



# Congleton Town Council

Historic market town

Chief Officer: David McGifford

28<sup>th</sup> March 2019

Dear Councillor,

## **Town Hall & Assets Committee – Thursday 4<sup>th</sup> April 2019**

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 4<sup>th</sup> April 2019** 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 Council commencing at 7.00pm prior to the meeting of the Town Hall & Assets Committee.**

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 26<sup>th</sup> 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**

No outstanding actions.

Congleton  
**beartown**  
*where friends are made*

Congleton Town Council, Town Hall, High Street, Congleton, Cheshire CW12 1BN

Tel: 01260 270350 Fax: 01260 280357

Email: [info@congletontowncouncil.co.uk](mailto:info@congletontowncouncil.co.uk) [www.congleton-tc.gov.uk](http://www.congleton-tc.gov.uk)

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.

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

To accept the Town Hall Trading account to 28<sup>th</sup> February 2019 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. **Town Hall Emergency Lighting** (enclosed)

A report to inform members of works taking place to replace the Emergency Lighting following an internal routing health and safety check. Report by the Town Hall Supervisor

9. **Spencer Suite Refurbishment – next steps** (enclosed)

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 Akers Smith, Mrs A L Armitt, L D Barker, P Broom, D T Brown,  
M A Walker and Mrs E Wardlaw.

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

Other members of the Council and Honorary Burgesses (3) 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 26<sup>th</sup> 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 12<sup>th</sup> April 2018 as a correct record.

**TH/01/1819 resolved** to approve the minutes of the meeting held on 12<sup>th</sup> 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 30<sup>th</sup> June 2018 and to note the content of the summary report.

**TH/02/1819 resolved** to accept the Town Hall Trading account to 30<sup>th</sup> 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**

|                                 |   |                 |                     |
|---------------------------------|---|-----------------|---------------------|
| <b>COMMITTEE:</b>               | Town Hall   |                 |                     |
| <b>MEETING DATE AND TIME</b>    | 04/04/19 7.45pm   | <b>LOCATION</b> | Congleton Town Hall |
| <b>REPORT FROM</b>              | Jackie Potts – Support Manager  |                 |                     |
| <b>AGENDA ITEM REPORT TITLE</b> | Item 6 Town Hall Trading account April – February 2019  |                 |                     |
| <b>Background</b>               | Variance analysis of the Trading Account to February 2019 to accompany the spreadsheet.   |                 |                     |
| <b>Updates</b>                  | <p>This trading account is for 11 months so 92% of the budget would be used if expenditure was regular monthly. The end of year figures are expected to be roughly in line with budget. See spreadsheet.</p> <p><b><u>Income</u></b></p> <ul style="list-style-type: none"><li>• Room bookings are slightly under budget and the lights (F&amp;F) haven't been hired as much as expected.</li></ul> <p><b><u>Expenditure</u></b></p> <p>Slightly under budget in total:</p> <ul style="list-style-type: none"><li>• Gas is slightly under budget.</li><li>• Marketing/Promotions will be used before the year end 31/03/19.</li><li>• Property maintenance does vary throughout the year depending on work needing to be carried out. Before the year end essential repairs to the emergency lights will be carried out so this budget is expected to be used.</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> |                 |                     |
| <b>Decision Requested</b>       | To receive the Town Hall Trading Account for 11months April – February 2019   |                 |                     |

