



# Congleton Town Council

Historic market town

Chief Officer: David McGifford

19<sup>th</sup> July 2018

Dear Councillor,

## **Town Hall & Assets Committee – Thursday 26<sup>th</sup> July 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 26<sup>th</sup> July 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.

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 12<sup>th</sup> April 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.

### **5. Questions from Members of the Public**

To receive any questions from Members of the Public including those received in writing 7 days prior to the meeting.

Congleton  
**beartown**  
where friends are made

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6. **Town Hall Trading Account** (enclosed)

To accept the Town Hall Trading account to 30<sup>th</sup> June 2018 and to note the content of the summary report.

7. **Grand Hall Toilets Refurbishment** (enclosed)

To receive an update on the options for the refurbishment of the Grand Hall toilets.

8. **Car Park Access Repairs - Update** (enclosed)

To receive an update on the repairs to the car park access.

**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 Armit, L D Barker, P Broom, D T Brown,  
H Richards M A Walker 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 12<sup>th</sup> April 2018

#### In attendance

#### Committee members

Mrs S A Smith (Deputy Town Mayor)  
Mrs A L Armitt  
L D Barker  
P Broom  
D T Brown  
G P Hayes - Chairman  
Mrs A Morrison – Vice Chairman  
M A Walker  
Mrs E Wardlaw

#### Non Committee members

G R Edwards  
G S Williams

### 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 Councillors Mrs. D S Allen, and H Richards and Non-Committee member Mrs. A M Martin.

#### 2. Minutes

To confirm the minutes of the Meeting held on 8<sup>th</sup> February 2018 as a correct record.

**TH/21/1718 resolved** to approve the minutes of the meeting held on 8<sup>th</sup> February 2018.

#### 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 28<sup>th</sup> February 2018 and to note the content of the summary report.

**TH/22/1718 resolved** to accept the Town Hall Trading account to 28<sup>th</sup> February 2018 and the summary report.

6. **Additional clauses to the Town Hall Booking Forms**

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

**TH/23/1718 resolved** to note the clauses added to the Town Hall booking forms.

7. **Town Hall and Assets Work Plan 2017 – 19**

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.

**TH/24/1718 resolved** to receive the updated work plan for the Town Hall and assets.

**Cllr G P Hayes**  
**Chairman**

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	Town Hall		
<b>MEETING DATE AND TIME</b>	26/07/18 7pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Jackie Potts – Support Manager		
<b>AGENDA ITEM</b>	<b>6</b>		
<b>REPORT TITLE</b>	<b>Town Hall Trading account April – June 2018</b>		
<b>Background</b>	Variance analysis of the Trading Account to June 2018 to accompany the spreadsheet.		
<b>Updates</b>	<p>This trading account is for the first quarter of 2018/19 – so 25% of the budget would be used if expenditure was regular monthly. See spreadsheet.</p> <p><b><u>Income</u></b></p> <ul style="list-style-type: none"><li>• Most income streams are on budget although bookings for the Spencer Suite are under budget.</li></ul> <p><b><u>Expenditure</u></b></p> <p>Generally on budget:</p> <ul style="list-style-type: none"><li>• Gas is under budget as it has been a warm start to the year.</li><li>• Marketing/Promotions will be used later in the year.</li><li>• Catering supplies shows the amount that has been paid to our catering partners and recharged to customers for refreshments</li><li>• Central overheads reallocated is an accounting mechanism to apportion the administrative costs over all the other cost centres containing staff, in line with the audit and accountancy regulation guidelines</li></ul> <p>Overall for the first quarter to June 2018 only 20% of the budget has been used so a positive start to the year.</p>		
<b>Decision Requested</b>	To receive the Town Hall Trading Account for M3 April – June 2018		

