,108	8%
4025	Insurance	584	8,000	7,416	7%
4033	Marketing/Promotions	142	3,500	3,500	4%
4040	Maintenance Contracts	439	4,590	4,151	10%
4041	Property Maintenance	870	6,000	5,130	15%
4064	Legal & Professional fees	0	100	100	0%
4068	Licences (incl PRS)	117	1,400	1,283	8%
3020	Catering Supplies	1,026	4,000	2,974	26%
6000	Central Overheads Reallocated	681	5,047	4,366	13%
Congleton Town Hall:-Expenditure		13,115	153,273	139,253	9%
1009	Rent Rec'd - Museum Notional	375	4,500	4,125	8%
1010	Rent Received - 3rd Party (TIC, Partnership & rear office)	1,169	14,033	12,864	8%
1011	Rent Received - Internal CTC	1,418	17,017	15,599	8%
1013	Letting Income - Grand Hall	1,121	26,000	24,879	4%
1014	Letting Income - Bridestones	751	5,000	4,249	15%
1015	Letting Income -Spencer Suite	60	3,000	2,940	2%
1016	Letting Income - De Lacey's, Kitchen and Bar	1,500	18,000	16,500	8%
1021	Letting Income - Internal	503	8,000	7,497	6%
1030	TIC Service Charge	125	1,500	1,375	8%
1051	Catering Sales	1,026	4,000	2,974	26%
Congleton Town Hall :- Income		8,048	101,050	93,002	8%
Net Expenditure over Income		£5,067	£52,223	£46,251	10%

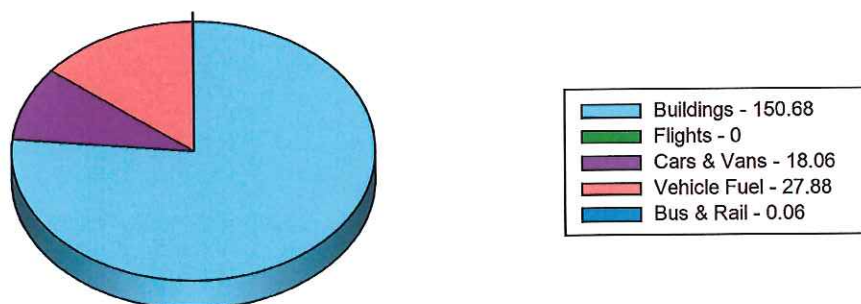


Self Assessed Carbon Footprint Results For Congleton Town Council

Executive Summary

Company name	Congleton Town Council
Data completed by	Brian Hogan
No of employees	26
Data period	1 April 2014 to 31 March 2015

Total carbon footprint is 196.69 tonnes CO₂e



Need to discuss/need more help
Please call our Team on +44 (0) 1256 345645.

Disclaimer

The results reported herein have been calculated automatically using DEFRA and other internationally recognised metrics from data submitted by the client. No checks have been made on the validity or completeness of the data that the client has entered. Carbon Footprint Ltd always recommends that input datasets should be verified by a qualified environmental consultant, to confirm validity of results.



Introduction

Scope of this calculation

This on-line Carbon Footprint assessment summarises the carbon emissions resulting from energy usage by the Company's operations.

What is a carbon footprint?

A carbon footprint is a measure of the impact our activities have on the environment in terms of the amount of green house gases produced, measured in units of carbon dioxide equivalent (CO₂e). It is also increasingly becoming a common measure of resource efficiency for businesses and is frequently requested in sales tender information.

A carbon footprint is made up of the sum of two parts, the direct / primary footprint and the indirect / secondary footprint.

- 1 The primary footprint is a measure of our direct emissions of CO₂e from the burning of fossil fuels including domestic energy consumption and transportation (e.g. car and plane).
- 2 The secondary footprint is a measure of the indirect CO₂e emissions from the whole lifecycle of products we use - those associated with their manufacture and eventual breakdown. The secondary footprint includes the energy used to manufacture items that the company may use but do not have direct control of. E.g. although a company is likely to use PCs, it would be very difficult to determine the carbon used in the manufacture and delivery process, as the end user has no visibility of control of these items.

For businesses, the assessment focuses on the primary footprint, as this is something that the organisation will have direct control of.

