



Congleton Town Council

Historic market town

Chief Officer: David McGifford

9th November 2018

Dear Councillor,

Town Hall & Assets Committee – Thursday 15th November 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 15th November 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 26th July 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**

THC/24/1718 - Town Hall & Assets Work Plan
To generate indicative costs and draft a priority list against capital spend

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



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

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

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

To agree the specifications for the refurbishment of the Grand Hall toilets so that the project can move forward. Report by the Town Hall Supervisor.

8. **Congleton Paddling Pool** (enclosed)

To receive a report from the Town Hall Supervisor about potential Paddling Pool work required ahead of the 2019 season.

9. **Spencer Suite Refurbishment – next steps** (Report to follow)

To agree on a company to work with so that the plans and heritage statement can be progressed. Report by Town Hall Supervisor.

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 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 26th July 2018

In attendance

Committee members

Mrs S A Smith (Town Mayor)
Mrs A L Armitt
L D Barker
Mrs A E Morrison – (Vice Chairman)
M A Walker

Non Committee members

G R Edwards
Mrs J D Parry

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 D T Brown, G P Hayes and Mrs E Wardlaw and non-Committee members Councillors Mrs S A Holland and G S Williams.

2. **Minutes**

To confirm the minutes of the Meeting held on 12th April 2018 as a correct record.

TH/01/1819 resolved to approve the minutes of the meeting held on 12th April 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. **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.

There were no questions from members of the public

6. **Town Hall Trading Account**

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

TH/02/1819 resolved to accept the Town Hall Trading account to 30th June 2018 and the summary report.

7. **Grand Hall Toilet Refurbishment**

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

TH/03/1819 resolved to:

1. Agree that the scope of the project is to include the refurbishment of all of the ground floor toilets.
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.
 - Councillors interested in being on the working group – Cllrs Mrs S A Smith,
 - Mrs A E Morrison, Mrs A L Armitt (subject to meeting times) and M A Walker.

8. **Car Park Access**

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

TH/04/1819 resolved to receive the update from the Chief Officer who advised that works had re-commenced on the repair of the car park area.

**Mrs A E Morrison (Vice Chairman)
Chairman for the meeting**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall		
MEETING DATE AND TIME	15/11/18 7pm	LOCATION	Congleton Town Hall
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM REPORT TITLE	Item 6 Town Hall Trading account April – September 2018		
Background	Variance analysis of the Trading Account to September 2018 to accompany the spreadsheet.		
Updates	<p>This trading account is for the first half of 2018/19 – so 50% 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">• Room bookings are under budget and the lights (F&F) haven't been hired as much as expected – although this should pick up in the run up to Christmas with party bookings. <p><u>Expenditure</u></p> <p>Slightly under budget in total</p> <ul style="list-style-type: none">• Gas is under budget but is expected to increase with the winter.• Marketing/Promotions will be used later in the year.• Property maintenance does vary throughout the year depending on work needing to be carried out. The budget was increased from last year as the building does require continuous maintenance and improvements.• Catering supplies shows the amount that has been paid to our catering partners and recharged to customers for refreshments• 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		
Decision Requested	To receive the Town Hall Trading Account for 6 months April – September 2018		

Congleton Town Council
Town Hall Trading Account - September 2018

	2018/19				2017/18
	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget Used	
	£	£	£		£
Town Hall					
4000 Staff Costs (re-allocated)	34,367	71,701	37,334	48%	28,892
4008 Training	0	1,000	1,000	0%	620
4009 Protective Clothing/H & Safety	200	500	300	40%	436
4011 Rates	13,188	26,700	13,512	49%	12,808
4012 Water	1,956	8,000	6,044	24%	3,384
4014 Electricity	7,935	17,342	9,407	46%	6,914
4015 Gas	2,993	12,000	9,007	25%	2,558
4016 Cleaning materials	827	1,700	873	49%	837
4017 Refuse Disposal	1,436	2,900	1,464	50%	1,429
4020 Miscellaneous Office Costs	453	1,300	847	35%	651
4025 Insurance	3,895	8,569	4,674	45%	3,732
4033 Marketing/Promotions	339	3,500	3,161	10%	969
4040 Maintenance Contracts	3,134	6,200	3,066	51%	3,052
4041 Property Maintenance	3,678	15,000	11,322	25%	13,083
4064 Legal & Professional fees	0	100	100	0%	0
4068 Licences (incl PRS)	942	2,000	1,058	47%	1,153
3020 Catering Supplies (rechargeable)	5,933	8,000	2,067	74%	5,031
6000 Central Overheads Reallocated	3,097	6,926	3,829	45%	3,053
Congleton Town Hall:-Expenditure	84,373	193,438	109,065	44%	88,602
1009 Rent Rec'd - Museum Notional	2,250	4,500	2,250	50%	2,250
1010 Rent Received - 3rd Party (TIC, Partnership & rear office)	5,517	11,033	5,516	50%	4,518
1011 Rent Received - Internal CTC	8,508	17,017	8,509	50%	8,508
1013 Letting Income - Grand Hall	12,026	30,400	18,374	40%	17,569
1014 Letting Income - Bridestones	3,866	13,200	9,334	29%	6,202
1015 Letting Income -Spencer Suite	801	4,950	4,149	16%	3,021
1018 Letting Income - Campbell Suite	75	0	75	#DIV/0!	2,551
1016 Letting Income - Brasserie, Kitchen and Bar	7,500	15,000	7,500	50%	7,500
1021 Letting Income - Internal	4,339	8,000	3,661	54%	4,322
1022 Letting income - F&F	873	5,000	4,127	17%	72
1030 Service Charges - TIC	765	1,600	835	48%	787
1035 Service Charges - CTHEP	2,295	4,000	1,705	57%	2,385
1051 Catering Sales (recharges)	5,979	8,000	2,021	75%	4,634
1183 Insurance Claims			0	#DIV/0!	
1199 Misc Income	140	0	140	#DIV/0!	
Congleton Town Hall :- Income	54,934	122,700	67,766	45%	64,319
Net Expenditure over Income	£29,439	£70,738	£41,299	42%	£24,283