**Congleton Town Council**

		2018/19				2017/18
		Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget Used	
		£	£	£		£
<b>Town Hall</b>						
4000	Staff Costs (re-allocated)	17,239	71,701	54,462	24%	13,750
4008	Training	0	1,000	1,000	0%	0
4009	Protective Clothing\H & Safety	42	500	458	8%	0
4011	Rates	6,594	26,700	20,106	25%	6,404
4012	Water	2,000	8,000	6,000	25%	1,994
4014	Electricity	4,070	17,342	13,272	23%	4,183
4015	Gas	1,613	12,000	10,387	13%	2,100
4016	Cleaning materials	507	1,700	1,193	30%	355
4017	Refuse Disposal	718	2,900	2,182	25%	715
4020	Miscellaneous Office Costs	231	1,300	1,069	18%	260
4025	Insurance	1,947	8,569	6,622	23%	1,866
4033	Marketing/Promotions	110	3,500	3,390	3%	715
4040	Maintenance Contracts	1,620	6,200	4,580	26%	1,532
4041	Property Maintenance	2,160	15,000	12,840	14%	2,272
4064	Legal & Professional fees	0	100	100	0%	
4068	Licences (incl PRS)	472	2,000	1,528	24%	503
3020	Catering Supplies (rechargeable)	4,727	8,000	3,273	59%	1,681
6000	Central Overheads Reallocated	2,125	6,926	4,801	31%	1,990
<b>Congleton Town Hall:-Expenditure</b>		<b>46,176</b>	<b>193,438</b>	<b>147,262</b>	<b>24%</b>	<b>40,320</b>
1009	Rent Rec'd - Museum Notional	1,125	4,500	3,375	25%	1,125
1010	Rent Received - 3rd Party (TIC, Partnership & rear office)	2,758	11,033	8,275	25%	2,258
1011	Rent Received - Internal CTC	4,254	17,017	12,763	25%	4,254
1013	Letting Income - Grand Hall	7,567	30,400	22,833	25%	8,609
1014	Letting Income - Bridestones	2,705	13,200	10,495	20%	2,649
1015	Letting Income -Spencer Suite	571	4,950	4,379	12%	1,151
1018	Letting Income - Campbell Suite	75	0	75	#DIV/0!	1,056
1016	Letting Income - Brasserie, Kitchen and Bar	3,750	15,000	11,250	25%	3,750
1021	Letting Income - Internal	1,899	8,000	6,101	24%	1,831
1022	Letting income - F&F	873	5,000	4,127	17%	
1030	Service Charges - TIC	411	1,600	1,189	26%	445
1035	Service Charges - CTHEP	1,198	4,000	2,802	30%	1,140
1051	Catering Sales (recharges)	4,722	8,000	3,278	59%	1,711
1183	Insurance Claims			0	#DIV/0!	
<b>Congleton Town Hall :- Income</b>		<b>31,908</b>	<b>122,700</b>	<b>90,792</b>	<b>26%</b>	<b>29,979</b>
<b>Net Expenditure over Income</b>		<b>£14,268</b>	<b>£70,738</b>	<b>£56,470</b>	<b>20%</b>	<b>£10,341</b>

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	Town Hall and Assets Committee		
<b>MEETING DATE AND TIME</b>	26 <sup>th</sup> July 2018	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Town Hall Supervisor – Mark Worthington		
<b>AGENDA ITEM REPORT TITLE</b>	<b>7 Grand Hall Toilets Refurbishment</b>		
<b>Background</b>	The main toilets servicing the Grand Hall were re-decorated in 2009 and since then have received ongoing cosmetic repairs as and when necessary. It has been highlighted by members of the Council that the toilets are now in need of complete refurbishment including sanitary ware, cubicles, flooring, ceiling, lighting, tiling and doors.		
<b>Objective</b>	Highlight the current toilet facilities currently in use and compare options available to enhance and improve these toilet facilities. These options will include: <ul style="list-style-type: none"><li>• General layout</li><li>• Plumbing systems</li><li>• Wall finishes</li><li>• Flooring</li><li>• Suspended ceilings and lighting</li><li>• Cubicles and doors</li><li>• Sanitary ware</li><li>• Accessories (dryers, dispensers etc)</li></ul>		
<b>Updates</b>	<p>Initial advice has been sought from five companies who specialise in this type of refurbishment and we have had varying options with regards to how the toilet areas can be updated.</p> <p>All of the companies have advised on the installation of an Integrated Plumbing System (IPS) to replace the existing urinals and WC. The IPS is a fully adjustable steel frame fitted with decorative removable panels and available with a standard range of factory installed sanitaryware, pre-plumbed and tested, and is supplied as a complete module that requires only to be installed and connected to site water supply. The IPS also conceals pipework, creating a new wall with access for servicing and maintenance. This creates a seamless and more attractive washroom solution giving the option of matching the colour and style of the decorative IPS panels with toilet cubicles, partitions and vanity units. Integrated Plumbing Systems are commonly found in schools, colleges, hotels, cinemas, restaurants and stadia.</p> <p>As part of the refurbishment proposals also include new cubicles, partitions, vanity units, associated sanitary ware and accessories, safety/slip resistant floor coverings, suspended ceilings and lighting, tiling, doors and decoration.</p> <p>We have also received advice regarding toilet size regulations and the minimum provision of sanitary appliances. Generally speaking, working on the basis that we are classed as an 'assembly building where toilet use is not concentrated during intervals' e.g. exhibition centres, libraries, museums, we do meet regulations for the number of toilets we should have, however, there are areas where we will need to make slight adjustments to comply.</p> <p>For example:</p> <ul style="list-style-type: none"><li>• One of the cubicles in both Ladies and Gents toilets must be for the ambulant disabled. We do currently have ambulant toilets but this will have an impact on how we may wish to alter the Ladies toilets.</li></ul>		