We ask companies to recognise that there is a secondary footprint though and select suppliers based on their environmental credentials, as well as price and performance.

How is the carbon footprint calculated?

This calculation of your Company's carbon footprint has been made through a combination of datasets, entered on-line.

The calculation uses metrics developed by the UK Department for Environment, Food and Rural Affairs (DEFRA) and other internationally recognised sources.

The primary carbon footprint calculation includes:

- Fuel usage for heating, cooking and powering electrical equipment
- Passenger transportation, including Car, Rail and Air Flights made for business activities
- Freight transportation, including Road, Rail, Air and Shipping (if applicable)
- Process related green house gas emissions

Why is it important for Businesses?

A Carbon Footprint provides a measure of resource efficiency within an organisation.

This is important as businesses increasingly need to:

- Disclose their Carbon Footprint - either for supply chain/ sales tendering requirements or for ISO14001 Environmental Management Systems.
- Comply with legislative requirements - e.g. new Mandatory Greenhouse Gas reporting (initially for main market LSE companies from 30 September 2013)
- Differentiate their businesses
- Reduce operational costs
- Manage employee and other stakeholder relations - candidate employees and staff prefer to work for business that are environmentally sustainable. Stakeholders also prefer this. Carbon Footprinting provides a means to measure and from there to manage carbon performance.

Sources / References

The calculations for primary emissions are based on conversion factors sourced from

- Department for Environment, Food and Rural Affairs (DEFRA) - UK
- World Resource Institute (WRI) Greenhouse Gas (GHG) Protocol
- Vehicle Certification Agency (VCA) - UK
- US Environmental Protection Agency (EPA) - USA
- US Department of Energy (DOE) - USA
- Green House Office - Australia
- Standards Association (CSA) GHG Registries - Canada

Summary of Data Supplied

Buildings

Tonnes of CO2e	Energy Type
89.67	18681 GBP (£) of electricity in United Kingdom
61.01	11256 GBP (£) of natural gas in United Kingdom
150.68	Total building emissions footprint

Flights

Tonnes of CO2e	Flight Details
0	(no data supplied)
0	Total footprint for flights

Cars & Vans

Tonnes of CO2e	Car & Van Details
0.17	676 miles in a EU 2013 JAGUAR CARS XF Saloon, Model Year 2013 2.2L TDI4 (163 & 200PS) with Std (non-ECO) tyres A8
1.91	4117 miles in a Average Van Diesel Van Diesel van up to 3.5 tonne average value
1.60	5616 miles in a Average Van Diesel Van Diesel van (Class I), up to 1.305 tonne average value
4.75	10226 miles in a Average Van Diesel Van Diesel van up to 3.5 tonne average value
1.29	2778 miles in a Average Van Diesel Van Diesel van up to 3.5 tonne average value
1.68	3616 miles in a Average Van Diesel Van Diesel van up to 3.5 tonne average value
3.29	7077 miles in a Average Van Diesel Van Diesel van up to 3.5 tonne average value
3.38	7269 miles in a Average Van Diesel Van Diesel van up to 3.5 tonne average value
18.06	Total footprint for cars & vans

Vehicle Fuel

Tonnes of CO2e	Fuel Details
27.88	10715 litres of diesel
27.88	Total footprint for vehicle fuel

Bus & Rail

Tonnes of CO2e	Mode Of Transport
0.06	800 miles travelled by national rail
0.06	Total bus & rail footprint