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall and Assets Committee		
MEETING DATE AND TIME	15 th November 2018	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Supervisor – Mark Worthington		
AGENDA ITEM REPORT TITLE	7 Grand Hall Toilet Refurbishment - Update		
Background	<p>Following initial quotes for the refurbishment of the Grand Hall toilets presented at the Town Hall Committee meeting on 26th July, it was agreed to set up a Working Group to research the detail for this particular project. The Working Group would lead on:</p> <ul style="list-style-type: none">• General layout• Plumbing systems• Wall finishes• Flooring• Suspended ceilings and lighting• Cubicles and doors• Sanitary ware• Accessories (dryers, dispensers etc) <p>It was also agreed to look at the options of refurbishing the corridor off the Grand Hall leading to the Grand Hall toilets and also the toilets at the entrance of the Town Hall adjoining the Cotton Club.</p>		
Updates	<p>The initial meeting of the Working Group took place on 4th October and involved the following members: Councillor George Hayes Councillor Elizabeth Wardlaw Councillor Anna Morrison Councillor Maurice Walker Chief Officer - David McGifford Town Centre Manager - Jackie MacArthur Town Hall Supervisor - Mark Worthington</p> <p>Discussions involved creating a specification for the general layout of the toilets and the materials to be used in the construction of the toilet partitions. Reducing the number of cubicles in the Ladies toilets from four cubicles to three, to comply with size regulations, was also part of the discussion and it was agreed that this would be an advisable option. The choice of finish to be used on walls, floors and ceiling were also discussed along with the general style of sanitaryware. It was agreed that colour and styling would be decided upon later in the process.</p> <p>During the Town Hall & Assets Committee meeting on 15th November there will be samples on display to highlight options available for the following:</p> <ul style="list-style-type: none">• IPS and cubicle partitions• Cubicle doors• Cubicle hardware• Anti-slip flooring• Wall tile panels		

<p>Decision Required</p>	<p>It is recommended that the Committee agrees the following specifications</p> <ul style="list-style-type: none"> a. Floor: Anti-slip vinyl wood effect flooring with cap and cove up-turns b. Walls: Wall-tiled panels c. Ceilings: Suspended ceiling and integrated lights d. Partitions and Integrated Plumbing System (IPS): cubicles that have minimum gap that's practical at floor and ceiling level and all pipe work hidden behind a back panel e. Sanitary ware; white, back to wall WCs and recessed wash-hand basins f. Vanity Units to match partition units and IPS <p>Based on the above, along with any amendments, the working group will develop a detailed specification so that the project can go out for procurement in line with financial regulations</p>

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall and Assets Committee		
MEETING DATE AND TIME	15 th November 2018	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Supervisor – Mark Worthington		
AGENDA ITEM REPORT TITLE	8 Congleton Paddling Pool - Update		
Background	<p>Following ongoing maintenance issues relating to the automatic dosing system throughout the 2017 paddling pool season, a new automatic dosing system was installed for the start of the 2018 season at a cost of £3510. The new system operated faultlessly throughout an extremely busy period of sustained good weather allowing the paddling pool to remain open for use for longer periods between regular maintenance schedules. Towards the end of the 2018 season a problem developed with the chlorine pump which was originally installed in 2010. The chlorine pump needed to be replaced at a cost of £830.</p>		
Updates	<p>Throughout the 2018 paddling pool season it has been noticed there are signs of general wear and tear to some of the control valves which are part of the operating system housed within the pump room. The control valves open/close to allow the chlorinated water to flow through the system and are used as part of the daily maintenance schedule. The most regularly used control valves don't appear to be operating as smoothly as they should and for this reason will require more specialist maintenance before the start of the 2019 season.</p> <p>Another issue that has come to light since the paddling pool closed this summer is the apparent loss of water within the pool. At the end of the season the automatic dosing system and pumps are switched off, the pool is never drained as it would only refill with rainwater. Throughout the winter the pool will contain water to varying levels depending on the weather. However, following the closing of the pool this winter it has not been possible to maintain any level of water within the pool, despite the fact that the pool has been completely refilled as a test. There is a very small puddle in the middle of the pool which would suggest that the pipe underneath the paddling pool back to the pump room is intact. The concrete surface of the pool is made up of sections, much like a cake when cut into slices, between each section is a concrete joint which may have deteriorated over time and started to allow water to leak through the joint. This situation is being monitored to find the source of the leak but may need further specialist investigation and repair.</p>		
Decision required	That the report is noted. An update on the investigation works will be given at the next Town Hall and Assets committee meeting		