Ladies have mentioned in the past that the cubicles seem on the small side and it turns out that this is actually the case.

- Toilet cubicles should have a manoeuvring circle of 450mm diameter. Current manoeuvring circle in the Ladies cubicles is 390mm diameter.

If we were to reduce the existing four cubicles to three to increase the manoeuvring circle then one of those three cubicles will need to be smaller to adhere to ambulant toilet size regulations e.g. Make the toilet too wide and users will not be able to lift themselves using the provided hand rails.

One option for the Ladies toilets would be to have one ambulant cubicle and two larger cubicles with baby changing facilities.

Outline details of the options available are in the table below and there will be a PowerPoint presentation at the Town Hall and Assets Committee meeting 26<sup>th</sup> July to further highlight specification details and options.

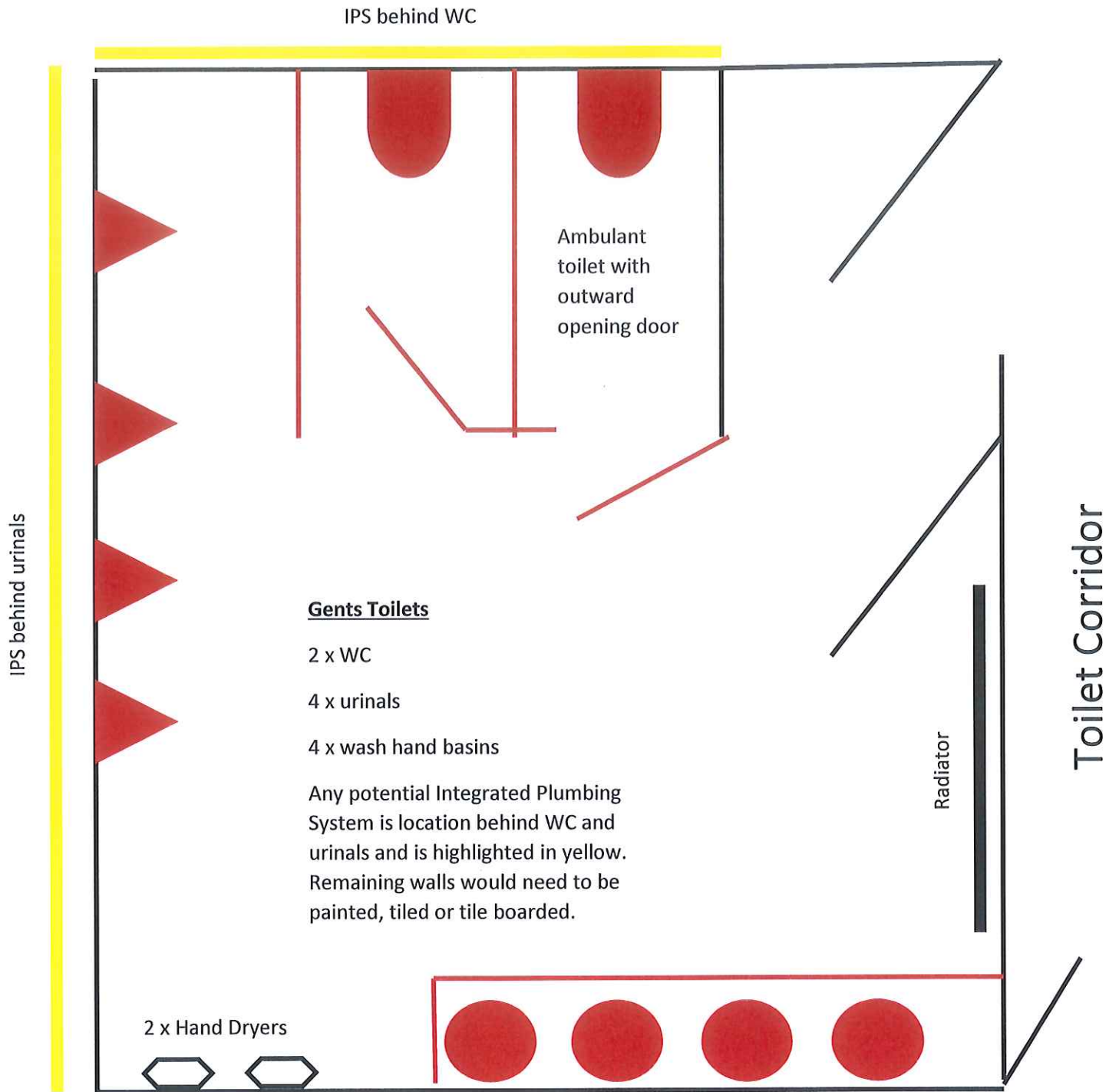
<u>Area of Refurbishment</u>	<u>Options</u>
Flooring	<ul style="list-style-type: none"> <li>• Refurbish with Polysafe Mosaic (existing) non-slip flooring fitted with cap and cove edging</li> <li>• Refurbish with Polysafe Wood effect non-slip flooring fitted with cap and cove edging</li> </ul>
Suspended Ceilings and Lighting	<ul style="list-style-type: none"> <li>• Keep existing framework but replace ceiling tiles and paint shadow edge board</li> <li>• Upgrade with complete new suspended ceiling and flush fit LED lighting</li> <li>• Automatic PIR lighting</li> <li>• Fan heating installed within ceiling</li> <li>• Extraction installed within ceiling</li> </ul>
Plumbing (Gents)	<ul style="list-style-type: none"> <li>• Replace WC, urinals and wash hand basins with new of a similar quality and connect to existing pipework</li> <li>• Install new Integrated Plumbing System (IPS) to replace the existing WC and urinals</li> <li>• IPS system for WC can be floor to ceiling or half unit to conceal the cisterns</li> </ul>
Plumbing (Ladies)	<ul style="list-style-type: none"> <li>• Replace WC, wash hand basins and vanity unit with new of a similar quality and connect to existing pipework</li> <li>• Install new Integrated Plumbing System (IPS) to replace the existing WC and urinals</li> <li>• IPS system for WC can be floor to ceiling or half unit to conceal the cisterns</li> </ul>



