



Congleton Town Council

Historic market town

Chief Officer: David McGifford

6th April 2018

Dear Councillor,

Town Hall & Assets Committee – Thursday 12th April 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 12th April 2018** commencing 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 – There will be a meeting of the Town Council 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 8th February 2018 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. Town Hall Trading Account (enclosed)

To accept the Town Hall Trading account to 28th February 2018 and to note the content of the summary report.

6. Additional clauses to the Town Hall Booking Forms (enclosed)

To note two new clauses being added to the Town Hall booking forms addressing CCTV and use of Personal Data.

7. Town Hall and Assets Work Plan 2017 – 19 (enclosed)

To receive an update from the Town Hall Supervisor and Chief Officers on the Town Hall work plan and to discuss priorities for the coming year.

To: Members of the Town Hall & Assets Committee

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

Mrs S Aker Smith, Mrs A L Armitt, 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 8th February 2018

In attendance

Committee members

Mrs S A Smith
Mrs A L Armitt
Mr L Barker
Mr G P Hayes - Chairman
Mrs A Morrison – Vice Chairman

Non Committee member

Mr G R Edwards – Leader

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 Councillors D T Brown, P Broom, Mrs E Wardlaw, M Walker and H Richards.

2. **Minutes**

To confirm the minutes of the Meeting held on 28th September 2017 as a correct record.

TH/13/1718 resolved to approve the minutes of the meeting held on the 28th September 2017.

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 were no outstanding actions.

5. **Town Hall Trading Account**

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

TH/14/1718 resolved to accept the Town Hall Trading account to 31st December 2017 and the summary report.

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

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.

TH/15/1718 resolved to receive the report and the recommendations therein.

7. **Purchasing a new Electronic Screen for the Spencer Suite**

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

TH/16/1718 resolved to approve the proposed acquisition of the Electronic screen for £1,854+vat.

8. **Refurbishment of the Spencer Suite**

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

TH/17/1718 resolved to receive the update from the Chief Officer and the recommendations therein.

9. **Repositioning of the Town Mayor Photos**

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

TH/18/1718 resolved to approve the proposal to relocate the Mayors pictures and the History of the Mayors to the balcony in the Grand Hall.

10. **CCTV – additional Cameras**

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

TH/19/1718 resolved to approve the proposal to purchase 3 additional CCTV cameras for the Town hall at a cost of £1,813.32 plus vat and an annual maintenance cost of £21.00 plus vat.

11. **Grand Hall Stage – safety report and handrails**

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.

TH/20/1718 resolved to approve the recommendations of the Town Hall Supervisor for the Service and safety inspection of the stage and delegating the authority to the Chief Officer to approve works resulting from the inspection that are within the limits set in the Financial Regulations.

Cllr G P Hayes
Chairman

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall		
MEETING DATE AND TIME	12/04/18 7.45pm	LOCATION	Congleton Town Hall
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM	5		
REPORT TITLE	Town Hall Trading account April – February 2018		
Background	Variance analysis of the Trading Account to February 2018 to accompany the spreadsheet.		
Updates	<p>This trading account is for the 11 months of 2017/18 – so 92% of the budget would be used if expenditure was regular monthly. See accompanying spreadsheet. These figures are almost at the year end and give a good indication that the year-end figures will show income above budget and expenditure very slightly over budget. The net effect being a positive outcome - i.e. the operating deficit of running the Town Hall will be less than budgeted for.</p> <p><u>Income</u></p> <ul style="list-style-type: none">• Total income has exceeded the annual budget already at month 11 largely due to increased usage of the Grand Hall; charges for lights etc, and usage of the Campbell Suite by organisations holding public enquiries etc.• 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 electricity and water are slightly over.• 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, periodic electrical testing £1,470; £1,500 for scaffolding to repair the gutter – but this will be partly refunded by an insurance claim.• 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 February 2018 77% of the budget has been used.</p>		
Decision Requested	To receive the Town Hall Trading Account for M11 April 2017 – February 2018		

