



Congleton Town Council

Historic market town

Chief Officer: David McGifford

2nd February 2018

Dear Councillor,

Town Hall & Assets Committee – Thursday 8th February 2018

You are requested to attend a meeting of the Town Hall & Assets Committee, to be held in the Town Hall, High Street, Congleton on **Thursday 8th February 2018** commencing 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.

Please note – There will be a meeting of the Planning Committee prior to this meeting commencing at 7.00pm.

Yours sincerely,

David McGifford
Chief Officer

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 28th September 2017 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
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where friends are made

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5. Town Hall Trading Account (enclosed)

To accept the Town Hall Trading account to 31st December 2017 and to note the content of the summary report.

6. Update on Town Hall bookings and proposals to meet targets for 2018-19 (enclosed)

To receive a report from the Town Centre and Marketing Manager on the Town Hall bookings 2017-18 and to agree proposals to meet income targets for 2018-19.

7. Purchasing a new Electronic Screen for the Spencer Suite (enclosed)

To approve a report from the Town Hall Supervisor regarding purchasing an electronic screen for the Spencer Suite.

8. Refurbishment of the Spencer Suite (enclosed)

To receive an update from the Chief Officer on proposed works for the Spencer Suite.

9. Repositioning of the Town Mayor Photos (enclosed)

To consider a report from the Town Hall Supervisor on re-siting the Mayors Photographs and to agree on the location of the pictures.

10. CCTV – additional Cameras (enclosed)

To approve a plan from the Town Hall Supervisor to increase the number of CCTV cameras in the Town Hall

11. Grand Hall Stage – safety report and handrails (enclosed)

To approve a plan from the Town Hall Supervisor to have the Town Hall stage serviced and to give delegated powers to sort out actions arising from the service providing within budgets set in the financial regulations.

To: Members of the Town Hall & Assets Committee

CIIs: G P Hayes (Chairman), Mrs. A E Morrison (Vice Chairman)

Mrs S Aker Smith, Mrs A L Armit, L D Barker, P Broom, D T Brown,
H Richards and Mrs E Wardlaw.

Ccs: Appointed Member - Mr D A Parker (Honorary Burgess).

Other members of the Council and Honorary Burgesses (4) for Information; Press (2), Congleton Library, Congleton Tourist Information Centre.

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN HALL COMMITTEE HELD ON
THURSDAY 28th September 2017

Please note: These are draft minutes and will not be ratified until the next meeting of the Town Hall Committee

In attendance

Committee members

Mrs S A Smith
Mrs A L Armitt
Mr Gr Edwards (EX Officio)
Mr G P Hayes - Chairman

Minutes

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).

Apologies were received from Committee members L D Barker, P Broom, D T Brown Mrs A E Morrison Mrs E Wardlaw and non-committee member G S Williams

2. **Minutes (enclosed)** To confirm the minutes of the Meeting held on 13th July 2017

THC/07/1718 The minutes of the meeting on the 13th July were confirmed 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.

Declaration of interest was received from Cllrs G P Hayes Cheshire East Council

4. **Outstanding Actions**

There are no outstanding actions.

5. **Town Hall Trading Account**

To accept the Town Hall Trading account to 31st August 2017 and to note the content of the summary report.

THC/08/1718 resolved to accept the Town Hall Trading account for the 31st August 2017

6. **Town Hall Event Lighting Update**

To receive an update from the Town Hall Supervisor on Town Hall Event Lighting.

TC/09/1718 Resolved to receive the update from the Town Hall Supervisor

7. **Round Tables for Town Hall Events Update** (enclosed)

To receive an update from the Town Hall Supervisor on Round Tables.

TC/10/1718 Resolved to receive the update on the disposal of the 20 x 5ft rectangular tables

8. **Spencer Suite Refurbishment Update**

To approve an update from the Town Hall Supervisor on the first stage of the refurbishment.

TC/11/1718 Resolved to approve an expenditure of circa £1,000 for the displaying of the Mayors pictures

9. **Town Hall External and Internal Works Programme**

To note the updated work programme from the Chief Officer.