	Integrated Plumbing System	<ul style="list-style-type: none"> <li>• Install IPS floor to ceiling to replace existing urinals in the Gents toilets</li> <li>• Install floor to ceiling IPS or half unit IPS to replace the existing WC in the Gents toilets</li> <li>• Install floor to ceiling IPS or half unit IPS to replace the existing WC in the Ladies toilets</li> <li>• IPS material options: Melamine Faced Chipboard (MFC) High Pressure Laminate (HPL) Solid Grade Laminate (SGL)</li> <li>• IPS colour options</li> </ul>
	Radiators/Heating	<ul style="list-style-type: none"> <li>• Heating installed in suspended ceiling</li> <li>• Replacement radiator to wall</li> <li>• Radiator enclosed in cover</li> <li>• Colours/styles</li> </ul>
	Cubicles and Doors	<ul style="list-style-type: none"> <li>• Choice of material options: Melamine Faced Chipboard (MFC) High Pressure Laminate (HPL) Solid Grade Laminate (SGL)</li> <li>• Colours to match vanity units and IPS</li> </ul>
	Wall Coverings	<ul style="list-style-type: none"> <li>• Paint</li> <li>• Tiles</li> <li>• Tile boards</li> <li>• Paint walls not covered by IPS</li> <li>• Tile walls not covered by IPS</li> <li>• Tile boards not covered by IPS</li> </ul>
	Hand Rails/Door Handles	<ul style="list-style-type: none"> <li>• Regulation rails/handles</li> <li>• Colour/finish option</li> </ul>
	Sanitary Ware options	
	Urinals	<ul style="list-style-type: none"> <li>• Replace with similar style as existing</li> <li>• Install an Integrated Plumbing System</li> <li>• Automatic flush option</li> <li>• Urinal privacy partitions</li> </ul>
	WC	<ul style="list-style-type: none"> <li>• Replace with similar style as existing</li> <li>• Install an Integrated Plumbing System</li> <li>• Half or Full IPS to conceal cisterns</li> <li>• Wall hung (Floating WC)</li> <li>• Back to Wall WC</li> <li>• Automatic flush option</li> </ul>