Congleton Town Council

	2017/18 Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget Used	2016/17
	£	£	£		£
Town Hall					
4000 Staff Costs (re-allocated)	56,856	63,209	6,353	90%	50,687
4008 Training	700	1,000	300	70%	
4009 Protective Clothing\H & Safety	494	300	194	165%	568
4011 Rates	23,482	25,680	2,198	91%	20,957
4012 Water	5,251	4,500	751	117%	3,428
4014 Electricity	16,620	17,000	380	98%	13,226
4015 Gas	8,374	13,140	4,766	64%	5,786
4016 Cleaning materials	2,256	1,500	756	150%	1,707
4017 Refuse Disposal	2,622	2,750	128	95%	2,478
4020 Miscellaneous Office Costs	901	1,000	99	90%	851
4025 Insurance	6,841	9,000	2,159	76%	7,815
4033 Marketing/Promotions	2,309	3,500	1,191	66%	1,707
4040 Maintenance Contracts	5,495	5,700	205	96%	4,799
4041 Property Maintenance	17,079	10,000	7,079	171%	9,159
4064 Legal & Professional fees	0	100	100	0%	0
4068 Licences (incl PRS)	2,113	1,450	663	146%	1,052
3020 Catering Supplies (rechargeable)	10,227	8,000	2,227	128%	10,109
6000 Central Overheads Reallocated	4,888	5,994	1,106	82%	4,620
Congleton Town Hall:-Expenditure	166,508	173,823	7,315	96%	138,949
1009 Rent Rec'd - Museum Notional	4,125	4,500	375	92%	4,125
1010 Rent Received - 3rd Party (TIC, Partnership & rear office)	8,783	9,033	250	97%	9,947
1011 Rent Received - Internal CTC	15,599	17,017	1,418	92%	15,599
1013 Letting Income - Grand Hall	29,588	27,000	2,588	110%	24,372
1014 Letting Income - Bridestones	10,022	12,000	1,978	84%	8,855
1015 Letting Income -Spencer Suite	3,846	4,500	654	85%	3,014
1018 Letting Income - Campbell Suite	3,121	0	3,121	0%	1,545
1016 Letting Income - Brasserie, Kitchen and Bar	13,750	15,000	1,250	92%	13,750
1021 Letting Income - Internal	8,885	8,000	885	111%	10,000
1022 Letting income - F&F	1,638	0	1,638	#DIV/0!	
1030 Service Charges - TIC	1,487	1,600	113	93%	1,167
1035 Service Charges - CTHEP	4,602	1,300	3,302	354%	2,815
1051 Catering Sales (recharges)	10,168	8,000	2,168	127%	10,175
Congleton Town Hall :- Income	115,614	107,950	7,664	107%	105,364
Net Expenditure over Income	£50,894	£65,873	£14,979	77%	£33,584

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall Committee		
MEETING DATE AND TIME	12 th April 2018	LOCATION	Congleton Town Hall
REPORT FROM	Town Centre and Marketing Manager		
AGENDA ITEM	6		
REPORT TITLE	Two Additions to Town Hall Booking Terms and Conditions		
Background	The Town Hall Terms and Conditions need to be brought up to date to reflect the General Data Protection Regulation 2018 and also to alert customers to CCTV being in operation in the Town Hall		
Next Steps	<p>The following two clauses need to be added to the Town Hall booking documents to reflect current working practices</p> <p>CCTV in Operation</p> <p>Congleton Town Council has installed CCTV in the Town Hall for the purposes of public safety, deterring crime and reviewing any matters brought to management's attention. CCTV is operated in accordance with the Council's CCTV Policy. Images will be shared with Police if requested due to suspected criminal activity.</p> <p>General Data Protection Regulation</p> <p>The personal data that you have given on your booking form will only be used to contact you for purposes connected with your booking. The Town Council will keep a secure record of the booking for six years in line with our financial regulations.</p>		
Decision Requested	To Note this report		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall and Assets Committee		
MEETING DATE AND TIME	12 th April 2018	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Supervisor – Mark Worthington		
AGENDA ITEM	7		
REPORT TITLE	Town Hall and Asset Projects 2017 - 2019		
Background	<p>A detailed Town Hall Projects list was created at the start of 2017 to identify any necessary works that were required around the Town Hall and also to research potential projects which would enhance the day to day operation of the building.</p> <p>Town Council assets projects have also been added as they are part of this committee.</p>		
Updates	<p>The attached Town Hall Projects list has been updated to highlight the works that have been completed (shaded green).</p> <p>The remaining works are either on going or have been recently added to the list for investigation. Updates have been added next to these projects where applicable.</p>		
Decision Requested	<p>To prioritise the existing Town Hall and Asset Projects and potential future projects so that a timescale for completed works can planned and worked towards.</p>		

Town Hall Projects 2017/18/19

Project / Issue	Detail / objective	Progress	Council approved	Target date for works
Fire Escape steps	Improvements required following Fire Safety Inspection	Completed	£1500 + VAT for sand blasting £2660 for painting	Completed 2017
Museum and car park structural survey for subsidence	Cracks in the walls and drainage appears to have sunk in roadside / car park area	Completed	£2000	Completed 2017
CCTV	Improved CCTV for car parking area and entrance to the town hall to enhance security as existing CCTV is not of an adequate standard	Completed	£4635	Completed 2017
Painting	Museum, back of town Hall and ground floor of front of the museum	Completed	£2,000	Completed 2017
Hearing loop for Bristonstones and Main Hall	System to enable use of hearing aids in meeting rooms	Completed	£1770 + VAT	Completed 2017
Conference system For Bristonstones Suite	Review microphone options to enable each councillor to have access to one	Completed	£15,193 + VAT	Completed 2017