TC/12/1718 Resolved to note the update on the work programme report from the Chief Officer

**Cllr G P Hayes
Chairman**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall		
MEETING DATE AND TIME	08/02/18 7.45pm	LOCATION	Congleton Town Hall
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM	5		
REPORT TITLE	Town Hall Trading account April – December 2017		
Background	Variance analysis of the Trading Account to December 2017 to accompany the spreadsheet.		
Updates	<p>This trading account is for the third quarter of 2017/18 – so 75% of the budget would be used if expenditure was regular monthly. See spreadsheet.</p> <p><u>Income</u></p> <ul style="list-style-type: none">• Most income streams are on budget with the Grand Hall, Spencer Suite and Campbell incomes higher than the budget figure for M9.• The service charge for the Commercial Partner (electricity, gas, water, waste) has been recalculated to reflect more realistically the actual usage and is higher than the budget. <p><u>Expenditure</u></p> <p>Generally on budget:</p> <ul style="list-style-type: none">• Protective clothing is over budget but is only £300 for the year and the Town Hall caretakers have had new uniforms• Gas is under budget but the winter bills are still to come.• Licences - Due to increased bookings the sum paid to the PRS and PPL has increased. The premises licence has also been paid which was not included in the budget.• Property maintenance is overspent. It is always difficult to predict how much will be spent on routine maintenance. This includes £4,100 repairing the fire escape; £1,368 repairs to the air conditioning unit; £2,000 for outside painting of the Town Hall.• Central overheads reallocated is a way of reapportioning overheads charged to the Corporate Management cost centre, between all the cost centres with staff, in accordance with the financial regulations <p>Overall to December 60% of the budget has been used as the extra income is greater than the increased expenditure.</p>		
Decision Requested	To receive the Town Hall Trading Account for M9 April – December 2017		

Congleton Town Council

	<u>2017/18</u>				<u>2016/17</u>
	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget Used	
<u>Town Hall</u>	£	£	£		£
4000 Staff Costs (re-allocated)	46,029	63,209	17,180	73%	41,348
4008 Training	700	1,000	300	70%	0
4009 Protective Clothing\H & Safety	494	300	194	165%	456
4011 Rates	19,212	25,680	6,468	75%	17,147
4012 Water	4,797	4,500	297	107%	2,889
4014 Electricity	13,441	17,000	3,559	79%	9,769
4015 Gas	5,719	13,140	7,421	44%	4,244
4016 Cleaning materials	1,819	1,500	319	121%	1,420
4017 Refuse Disposal	2,144	2,750	606	78%	2,012
4020 Miscellaneous Office Costs	725	1,000	275	73%	721
4025 Insurance	5,597	9,000	3,403	62%	6,394
4033 Marketing/Promotions	1,917	3,500	1,583	55%	1,251
4040 Maintenance Contracts	4,587	5,700	1,113	80%	4,037
4041 Property Maintenance	14,225	10,000	4,225	142%	8,383
4064 Legal & Professional fees	0	100	100	0%	0
4068 Licences (incl PRS)	3,079	1,450	1,629	212%	861
3020 Catering Supplies (rechargeable)	8,162	8,000	162	102%	7,009
6000 Central Overheads Reallocated	4,314	5,994	1,680	72%	3,846
Congleton Town Hall:-Expenditure	136,962	173,823	36,861	79%	111,787
1009 Rent Rec'd - Museum Notional	3,375	4,500	1,125	75%	3,375
1010 Rent Received - 3rd Party (TIC, Partnership & rear office)	6,777	9,033	2,256	75%	8,441
1011 Rent Received - Internal CTC	12,763	17,017	4,254	75%	12,763
1013 Letting Income - Grand Hall	26,588	27,000	412	98%	20,571
1014 Letting Income - Bridestones	9,155	12,000	2,845	76%	7,794
1015 Letting Income - Spencer Suite	3,846	4,500	654	85%	2,745
1018 Letting Income - Campbell Suite	3,031	0	3,031	0%	1,495
1016 Letting Income - Brasserie, Kitchen and Bar	11,250	15,000	3,750	75%	1,150
1021 Letting Income - Internal	7,240	8,000	760	91%	8,390
1022 Letting income - F&F	89	0	89	#DIV/0!	
1030 Service Charges - TIC	1,217	1,600	383	76%	955
1035 Service Charges - CTHEP	3,765	1,300	2,465	290%	2,303
1051 Catering Sales (recharges)	8,328	8,000	328	104%	7,074
Congleton Town Hall :- Income	97,424	107,950	10,526	90%	77,056
Net Expenditure over Income	£39,538	£65,873	£26,335	60%	£34,731