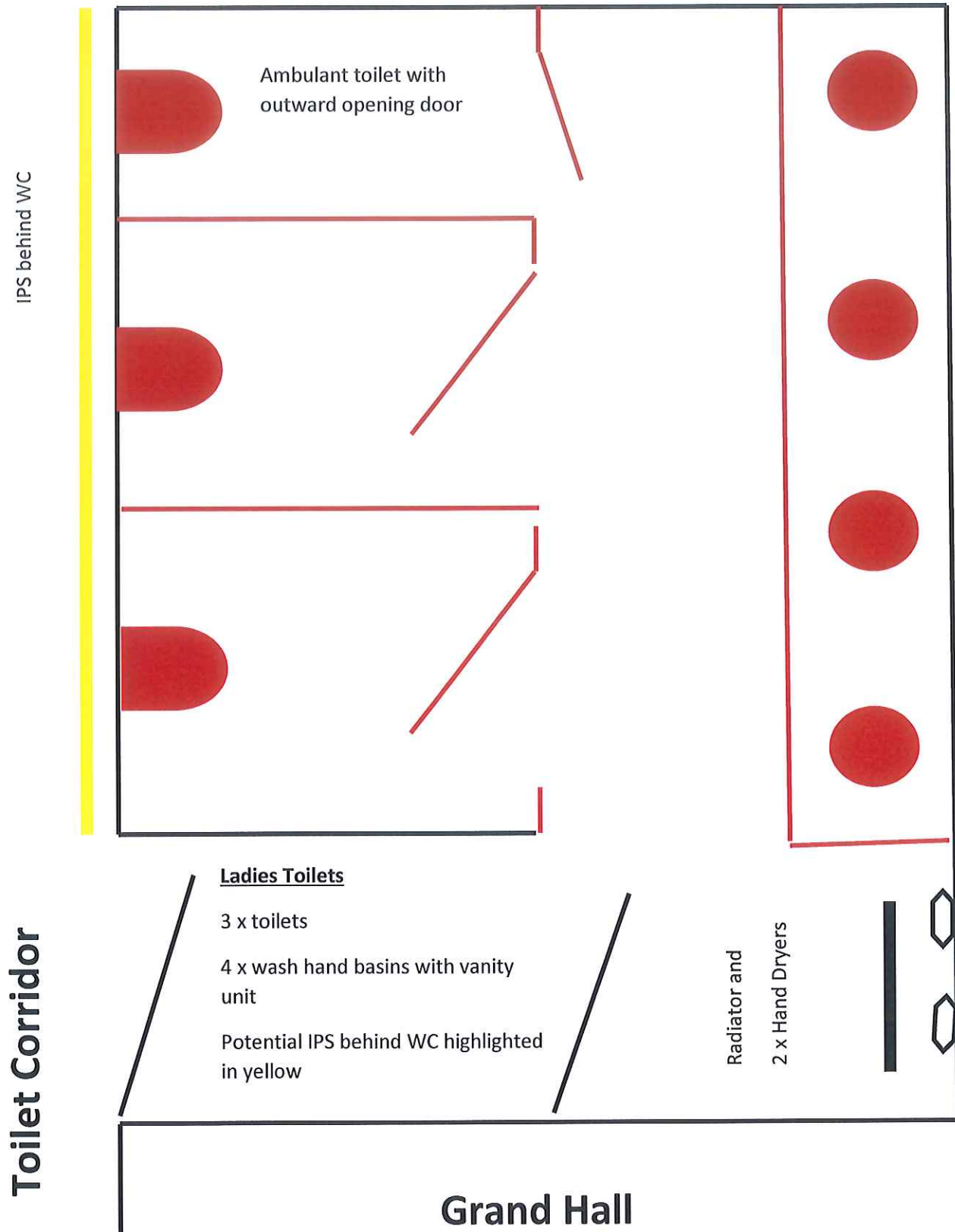
	Vanity Units	<ul style="list-style-type: none"> <li>• No Vanity Units</li> <li>• Standard Vanity Unit</li> <li>• Standard Vanity Unit with Upstand</li> <li>• Semi-recessed Vanity Unit</li> <li>• Semi-recessed Vanity Unit with Upstand</li> <li>• Style/colour options to match possible IPS, cubicles and cubicle doors</li> </ul>
	Wash Hand Basins	<ul style="list-style-type: none"> <li>• Replace with similar style as existing</li> <li>• Oval wash hand basins to fit vanity unit</li> <li>• Square wash hand basin to fit vanity unit</li> <li>• Traditional tap design</li> <li>• Mixer tap design</li> </ul>
	Taps	<ul style="list-style-type: none"> <li>• Traditional or mixer tap</li> <li>• Easy Turn Taps for Arthritis, Elderly &amp; Disabled Users</li> <li>• Colour/style</li> </ul>
	Hand Driers	<ul style="list-style-type: none"> <li>• Traditional hand dryer</li> <li>• Blade hand dryer</li> <li>• Eco-friendly</li> <li>• Vandal proof</li> <li>• Manual/automatic</li> <li>• Colour/style options</li> </ul>
	Soap Dispensers	<ul style="list-style-type: none"> <li>• Wall mounted</li> <li>• Vanity unit surface mounted</li> <li>• Manual/automatic</li> <li>• Colour/style</li> </ul>
	Mirrors	<ul style="list-style-type: none"> <li>• 1 x large mirror</li> <li>• Individual mirrors over each wash hand basin</li> <li>• Colour/style</li> </ul>
	Doors/Architrave	<ul style="list-style-type: none"> <li>• Paint existing doors and architrave</li> <li>• Install new doors and architrave</li> <li>• Colour/styles</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• We currently have an Earmarked Reserve of £24,012 to contribute towards the refurbishment costs</li> <li>• Circa £220,000 in capital reserves</li> </ul>	
<b>Decisions Requested</b>	<ol style="list-style-type: none"> <li>1. To agree the scope of the project ie The Main Hall male and female toilets or do we include the single male, female and disabled toilets in this project?</li> <li>2. To create a Working Group to develop the works specification for this project to include style, colour and finish of any refurbishments. Working group to be led by the Chairman and will be a maximum of 4 and have delegated authority on the membership.</li> </ol>	