Recommendations

- The results reported have been calculated automatically, using DEFRA and other internationally recognised metrics. Datasets have been entered entirely by the client and no checking has been made by Carbon Footprint Ltd as to the validity or completeness of these data. We strongly recommend that datasets should be verified by a qualified environmental consultant, to confirm validity of your results. We recommend that a full green house gas emission assessment should now be undertaken and that the Green-House Gas (GHG) protocol for Corporate Emissions reporting is followed / alignment with international standards such as ISO14064-1 is made.
- Calculations, if performed by own staff should always be verified by an independent and qualified environment consultant, particularly if the results are required for company or legislative reporting requirements.
- These results should be used as a baseline to define your Carbon Management Programme. You should set up a review with your Top Team and use it to define your Carbon Management Plan for the rest of the year and until your next carbon footprint assessment.
- You should target your carbon reduction programme, not just at what are the biggest sources of your footprint, but what are the easiest to reduce that will help you to demonstrate success within your organisation, drive cultural/behavioural change, from which larger reductions become more achievable.
- Assess sources of funding support/ financial benefits /subsidies that you can access to develop further your programme, train your team or for capital expenditure to fund low carbon equipment
- Understand how your company ranks against your competitors. Assess your business against your 5 main competitors for a range of Sustainability criteria to see where you are. This will then enable you to position your marketing (and avoid getting overstepped by your competitors).
- Consider whether assessing the carbon content within your products/services would benefits your business – in terms of answering client/prospect requirements or to help you to "design for the environment" your offerings.
- Consider how carbon offsetting plays a role in your organisation, in helping achieve carbon neutrality. This can be a strong marketing differentiator, and also provide structure to your Corporate and Social Responsibility (CSR) activities.
- Put together a communications plan – ensure that your marketing reaches external audiences (in a way they understand and wish to be presented to) and as importantly to your colleagues to facilitate "buy in" and culture change.
- Schedule to complete your next Carbon Footprint assessment in 12 months time.

Funding & Further Support

Carbon Footprint Ltd provides a full range of highly cost effective carbon and sustainability services, ranging from GHG emission audits, carbon management planning strategy workshops, implementation support, specialist carbon marketing & communications support to maximise the impact of your programmes. We also provide high quality carbon offsets to render your organisation carbon neutral.

We are frequently also able to identify funding for your organisation to further assist you.

Further Support

Should you need additional support in your carbon management or wider sustainable programme, we provide a full range of highly cost effective services to extend the reach of your programme.

- Carbon and Sustainability Workshops - to engage staff and management teams, to get agreement on strategy, goals, targets and actions.
- Carbon Management Planning - documenting a management plan to help drive performance and meet your targets.
- On Site Energy Surveys - to identify specific where you can make savings to your energy usage. Identify solutions and showing the return on investment as well as the carbon savings.
- Carbon Offsetting - to generating strong marketing messages, and providing structure to your CSR activities to engage staff and customers.
- Data Collection & Monitoring Systems - design and development of automated systems, to save you time and ensure accurate data collection.
- Staff Training & Engagement - getting your staff involved and motivated to help achieve your business goals, through workshops and e-learning courses.
- Marketing Communications - accurate, responsible and creative promotion of your credentials, to your internal and external stakeholders, to help maximise your ROI and avoid common pitfalls.
- Product Lifecycle Assessments (LCA) & Carbon Labelling - Differentiating your product from your competitor from cradle to grave.
- Sustainable Policy - Facilitating your Board of directors to develop a pragmatic Sustainable Policy and roadmap for your business.
- General consultancy support - Assisting you in whatever way you need to make your carbon, environmental and sustainability programme deliver value to your business.

Please ask, if you would like more information on any of these services.

Please call our team to discuss your carbon/sustainability programme needs.

+44 (0)1256 345645

info@carbonfootprint.com

Town hall Committee Meeting

18th June 2015

Report on 150th Anniversary of the Town Hall Celebrations

The Town Hall was opened on the 11th July 1866 and will therefore celebrate the 150th anniversary of its opening on the 11th July 2016.

At the last meeting of the Town Hall committee it was agreed that suitable proposals to celebrate the anniversary should be put forward for consideration.

1. Identify what happened in July 1866 and mirror some of the celebrations provided during the original opening
2. Choral Society will provide a Victoria Evening Song on the 18th July 2016
3. Provide an Open Day in the Town Hall displaying the history of the Town Hall and its treasures. Event to run in conjunction with the Museum and local schools
4. Hold a Victorian craft market in the Town Hall
5. Arrange a Victoriana theatre evening
6. Suggest to the Carnival Committee that they might consider adopting the theme for 2016 as Victoriana
7. Produce merchandise and memorabilia to celebrate the anniversary for sale in collaboration with the TIC

Brian Hogan

11.06.15



Chubb Fire & Security Limited
Compliance Control Team
No 1 @ The Beehive
Lions Drive
Blackburn
BB1 2QS

TEL: 0344 335 0725

Email: ComplianceTeam@Chubb.co.uk

Date: 10 December 2014

CCT NO: 24858875

CONGLETON TOWN COUNCIL
CONGLETON TOWN HALL
HIGH STREET
CONGLETON
CHESHIRE
CW12 1BN



Dear Customer,

FIRE ALARM SYSTEM - RECOMMENDATION

Following our engineers recent visit to carry out the service on your fire alarm system, we would like to draw your attention to the attached recommendations that have been identified during this service visit.