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall Committee																																																																												
MEETING DATE AND TIME	28 th September 2017	LOCATION	Congleton Town Hall																																																																										
REPORT FROM	Jackie MacArthur- Town Centre and Marketing Manager																																																																												
AGENDA ITEM REPORT TITLE	6 Town Hall Bookings and Proposals to meet 2018-19 targets																																																																												
Background	This paper has been written to update members on Town Hall bookings over the past year. It also sets out the targets set for the next financial year as approved in the Town Council budget setting and puts forward options and recommendations to help Town Hall staff to meet the higher income targets.																																																																												
Updates	<p>Table A below gives a summary of the targets set for 2017-18, income received by the 31 December 2017, number of bookings per room internal and external. Table B gives the same information for 2016-17.</p> <p>Table A Summary of Room Bookings 2017-18 (still to add Jan- March 2018 for finance and possibly more bookings)</p> <table><tr><td>Room</td><td>Target £</td><td>To date £ Dec 2017</td><td>External bookings</td><td>Internal Bookings</td><td>Total Bookings</td></tr><tr><td>Grand Hall</td><td>27,000</td><td>26,588</td><td>119</td><td>10</td><td>129</td></tr><tr><td>Bridestones</td><td>12,000</td><td>9,155</td><td>110</td><td>67</td><td>177</td></tr><tr><td>Spencer</td><td>4,500</td><td>3,846</td><td>73</td><td>84</td><td>157</td></tr><tr><td>Campbell</td><td>0</td><td>3,031</td><td>80</td><td>8</td><td>88</td></tr><tr><td>TOTAL</td><td>43,500</td><td>42,620</td><td>382</td><td>169</td><td>551</td></tr></table> <p>Total bookings already in place for first three months of 2018 are below.</p> <p>Grand Hall 24 bookings (21 external) Spencer 16 bookings (6 external) Bridestones 31 bookings (18 external) Campbell 12 bookings (10 external)</p> <p>TABLE B – Summary of Room Bookings 2016-17</p> <table><tr><td>Room</td><td>Target £</td><td>Total £ Full year</td><td>External bookings</td><td>Internal Bookings</td><td>Total Bookings</td></tr><tr><td>Grand Hall</td><td>23,000</td><td>27,634</td><td>105</td><td>17</td><td>122</td></tr><tr><td>Bridestones</td><td>5,000</td><td>9,640</td><td>94</td><td>62</td><td>156</td></tr><tr><td>Spencer</td><td>2,000</td><td>3,119</td><td>74</td><td>120</td><td>194</td></tr><tr><td>Campbell</td><td>0</td><td>1,545</td><td>35</td><td>16</td><td>51</td></tr><tr><td>Total</td><td>30,000</td><td>41,948</td><td>308</td><td>215</td><td>523</td></tr></table> <p>External bookings have increased for all rooms - although the Spencer Suite is currently less by one, this room is often booked at short notice and we would expect more bookings during February or March.</p>					Room	Target £	To date £ Dec 2017	External bookings	Internal Bookings	Total Bookings	Grand Hall	27,000	26,588	119	10	129	Bridestones	12,000	9,155	110	67	177	Spencer	4,500	3,846	73	84	157	Campbell	0	3,031	80	8	88	TOTAL	43,500	42,620	382	169	551	Room	Target £	Total £ Full year	External bookings	Internal Bookings	Total Bookings	Grand Hall	23,000	27,634	105	17	122	Bridestones	5,000	9,640	94	62	156	Spencer	2,000	3,119	74	120	194	Campbell	0	1,545	35	16	51	Total	30,000	41,948	308	215	523
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It has been promising that we have hosted three funerals/ wakes this year, which is a market that we targeted to break into and aim to increase in 2018-19. We have also had a few more non-public sector training and general meetings, which is another target market for us.

The percentage of external bookings has steadily increased

2015/16 51.9 % external

2016/17 59% external

2017/18 69.3% external

Looking back on bookings the average number of total bookings per year from 2009 - 2012 was 293. This financial year we are already at 551.

The targets set in the 2018-19 budget for Town Hall rentals are:

Grand Hall £30,000 - increase of £3,000

Bridestones £13,200 - increase of £1,200

Spencer £4,950 - increase of £450

Campbell Suite £0 - don't openly market although offer with Hall

*Fittings/Fixtures £5,000 - increase of £5,000

*Note fittings and fixtures were not included in the 2017/2018 budget as it was only half way through this year that the committee agreed to purchase and hire event lights and round tables. So far the hiring has accrued £2016.

Total - £53,150 income target for room bookings and fixtures in 2018/ 19
This represents an increase income target of £9,750 on the 2017-18 budget.

It is also worth noting that with the increase in bookings there has been an associated increase in costs. Overall the Town Hall is still costing more to run than it is recouping in costs.

Meeting the 2018-19 Targets

Options:

- A. Keep prices the same and market more to increase the number of bookings
- B. Raise all the room rates by 10%
- C. Combination of more bookings and some price rises .