Congleton Town Council

|  | <u>2018/19</u><br>Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | % of<br>Budget<br>Used | 2017/18        |
|--|--|-----------------------|--------------------------|------------------------|----------------|
|  | £  | £                     | £                        |                        | £              |
| <b>Town Hall</b>   |  |                       |                          |                        |                |
| 4000 Staff Costs (re-allocated)                                    | 64,905                                   | 71,701                | 6,796                    | 91%                    | 56,856         |
| 4008 Training  | 0  | 1,000                 | 1,000                    | 0%                     | 700            |
| 4009 Protective Clothing/H & Safety                                | 291                                      | 500                   | 209                      | 58%                    | 494            |
| 4011 Rates   | 24,178                                   | 26,700                | 2,522                    | 91%                    | 23,482         |
| 4012 Water   | 4,306                                    | 8,000                 | 3,694                    | 54%                    | 5,251          |
| 4014 Electricity   | 15,913                                   | 17,342                | 1,429                    | 92%                    | 16,620         |
| 4015 Gas   | 9,352                                    | 12,000                | 2,648                    | 78%                    | 8,374          |
| 4016 Cleaning materials  | 1,490                                    | 1,700                 | 210                      | 88%                    | 2,256          |
| 4017 Refuse Disposal   | 2,695                                    | 2,900                 | 205                      | 93%                    | 2,622          |
| 4020 Miscellaneous Office Costs                                    | 992                                      | 1,300                 | 308                      | 76%                    | 901            |
| 4025 Insurance   | 7,141                                    | 8,569                 | 1,428                    | 83%                    | 6,841          |
| 4033 Marketing/Promotions  | 953                                      | 3,500                 | 2,547                    | 27%                    | 2,309          |
| 4040 Maintenance Contracts   | 5,715                                    | 6,200                 | 485                      | 92%                    | 5,495          |
| 4041 Property Maintenance  | 7,140                                    | 15,000                | 7,860                    | 48%                    | 17,079         |
| 4064 Legal & Professional fees                                     | 0  | 100                   | 100                      | 0%                     | 0              |
| 4068 Licences (incl PRS)   | 1,727                                    | 2,000                 | 273                      | 86%                    | 2,113          |
| 3020 Catering Supplies (rechargeable)                              | 10,091                                   | 8,000                 | 2,091                    | 126%                   | 10,227         |
| 6000 Central Overheads Reallocated                                 | 5,367                                    | 6,926                 | 1,559                    | 77%                    | 4,888          |
| <b>Congleton Town Hall:-Expenditure</b>                            | <b>162,256</b>                           | <b>193,438</b>        | <b>31,182</b>            | <b>84%</b>             | <b>166,508</b> |
| 1009 Rent Rec'd - Museum Notional                                  | 4,125                                    | 4,500                 | 375                      | 92%                    | 4,125          |
| 1010 Rent Received - 3rd Party<br>(TIC, Partnership & rear office) | 10,114                                   | 11,033                | 919                      | 92%                    | 8,783          |
| 1011 Rent Received - Internal CTC                                  | 15,599                                   | 17,017                | 1,418                    | 92%                    | 15,599         |
| 1013 Letting Income - Grand Hall                                   | 23,751                                   | 30,400                | 6,649                    | 78%                    | 29,588         |
| 1014 Letting Income - Bridestones                                  | 6,425                                    | 13,200                | 6,775                    | 49%                    | 10,022         |
| 1015 Letting Income - Spencer Suite                                | 1,538                                    | 4,950                 | 3,412                    | 31%                    | 3,846          |
| 1018 Letting Income - Campbell Suite                               | 150                                      | 0                     | 150                      |                        | 3,121          |
| 1016 Letting Income - Brasserie, Kitchen and Bar                   | 13,750                                   | 15,000                | 1,250                    | 92%                    | 13,750         |
| 1021 Letting Income - Internal                                     | 8,477                                    | 8,000                 | 477                      | 106%                   | 8,885          |
| 1022 Letting Income - F&F  | 1,206                                    | 5,000                 | 3,794                    | 24%                    | 1,638          |
| 1030 Service Charges - TIC   | 1,447                                    | 1,600                 | 153                      | 90%                    | 1,487          |
| 1035 Service Charges - CTHEP                                       | 4,014                                    | 4,000                 | 14                       | 100%                   | 4,602          |
| 1051 Catering Sales (recharges)                                    | 10,091                                   | 8,000                 | 2,091                    | 126%                   | 10,168         |
| 1183 Insurance Claims  |  |                       | 0                        |                        |                |
| 1199 Misc Income   | 452                                      | 0                     | 452                      |                        |                |
| <b>Congleton Town Hall :- Income</b>                               | <b>101,139</b>                           | <b>122,700</b>        | <b>21,561</b>            | <b>82%</b>             | <b>115,614</b> |
| <b>Net Expenditure over Income</b>                                 | <b>£61,117</b>                           | <b>£70,738</b>        | <b>£9,621</b>            | <b>86%</b>             | <b>£50,894</b> |