Additional CCTV	Three extra CCTV cameras to enhance the security provided by the existing CCTV system	Completed	£1,813.32 + VAT	Completed 2018
Bridestones/Grand Hall Chandeliers	To review H&S requirements	Completed Following a review by Zurich (Town Hall insurers), Zurich are happy to cover the chandeliers and pully systems on their insurance.		Completed 2017
Mayors Portraits	To remove the Mayors Portraits from the Spencer Suite as part of the plan to refurbish the room.	Completed Mayors portraits have been reframed by Congleton String & Frames and relocated to the Grand Hall balcony	£1190	Completed Feb 2018
Event Lighting	To investigate the option of purchasing event lighting rather than using a hire company for Town Hall events	Completed Event lighting, including uplighters and string lights, has been purchased from Cookies Sound and Lighting and is now being hired out for events within the Town Hall.	£3137.48 + VAT	Completed 2017

Banquet Tables	To investigate the option of purchasing round banquet tables rather than using a hire company for Town Hall events.	Completed 15 x 6ft round tables, 5 x 5ft round table and 2 x transporter trolleys have been purchased from Strictly Tables and Chairs and are now in use for Town Hall events.	£1619 + VAT	Completed 2017
Car Park Repairs to drains and levelling of surface	Severe dips along entrance to the car park appears to be caused by broken drains – causing potential H&S issue and potential damage to vehicles	Completed Work carried out January 2018 In negotiations with contractors re snags.	£4500 + VAT	Completed 2018
Campbell Suite Projection Options	Explore the options to install a cost-effective method of projecting presentations in the Campbell Suite	Completed The unused TV screen has been removed from the entrance foyer and installed in the Campbell Suite		Completed March 2018
Spencer Suite Projection Options	Explore the options to install a cost-effective method of projecting presentations in the Spencer Suite as part of the overall refurbishment plan for the room.	Completed Avocor Interactive Screen and stand purchased from Laptop House. This screen can be used before the Spencer Suite is refurbished and then permanently attached to the wall.	£1854 + VAT	Completed March 2018

	Paddling Pool Safety Surface	Resurfacing of the safety surface around the paddling pool	Completed Soft Surfaces of Wilmslow install a 'Wet Pour Safety Surface in Earth Yellow'.	£7,642.50 + VAT	Completed May 2017
	Community Gardens Treo Fencing	Installation of metal fencing around the perimeter of the Treo Memorial.	Completed	£1500	Completed October
	Rear car parking	Re surfacing			
	Painting	Town hall front first and second floor			
	Bridestones window	Ingress of water	Scaffold is currently in place to repair gutting to the rear of the Town Hall. While the guttering is in place a company will be repairing the seal around the Bridestones window. The scaffold will remain in place for a period of time to make sure the repair is successful.		

Bridestones and Grand Hall Data Projection	Current projection and screens could be updated	Review benefits of fixed located quality data projector and screen (maybe wall) Not yet reviewed		
Spencer Suite Refurbishment	Appearance could be improved as room is looking tired.	The Mayors Portraits have been relocated to the Grand Hall balcony and an Interactive Touch Screen purchased. The entrance to the Spencer Suite is slowing progress as we have been advised that Planning consent and a Heritage Statement are required to replace the door and entrance.		
Main Hall Toilets	Explore options for refurbishment	Initial discussion with Realm Construction to generate some initial ideas and indicative costs Further ideas to be brought to Committee. Southern, Broadstock of Macclesfield will be visiting the Town hall on 12.04.18 to provide further ideas and quotes within the budget allocated for this project.		Early 2018

	Main Hall acoustics	Look for sound proofing solutions to enable the kitchen to be in action during functions in the Grand hall	Not yet reviewed		
	Main Entrance and Foyer Areas	Look to open up the main entrance and foyer area to create a lighter, brighter more welcoming space whilst also making it easier for guests to sign in and maintain security. Make the lighting in foyer / entrance area more sympathetic with the architecture.	Invite suppliers to the Town Hall to establish options and enable report to go through to Town Hall Committee. As part of the ongoing discussions with the Conservation Officer relating to the Spencer Suite, options have been discussed but they would need Planning consent and a Heritage Statement.		
	Entrance Toilets	To discuss with Commercial Partners potential joint project on improvements to this area and to review the door from the town hall entrance being locked when the CC is open			

Additional Conference System	The new conference system is transferrable between the Briston Suite and Grand Hall and has proved popular with hirers of the Town Hall. Some hirers are specifically requesting the use of the Bosch conference system which would be in issue if two bookings required the system at the same time.	Monitor the number of times the system is potentially double booked.		
Office Relocation/Additional First Floor Toilets	Consider the options to move the main office staff to the second floor office to allow another bookable room/ additional break out rooms. At the same time consider the possibility of increasing the number of first floor toilets.	Explore the options to increase toilet capacity on the first floor.		
Cenotaph Refurbishment	Redesign of Cenotaph to incorporate 250 missing names.	Designs agreed by Committee. Planning permission granted. Fundraising underway - £230,000 project.		