Suggestion:

1. Not to introduce a blanket price increase but to look at each room separately.
2. **Spencer Suite** - as this room has not yet been refurbished keep the 2018-19 prices the same. The most common booking is a couple of hours at £30 plus vat- so an extra 15 bookings would lead to the target being met.
3. **Bridestones Suite** - this room has benefited from an improved conference system which comes as part of the room if requested. We believe this room could take an increase in prices (room rates

	<p>have not gone up since 2012. The suggestion for the increase is:</p> <p>Price per hour - £26.25 plus vat rising to £29 plus vat Price per half day £90 plus vat rising to £99 plus vat Price per full day £140 plus vat rising to £150 plus vat</p> <p>Last year there were 26 half day and 30 full day bookings but the majority were two or three hour bookings.</p> <p>4. Grand Hall</p> <p>The Grand Hall has plenty of spare capacity for weekday use and so it is not recommended that the general price is increased. However it would make sense to simplify the Friday and Saturday evening rate by including the price round tables into the booking costs rather than as an additional cost. The cost of round tables is usually £60 for 10 – but recommending increasing the overall price from £320 (3pm – 1am) to £350 plus vat. Charities would still get the 50% discount from the Town Council. Last year there were 16 Friday and 24 Saturday evening events.</p> <p>If agreed the change of prices will take effect for all new bookings hiring a room after 1 April 2018. All bookings where a deposit has been made will be honoured at the price agreed at time of booking. Confirmed bookings for September 2018 onwards will be subject to the increase.</p> <p>Our commercial partners have been made aware of the proposed price changes in the monthly operational meeting and were supportive.</p>
Decision Requested	<p>To note this report the increase in bookings for 2017-18. To agree the following price changes</p> <ol style="list-style-type: none"> Spencer Suite – no changes Bridestones Suite – hourly rate to increase from £26.25 to £29 To increase half day rates to £99 plus vat and full day £150 plus vat Grand Hall- Friday and Saturday night block bookings to include the hire of the round tables and increase from £320 to £350 plus vat.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall Committee																		
MEETING DATE AND TIME	8 th February 2018	LOCATION	Congleton Town Hall																
REPORT FROM	Town Hall Supervisor – Mark Worthington																		
AGENDA ITEM	7																		
REPORT TITLE	Spencer Suite – Interactive Display Screen																		
Background	As part of the ongoing process for the refurbishment of the Spencer Suite, quotes have been obtained for the upgrade of the presentation equipment. The existing equipment includes a projector and screen which is also used in other rooms within the Town Hall including the Spencer Suite. When used in the Spencer Suite the screen takes up a large area in the corner of the room and due to the position of electrical sockets the cable for the projector is positioned across the table. This creates a cramped, untidy environment and dramatically limits the space within the room.																		
Updates	<p>Two manufacturers (Avocor and Smartboard) have provided demonstrations of their 65-inch Interactive Display Boards. Both boards offer similar features which include wired and wireless connectivity to desktops, tablets, mobile phones and projectors. Other features are touch screen whiteboards and audio-visual conferencing. The boards can be attached permanently to the wall or to an additional transportable stand.</p> <p>The benefit of the Display Boards will be they will remove the need for a projector/screen/flip charts and extension cables in the room. Hirers will simply connect their laptop/tablet to the board via wire/wireless and continue with their presentation.</p>																		
Specification & Finance	<p>The Avocor model used for the demonstration was the F6510. A brief overview of the specification is below along with the specification of the E6500 model which is the model below in the range.</p> <table><tr><th>Avocor F6510 Display Board</th><th>Avocor E6500 Display Board</th></tr><tr><td></td><td></td></tr><tr><td>Microsoft Windows 10 operating system</td><td>Microsoft Windows 10 Operating System</td></tr><tr><td>Avocor Intelligent Touch using InGlass™ 65-inch screen</td><td>Enhanced IR screen technology 65-inch screen</td></tr><tr><td>Advanced Connect and Control Bar</td><td>Connect & Control bar</td></tr><tr><td>Ultra HD 4K resolution</td><td>Full HD 1080p display resolution</td></tr><tr><td>Avocor Note by Nureva</td><td>Avocor Note</td></tr><tr><td>Avocor Eclipse</td><td>Avocor Eclipse</td></tr></table>			Avocor F6510 Display Board	Avocor E6500 Display Board			Microsoft Windows 10 operating system	Microsoft Windows 10 Operating System	Avocor Intelligent Touch using InGlass™ 65-inch screen	Enhanced IR screen technology 65-inch screen	Advanced Connect and Control Bar	Connect & Control bar	Ultra HD 4K resolution	Full HD 1080p display resolution	Avocor Note by Nureva	Avocor Note	Avocor Eclipse	Avocor Eclipse
Avocor F6510 Display Board	Avocor E6500 Display Board																		
Microsoft Windows 10 operating system	Microsoft Windows 10 Operating System																		
Avocor Intelligent Touch using InGlass™ 65-inch screen	Enhanced IR screen technology 65-inch screen																		
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Ultra HD 4K resolution	Full HD 1080p display resolution																		
Avocor Note by Nureva	Avocor Note																		
Avocor Eclipse	Avocor Eclipse																		