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

|                                 |   |                 |                     |
|---------------------------------|---|-----------------|---------------------|
| <b>COMMITTEE:</b>               | Town Hall and Assets Committee  |                 |                     |
| <b>MEETING DATE AND TIME</b>    | 4 <sup>th</sup> April 2019  | <b>LOCATION</b> | Congleton Town Hall |
| <b>REPORT FROM</b>              | Town Hall Supervisor – Mark Worthington   |                 |                     |
| <b>AGENDA ITEM REPORT TITLE</b> | 7<br><b>Grand Hall Toilet Refurbishment - Update</b>  |                 |                     |
| <b>Background</b>               | <p>The Toilet Refurbishment Working Group met 17<sup>th</sup> January 2019 to agree the specification for the refurbishment of the Grand Hall toilets. The specification included:</p> <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><li>• Also, whether to include the corridor from the Grand Hall to the toilets as part of the refurbishment</li></ul>   |                 |                     |
| <b>Updates</b>                  | <p>To following specifications were agreed for the ladies and gents' toilets, and also the corridor leading from the Grand Hall to the toilets.</p> <p><b><u>General Layout)</u></b></p> <p><b><u>Gents</u></b></p> <ul style="list-style-type: none"><li>• 2 x back to wall WC in existing position. One of these WC will be an ambulant cubicle with outward opening door and hand rails</li><li>• 4 x urinals in existing position</li><li>• 4 x wash hand basins integrated into vanity unit</li><li>• 1 x radiator in existing position</li><li>• Walls highlighted in yellow on plan to feature an Integrated Plumbing System to house all pipework.</li><li>• Integrated Plumbing System and cubicles to be manufactured from 19mm Melamine Faced Chipboard (MFC) with a wood grain finish (colour to be decided) and satin fixtures and fittings</li><li>• Vanity unit to feature semi-recessed square sinks and the unit to match the Integrated Plumbing System and cubicles</li><li>• Walls not covered by Integrated Plumbing System to feature wipeable, tile effect board (colour/style to be decided)</li><li>• Polysafe Wood FX cap and cove anti slip flooring (colour to be decided)</li><li>• Suspended ceiling with flush fitting LED lighting</li><li>• 1 x large mirror above vanity unit</li></ul> |                 |                     |

### Gents continued...

- 2 x hand driers to match satin finish of cubicle fixtures and fittings
- 4 x soap dispensers to match satin finish of cubicle fixtures and fittings
- Internal doors (not cubicles doors) to be clad with laminate sheets of wood grain effect
- Dementia friendly signage to suit finish of the room

### General Layout

#### Ladies

- Reduce number of cubicles from four to three to create larger cubicles and allow for baby changing facilities in one of the cubicles
- 3 x back to wall WC. One of these WC will be an ambulant cubicle with outward opening door and hand rails.
- Reduce number of wash hand basins from four to three but keep the vanity unit the same size as the existing unit to allow for an area for makeup bags etc
- 3 x wash hand basins integrated into vanity unit
- 1 x radiator in existing position
- Walls highlighted in yellow on plan to feature an Integrated Plumbing System to house all pipework.
- Integrated Plumbing System and cubicles to be manufactured from 19mm Melamine Faced Chipboard (MFC) with a wood grain finish (colour to be decided) and satin fixtures and fittings
- Vanity unit to feature semi-recessed square sinks and the unit to match the Integrated Plumbing System and cubicles.
- Walls not covered by Integrated Plumbing System to feature wipeable, tile effect board (colour/style to be decided)
- Polysafe Wood FX cap and cove anti slip flooring (colour to be decided)
- Suspended ceiling with flush fitting LED lighting
- 1 x large mirror above vanity unit
- 1 x full length mirror
- 2 x hand driers to match satin finish of cubicle fixtures and fittings
- 3 x soap dispensers to match satin finish of cubicle fixtures and fittings
- Internal doors (not cubicles doors) to be clad with laminate sheets of wood grain effect
- Dementia friendly signage to suit finish of the room
- 

#### Corridor

- Polysafe Wood FX cap and cove anti slip flooring (colour to be decided)
- Patch repair walls and redecorate including the ceiling as well as handrails
- 4 x flush fitting LED lights to ceiling
- Box in the lintel above bulkhead
- 1 x radiator in existing position
- Clad 4 x internal doors with laminate sheets both side



|                         |  |
|-------------------------|--|
| <b>Decision Request</b> | To approval the final design and specification for the Grand Hall toilets and corridor as that identified in this report.<br>To authorise officers to progress the project by putting the approved project out to tender, and to prepare a detailed paper regards the expenditure for the next Finance and Policy Committee. |
|-------------------------|--|

