

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN HALL COMMITTEE HELD ON THURSDAY, 3RD JUNE 2010

PRESENT: Councillors N Bayley
 E Clarke
 Mrs L Daniels
 Mr G R Edwards
 Mrs S A Holland
 Mr D Martin
 Mr P Mason
 Mr D Murphy
 Mr D Parker

1. **APOLOGIES**

Apologies for absence were received from Councillors Mrs L Bossons and Mrs J Whitehurst.

2. **MINUTES**

THC/01/1011/RESOLVED- That the Minutes of the Meeting of the Committee held on 18th March 2010 be approved and signed by the Chairman as a correct record.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

4. **MUSEUM WORKING GROUP MINUTES**

THC/02/1011/RESOLVED- That the minutes of the Museum Working Group meeting held on 22nd April 2010 be received and the recommendations therein be adopted.

5. **OUTSTANDING ACTIONS**

There were no outstanding actions.

6. **TOWN HALL PROJECT PLAN**

The Town Hall Project Plan for 2010-11 which outlined all the activities to be undertaken throughout the next 12 months was considered.

THC/03/1011/RESOLVED- That the Project Plan be received.

7. TOWN HALL EXTENSION

A report setting out the proposed extension to the Town Hall and Museum was discussed by the committee including the issue of the Prescriptive Right of Way.

THC/04/1011/RESOLVED-

1. That Rebecca Simpson of SAS Daniels be invited to the next meeting of the Town Hall to explain the options relating to the Right of Way.
2. To approve the Museum seeking to secure a grant from the Heritage Lottery Fund to carry out a feasibility study on the project.

8. MARKETING PLAN FOR THE TOWN HALL

The Marketing Manager explained the proposals for a promotional leaflet to promote the Town Hall.

THC/05/1011/RESOLVED- That the Marketing Manager be given delegated power to approve the design of the promotional pack.

9. TOWN HALL INFORMATION SYSTEM

The committee noted that the current system of informing visitors to the Town Hall of the events taking place via an A4 flipchart was poor and considered a number of alternative options which included an LCD Information System.

THC/06/1011/RESOLVED- That the Town Clerk make the necessary arrangements to install a flat screen visitor display board in the vestibule of the Town Hall.

10. LOCATION OF PICTURES AND RENOVATION OF FRAMES

The committee considered the notion of where to locate the pictures removed from the Bridestones Suite as well as discussing the renovation work required on the picture frames.

THC/07/1011/RESOLVED- That:

1. The pictures be relocated back into the Bridestone Suite and any appropriate renovation work to be undertaken.
2. The Clerk to secure a valuation of the pictures.

11. FURNITURE FOR THE BRIDESTONE'S SUITE

It was noted that the Bridestone Suite is looking like a first class venue now that the refurbishment is complete but it requires suitable furniture.

THC/08/1011/RESOLVED- That the Clerk provide a number of quotes for suitable furniture for the committee to consider.

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

THC/09/1011/RESOLVED- That 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.

PART TWO – ITEMS CONSIDERED IN THE ABSENCE OF THE PRESS AND PUBLIC

13. TOWN HALL TRADING ACCOUNT

The Support Manager presented the Town Hall Trading Account and it was noted that the deficit on operating the Town Hall is much lower than originally anticipated.

THC/10/1011/RESOLVED- That

1. The Trading Account be received.
2. That the staff be thanked for their efforts in further reducing the deficit.

14. PROGRESS ON CAPITAL WORKS CONTRACTS

A comprehensive report on the programme of capital works was presented to the committee which set out the status of current and future projects.

THC/11/1011/RESOLVED- That the report be received.

15. REPORT ON CAPITAL WORKS EXPENDITURE

A spreadsheet setting out the capital works expenditure to date and future planned expenditure including costs was discussed.

THC/12/1011/RESOLVED- That the report be received.

16. FUTURE WORKS OF PLANNED MAINTENANCE, REPAIR AND IMPROVEMENT

A report detailing the future planned maintenance and improvement work to be undertaken in the Town Hall which included periodic testing of utilities and improvements to the bar, kitchen and cloakroom and were considered by the committee.

THC/13/1011/RESOLVED- That the report be received.

17. **DE LACEY'S CAFÉ BAR**

The Clerk provided a verbal update on the status of the lease agreement with Posh Nosh for the lease of De Lacey's Café Bar and noted that the lease has now been agreed.

THC/14/1011/RESOLVED- That the lease agreement be approved.

E CLARKE
CHAIRMAN