Specification & Finance

The SmartBoard model used for the demonstration was the 6265P. A brief overview of the specification is below along with the specification of the 6265 model which is the model below in the range.

SmartBoard 6265P	SmartBoard 6265
DViT 8 Point Multi Touch Interactive Technology	DViT 8 Point Multi Touch Interactive Technology
65" Diagonal Screen	65" Diagonal Screen
Ultra High Definition and Optimal 4K Resolution (3840 x 2160)	Ultra High Definition and Optimal 4K Resolution (3840 x 2160)
SMART Notebook®	SMART Notebook®
SMART ink™ technology	SMART ink™ technology
SmartBoard Pro Software	

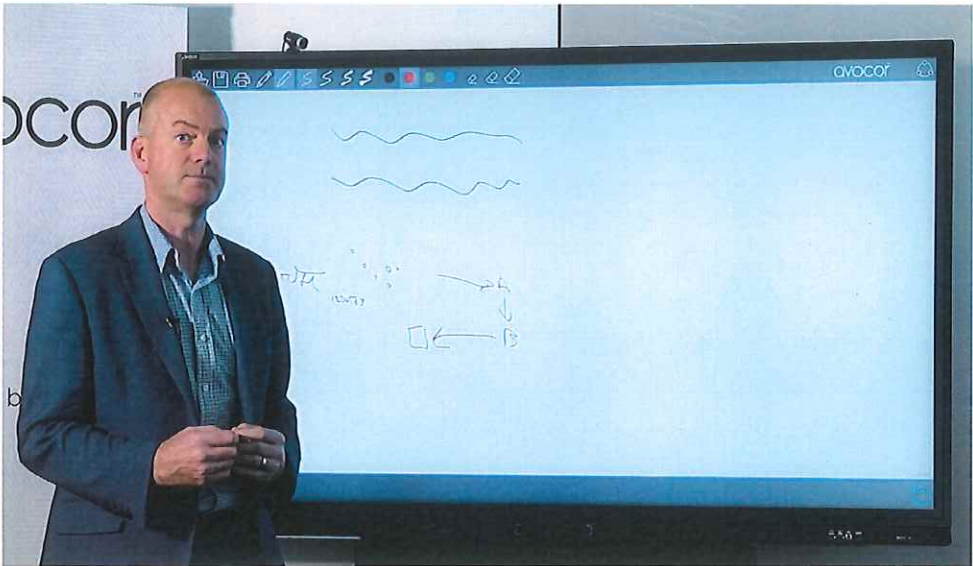
Prices for both Avocor and SmartBoard models are below. The same transportable stand can be used for either board and is available for £299+VAT.

Company and Product Details	Avocor F6510 including wall mount	Avocor E6500 including wall mount	SMART Board 6265 including wall mount	Smart Board 6265P including wall mount
	Laptop House ST6 8UW	Laptop House ST6 8UW	AV Parts Master Ltd RG45 6NA	AV Parts Master Ltd RG45 6NA
	£4736.00 + Vat	£1555 + Vat	£2395 + Vat	£3569 + Vat
Warranty	3 year On Site Repair	3 year On Site Repair	3 year On Site Repair	3 year On Site Repair

Following the demonstrations, and further discussions with both manufacturers, the software and capability of the lower models in both the Avocor and Smartboard ranges appears to more than cover the range of use we would require for meetings and presentations within the Town Hall. While these quotes were originally gained as part of the Spencer Suite refurbishment with the intention of permanently attaching the board to the wall, any board purchased could be used with the additional stand until future works were complete on the Spencer Suite.