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

|                                 |   |                 |                     |
|---------------------------------|---|-----------------|---------------------|
| <b>COMMITTEE:</b>               | Town Hall and Assets Committee  |                 |                     |
| <b>MEETING DATE AND TIME</b>    | 4 <sup>th</sup> April 2019  | <b>LOCATION</b> | Congleton Town Hall |
| <b>REPORT FROM</b>              | Town Hall Supervisor – Mark Worthington   |                 |                     |
| <b>AGENDA ITEM REPORT TITLE</b> | <b>8<br/>Town Hall Emergency Lights – Information only</b>  |                 |                     |
| <b>Background</b>               | <p>During the Health &amp; Safety Audit carried out in January 2019 it was found that the emergency lighting installed around the Town Hall was in need of replacement. The emergency lighting will automatically illuminate when there is an interruption to the mains electricity supply and stay on for up to three hours powered by internal batteries.</p> <p>On inspection the internal batteries were no longer holding charge and would have been inadequate during a prolonged period without mains electricity.</p>   |                 |                     |
| <b>Updates</b>                  | <p>Due to the age of the emergency lighting (originally installed in 1996) it was no longer possible to replace the internal circuitry/batteries, for this reason new emergency lighting is in the process of being installed. The emergency lighting along all corridors, fire escapes and external doors has been replaced with modern LED emergency lighting. The brass emergency exit lighting and bulk heads (above every door with an arrow) will be replaced over the coming weeks. The works are being carried out by T &amp; S Electrical at a cost of £5,715 + VAT.</p> |                 |                     |
| <b>Decision Requested</b>       | Members are asked to note this report.  |                 |                     |

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

|                                 |  |                                     |
|---------------------------------|--|-------------------------------------|
| <b>COMMITTEE:</b>               | Town Hall and Assets Committee   |                                     |
| <b>MEETING DATE AND TIME</b>    | 4th April 2019   | <b>LOCATION</b> Congleton Town Hall |
| <b>REPORT FROM</b>              | Town Hall Supervisor – Mark Worthington  |                                     |
| <b>AGENDA ITEM REPORT TITLE</b> | <b>9<br/>Spencer Suite Refurbishment - Update</b>  |                                     |
| <b>Background</b>               | <p>The refurbishment of the Spencer Suite is amongst the Town Hall projects. Following initial research into the options available for refurbishment it was felt the entrance to the Spencer Suite was an area that would have a major impact on the appearance and functionality of the room.</p> <p>Due to the Grade II* listing of the Town Hall it was agreed to seek expert advice and involve the services of the Conservation Office. Following meetings with our local conservation officer we were advised that Listed Building Consent, Planning Permission and a Heritage statement would be required. Historic England may also wish to become involved as part of the planning process.</p>   |                                     |
| <b>Updates</b>                  | <p>Two local architectural companies have been approached to provide advice and quotes to draw up an initial design proposal for the Spencer Suite entrance and then follow any planning process through to completion. They would also be responsible for the Heritage Statement and any involvement with Historic England.</p> <p>The Conservation Office have expressed in previous meetings they would insist that any alterations to the Spencer Suite entrance would need to incorporate the existing materials and the Conservation Office would not approve the total removal of the existing structure to be replaced with a completely new glass or wooden entrance.</p> <p>Initial quotes for the planning procedure and to remove the existing structure and replace with a glass entrance indicated this work would cost several thousand pounds. We have been advised, to employ a specialist company to remodel the entrance using the existing materials would be considerably more.</p> <p>Based on these hurdles and expenditure, officers believe the likely costs of creating a new entrance to the Spencer Suite, if approval could be agreed with Heritage England, is out of proportion to the benefits of carrying out the work.</p> |                                     |

|                                |  |
|--------------------------------|--|
|                                | <p>Instead the officers recommend that work commences as soon as possible to carry out minor improvements to the room including</p> <ul style="list-style-type: none"> <li>• New carpets</li> <li>• Plastering and painting</li> <li>• New blinds</li> <li>• Realign the plugs</li> <li>• New furniture</li> <li>• Radiator covers</li> <li>• Wall-mount the large screen</li> </ul> |
| <p><b>Decision Request</b></p> | <p>To remove creating a new entrance to the Spencer Suite from the Town Hall Work Plan, and to refurbish the room to create a more professional room for business purposes.</p>  |