Your system has been serviced in accordance with: **British Standard (BS) 5839 2013 Part 1**

It is our duty to ensure you are aware of the potential outcomes if your fire alarm does not meet the above standards, which may include:

- o Inadequate cover for your property and your employees in the event of a fire
- o Your insurance company criteria may not be met
- o Your existing equipment may fail to operate correctly (if a fault has been identified)
- o You may not be meeting your legal requirement under fire safety legislation

Chubb are recommending in line with the above British Standards and you may wish to take further advice from your fire risk assessor to satisfy your own safety requirements.

Upon acceptance of this recommendation (included in the price) Chubb will ensure:

- o Replacement of any equipment required.
- o Commissioning of the equipment by a qualified engineer in line with British Standards
- o Time on site to carry out any Installation work recommended

Should you wish to accept or decline this recommendation please complete your response overleaf and return using the pre-paid envelope provided.

Alternatively please contact the **Compliance Team on Tel: 0344 335 0725** or send your **Email To: complianceteam@chubb.co.uk** to confirm your requirements.

Your safety and the safety of your employees and property are of our paramount concern.

Kind regards,

Compliance Control Team



A UTC Fire & Security Company

Recommendation No:

24858875

CUSTOMER ADDRESS	
CONGLETON TOWN COUNCIL	
CONGLETON TOWN HALL	
HIGH STREET	
CONGLETON	
CHESHIRE	
CW12 1BN	

SITE ADDRESS	
CONGLETON TOWN COUNCIL	
CONGLETON TOWN HALL	
HIGH STREET	
CONGLETON	
CHESHIRE	
CW12 1BN	

CUSTOMER NUMBER	51197089	SITE NUMBER	51258991	ENGINEER NUMBER	50005347	ENGINEER NAME	Hayter Roland
CONTRACT NUMBER	2572784	ORDER NUMBER	24852171	ORDER TYPE	WB	INSPECTION DATE	09/12/2014

RECOMMENDATION

Quantity	Reason	Part Number	Part Description	Price Each	Total Price
1	Replacement	201FF850592N	ZONEMASTER 104AT PANEL	538.28	538.28
1	Additional	201FF850248N	4 WAY SOUNDER CARD S256	421.97	421.97
2	Additional	201FF850896N	SLA BATTERY 12V 7AH	51.53	103.06
1	Replacement	201FSNF00109	IMK K954 FUSED SPUR NEW TYPE	40.97	40.97
1	Additional	201FF850287N	S65 DIODE BASE	43.79	43.79
1	Additional	201FF850673N	S65 OPTICAL DETECTOR	99.04	99.04
1	Additional	201FSNF00047	SIZE2 TRUNKING WHITE 3M 16X25	6.02	6.02
1	Additional	201FSNF00140	GALV TERM BOX 20MM	10.31	10.31
6	Additional	201FC02	STANDARD ADDITIONAL HOURS	64.00	384.00
1	Additional	201FC00	STANDARD CALL OUT 2 HRS	180.00	180.00
Total					£ 1827.44

All prices subject to additional VAT where ever applicable.

REMARKS

Called to site to investigate a sounder not working outside GF lift. On investigation, no monitoring or alarm voltage at sounder. Found at panel doubled up sounder outputs. This is likely at the bottom of how and why a leg of the sounder circuits have no power. A new panel with 4 sounder outputs is necessary to proceed - as well as this being bad practise in terms of BS5839 guidelines - sounder circuits are not monitored for fault. Noted that the local mains isolator at panel is not a double pole type and should be replaced. Noted that outside GF lift there is no smoke detector. Any queries please contact compliance@chubb.co.uk