	<p>The Avocor E6500 has recently been replaced by the Avocor F6510 model. Due to this the E6500 is heavily discounted to £1555+VAT. The F6510 (demo model) has a higher screen resolution being 4k HD rather than 1080HD on the E6500 model and there is also a difference between the built-in PC's, the F6510 has more memory and additional eclipse software. However, if needed, the E6500 could have an additional PC attached to give more memory etc. The F6510 is available in 65", 75" and 84", the E6500 is only available in 65". These differences aside, the E6500 will carry out all of the functions of the F6510. There is a 3 year 'On Site Repair' warranty included in the price.</p>
Decision Requested	<p>It is recommended that the Town Council agrees to purchase Avocor E6500 and stand for total price of £1854+VAT.</p>







CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall Committee																													
MEETING DATE AND TIME	8 th February 2018	LOCATION	Congleton Town Hall																											
REPORT FROM	Town Hall Supervisor – Mark Worthington																													
AGENDA ITEM	8																													
REPORT TITLE	Spencer Suite Refurbishment Update																													
Background	<p>Following the decision to investigate the cost of refurbishment to the Spencer Suite two companies were contacted to provide quotes for a total refurbishment of the room. Arcade Office Refurbishment and Spectrum Interiors provided drawings and quotes to replace the entrance, manufacture radiator covers, paint the room and supply all soft furnishings including blinds and carpets. These quotes ranged from £10,000 to £18,500. Following these quotes, the decision was taken to break the refurbishment down into the component parts and obtain quotes for each area of work individually.</p>																													
Updates	<p>Due to the Grade II* Listed status of the Town Hall we have contacted the Conservation Officer for Congleton who has visited the Town Hall to discuss any proposed refurbishment to the Spencer Suite. In their opinion, we would need Listed Building Consent and Planning Permission.</p> <p>Included in these applications (which will take a minimum of 8 weeks, once we have all the documentation required and register the applications) there needs to be the following:</p> <ul style="list-style-type: none">• A Heritage Statement• Details of what we propose – scaled annotated drawings• Justification for the works including information showing that the works are possible and will not damage the panels/doors and that they are robust enough to withstanding moving to and being in their new locations. You would need to demonstrate that there was no other way of achieving the desired aims, and that the improvements are fundamental to the viability of the building.• Method statement for the works showing exactly step-by-step what is proposed and how any works will be carried out to ensure no damage. <p>Given the Grade II* Listed status of the building and the nature of the proposed works is it likely that Historic England will wish to be involved.</p> <p>The refurbishment has been broken down into smaller areas of work and each area quoted for individually. Areas of work are listed below:</p> <table><tr><td>• Entrance/doorway – current issue re Cons Officer</td><td>circa</td><td>£5,000</td></tr><tr><td>• Radiator Covers – included in above</td><td></td><td></td></tr><tr><td>• Plastering</td><td></td><td>£750</td></tr><tr><td>• Painting</td><td></td><td>£1700</td></tr><tr><td>• Carpets</td><td></td><td>£1000</td></tr><tr><td>• Blinds</td><td></td><td>£450</td></tr><tr><td>• Electrical</td><td></td><td>£1800</td></tr><tr><td>• Furniture</td><td></td><td>£850</td></tr><tr><td>Indicative Total</td><td></td><td>£11,550</td></tr></table>			• Entrance/doorway – current issue re Cons Officer	circa	£5,000	• Radiator Covers – included in above			• Plastering		£750	• Painting		£1700	• Carpets		£1000	• Blinds		£450	• Electrical		£1800	• Furniture		£850	Indicative Total		£11,550
• Entrance/doorway – current issue re Cons Officer	circa	£5,000																												
• Radiator Covers – included in above																														
• Plastering		£750																												
• Painting		£1700																												
• Carpets		£1000																												
• Blinds		£450																												
• Electrical		£1800																												
• Furniture		£850																												
Indicative Total		£11,550																												

	As some of the quotes are for soft furnishings such as blinds, carpets and furniture, the prices will vary depending on the quality, style and colour of the product chosen. It may be reasonable for the committee to delegate authority to the Chairman and officers for the selection of materials.
Decision Requested	To receive the update on the refurbishment of the Spencer Suite and to decide on the matter of delegation