Item 7 – Grand Hall Toilets Refurbishment – Gents Toilet Plan




Grand Hall

Item 7 – Grand Hall Toilet Refurbishment – Ladies Toilet Plan



**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Town Hall and Assets Committee		
<b>MEETING DATE AND TIME</b>	26 <sup>th</sup> July 2018	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Town Hall Supervisor – Mark Worthington		
<b>AGENDA ITEM REPORT TITLE</b>	<b>8 Car Park Access Repairs - Update</b>		
<b>Background</b>	<p>Work was carried out in January 2018 to repair damaged drains located under the cobbled driveway leading to the Town Hall car park. The drains were repaired successfully, however, the re-instatement of the cobbles following these repairs was not to a satisfactory standard. The cement mix used around the cobbles was inadequate resulting in a dry joint that has already started to deteriorate leaving some of the cobbles unstable underfoot. The company responsible were asked to return and make good this work.</p> 		





## Updates

The company responsible has since returned to site and carried out further repairs to the cobbles. These repairs should have involved lifting an area of cobbles 11 metres x 2 metres (as per the original quote/job description) and re-instating the cobbles. The joints around the cobbles should then have been filled with a wet cement mix. Following these repairs, the work is still not of an acceptable standard as only a patch repair was carried out and not all of the joint mix over the 11metre x 2 metre area replaced. Due to this no payment has been made for the original drain repairs or any subsequent work to the cobbled driveway.

We have been in regular contact with the company responsible via telephone and email, however, they have not been very responsive to our requests to resolve this issue. We have since requested an itemised version of the original invoice to try and establish the cost of re-instating the cobbles. This request was declined on the basis that the original quote was on a 'fixed cost basis'. Following this we have arranged an independent quote for the re-instatement of cobbles affected by the original drain damage and subsequent repairs. This independent quote can be used as a comparison against the quote for the original works if the situation arises where we are in conflict over the standard of work carried out.

On the 26<sup>th</sup> June 2018 we received an email from the company responsible for the original drainage repairs agreeing to return to site on 21<sup>st</sup> & 22<sup>nd</sup> July 2018 to carry out repairs to the cobbles. We have contacted them week commencing 16<sup>th</sup> July to ask for confirmation that this agreement for repair work will be adhered to but as of 18<sup>th</sup> July we still have not received any confirmation.