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall Committee		
MEETING DATE AND TIME	8 th February 2018	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Supervisor – Mark Worthington		
AGENDA ITEM	9		
REPORT TITLE	Update – Mayors Portraits/Boards		
Background	<p>At the Town Hall Committee 28th September 2017 images were displayed to help ascertain exactly where the Mayors portraits should be located. The Town Council currently has 45 portraits, plus space is needed for the five frames required for the Roll of Mayors.</p> <p>The number of portraits will grow each year and these either have to be accommodated for or the number of portraits capped to meet the space available. If capped, when a current Mayor is added the Mayor furthest back in time will be removed and placed into a leather-bound book.</p> <p>All Mayors portraits will be scanned and added to the web site.</p>		
Updates	<p>As part of the '700 years of Mayoralty' celebrations the Mayors Portraits/Boards were re-framed and partially displayed for the Royal visit on 24th January 2018. The Portraits/Boards were reframed by Congleton Stringing and Frames, 27 Lawton St, Congleton at a cost of £1190 and are now ready to be displayed in the Town Hall.</p> <p>Officers were asked to look into moving the portrait pictures to the Grand Hall Balcony. There are a number of options on the balcony</p> <ul style="list-style-type: none">a) Grand Hall Balcony – back wall area – see pictures 1 and 2 showing an image from the Grand Hall and at Balcony level. On the back wall the portraits are in two blocks five across and four deep although it will be difficult to read names above two deep. (40 spaces)b) Grand Hall Balcony – side walls - see pictures 4-6 showing the portraits on either side – either as a single row (48 spaces) or a double row. (48 spaces) – note pictures on the side wall may have an impact on effect of the decorative lighting that the Town Council has recently purchased and are being used for weddings and parties in the Grand hall <p>While investigating the Grand Hall balcony other suggestion were made:</p> <ul style="list-style-type: none">c) Bridestones Corridor– it would be possible to fit 18 spaced out pictures here, but would require the three large arched grant boards to be relocated – possibly into the stair area. (18 spaces)d) Remain in the Spencer Suite but relocated to the wall where the carnival plaques are currently located – leaving the back wall free for a digital screen. (32 spaces) (picture 3) <p>Six of the portraits are now displayed in position along the wall of the Grand Hall balcony. The remaining portraits will be fixed into position if it is agreed that the balcony is the best location for them.</p>		
Decision Requested	It is recommended that the committee agree to locate the Mayors Pictures and Roll boards on the first floor balcony of the Grand Hall.		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall Committee		
MEETING DATE AND TIME	8 th February 2018	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Supervisor – Mark Worthington		
AGENDA ITEM REPORT TITLE	10 Additional CCTV Cameras		
Background	<p>In April 2017 Chubb were commissioned to install ten CCTV cameras at agreed locations within the Town Hall and car park at a cost of £5,563.10 + VAT. These cameras were positioned to cover all doors and emergency exits around the building to assist with security and to monitor people entering and leaving the building. Town Hall security also needed to be strengthened to protect the personal safety of hirers, staff and members as well as act as a deterrent for theft and vandalism in this well used public building.</p> <p>Existing CCTV camera locations:</p> <ul style="list-style-type: none">• External front entrance and Hight Street pathway.• Rear car park• Middle foyer (in direction of main entrance)• Main foyer (bottom of main stone stairs)• Bar area (in direction of bar hatch)• Grand Hall (in direction of the bar hatch)• Bridestones Suite• Stone corridor outside Bridestones Suite• Rear corridor (in direction of rear coded rear door entrance)• Rear fire exit of Grand Hall		
Updates	<p>The existing CCTV has improved security within the Town Hall as expected. However, there have been two incidents within the Town Hall where a different benefit of the CCTV system has been highlighted. Following a member of public falling from the stage in the Grand Hall and another falling over in the Grand Hall it has been possible to record the footage and establish that the Town Council was not responsible for either of these two incidents. This has highlighted that the CCTV not only bolsters security but also can be used as a tool to prevent any claims against the Town Council</p> <p>With this in mind, there are two areas that are not directly covered by CCTV although people would be picked up by the existing CCTV before getting to these areas. The areas in question are the Grand Hall balcony and the corridor leading from the Grand Hall to the toilets/fire exit. If an incident were to happen in either of these areas there would be no CCTV footage. Another area that may benefit from the installation of a camera is the First Aid room looking towards the Town Hall safe. The existing CCTV system has the capacity for a further six cameras to be installed onto the system.</p>		

Specification	<p>The existing system is of the following specification and any additional cameras would be the same:</p> <ul style="list-style-type: none">• 10 camera High Definition TruVision 4mpx 2.8-12mm VR30mlr dome camera CCTV system.• Two monitors. 1 x Town Hall Supervisor's office, 1 x Caretaker's kitchen area.• The system can be viewed remotely via smartphone or PC by designated users.• The system has an option to remotely isolate individual cameras in meeting rooms if needed.• Images can be stored for up to a month before the system re-records but any footage can be downloaded during that time and saved to a hard drive or disk.									
Finance	<p>Quotes below are from the original installation company (Chubb) and include pricing for the installation of an additional two or three cameras to our existing system.</p> <table><tr><th>Company</th><th>2 x Additional Cameras</th><th>3 x Additional Cameras</th></tr><tr><td>Chubb</td><td>£1207.81 + VAT 241.56 VAT £1449.37</td><td>£1,813.32 + VAT 362.66 VAT £2,175.98</td></tr><tr><td>Annual maintenance fee</td><td>£21.00 + VAT 4.20 VAT £25.20</td><td>£21.00 + VAT 4.20 VAT £25.20</td></tr></table>	Company	2 x Additional Cameras	3 x Additional Cameras	Chubb	£1207.81 + VAT 241.56 VAT £1449.37	£1,813.32 + VAT 362.66 VAT £2,175.98	Annual maintenance fee	£21.00 + VAT 4.20 VAT £25.20	£21.00 + VAT 4.20 VAT £25.20
Company	2 x Additional Cameras	3 x Additional Cameras								
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Annual maintenance fee	£21.00 + VAT 4.20 VAT £25.20	£21.00 + VAT 4.20 VAT £25.20								
Decision Requested	<p>To authorise the installation of three additional CCTV cameras to work alongside the existing CCTV system.</p>									

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall Committee		
MEETING DATE AND TIME	8 th February 2018	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Supervisor – Mark Worthington		
AGENDA ITEM REPORT TITLE	11 Extra stage safety rails and inspection		
Background	<p>The main stage situated in the Grand Hall is a Vario- Scissor Stage supplied by Audience Solutions of Wiltshire and was inherited by the Town Council. The stage comprises of twelve individual pieces (2 metres long x 1 metre wide) by 1 metre deep, which can be adjusted to three different heights. The stage can be set up in a variety of configurations to accommodate the needs of conferences, bands and choirs. Depending on how the stage is set up there are six safety rails which can be attached to either the rear or the sides of the stage. The six safety rails are usually attached along the back of the stage to prevent anyone falling into the gap between the back of the stage and the wall. This gap is due to the position of radiators in the Grand Hall. The stage is regularly dismantled for storage or adjustment and during this process the stage is inspected by the Town Hall caretaking staff, however, there has been no documented, professional inspection since the stage became a Town Council asset.</p>		
Updates	<p>Following an incident when a member of public fell off the side of the stage the decision was made to look into purchasing extra safety rails for each side of the stage to work alongside the existing six safety rails which would be positioned on the back of the stage. The surface of each stage piece has been stained a darker colour to create a greater contrast between the stage and the wooden floor in the Grand Hall, the stage steps have been repainted black with white edging to highlight the steps. In the process of costing safety rails, a price for an inspection of the stage was attained. This price is for inspection only and would not cover any potential repair work that was required.</p>		
Specification & Finance <u>Audience Solutions</u>	<p>The safety rails are supplied in two sizes (2 metres wide and 1 metre wide) to match the size of the individual stage pieces. The new rails are only available in a new style and are black in colour which will not match the existing grey rails.</p> <p><u>Safety Rails</u> 6 x 1 metre wide safety rails - £388.68 +VAT 4 x 2 metre safety rails - £518.32 +VAT 2 x edge for guard rail – £8.70 +VAT 10 x stage clamps - £121.50 +VAT Delivery - £282.80 +VAT Total - £1,320 +VAT</p> <p><u>Stage Inspection</u> To carry out a full service and safety inspection to our Vario-Scissor staging system - £981.60 + VAT. This price does not include any further maintenance or repairs that may need to be carried out. As an example, if an individual stage piece needed to be replace it would cost £392.12 +VAT</p>		

<p>Specification & Finance</p> <p><u>Zurich Insurance</u></p>	<p>per stage piece, plus delivery from Germany.</p> <p>Zurich Insurance were contacted to provide a quote to carry out a full service and safety inspection of our Vario-Scissor staging. Zurich are Congleton Town Council's Insurers and provide advice and guidance.</p> <p>Zurich's quote to carry out a full service and safety inspection of Vario-Scissor staging - £250 + VAT. This price does not include any further maintenance or repairs that may need to be carried out</p>
<p>Decision Requested</p>	<p>It is recommended that the committee approves</p> <ol style="list-style-type: none"> 1. Arranging for service and safety inspection of the Vario-Scissor staging by Zurich Insurance. 2. Giving the Chief Officer delegated authority to approve any required works on the stage within the limits of the financial regulations. 3. Once the stage is of a satisfactory standard to purchase a complete set of matching safety rails and associated skirting to dress the stage from Audience Solution. 6 x 1-metre wide safety rails and 4 x 2 metre safety rails.