



# Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford** CILCA

19<sup>th</sup> July 2019

Dear Councillor,

## **Town Hall & Assets Committee – Thursday 25<sup>th</sup> July 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 25<sup>th</sup> July 2019** 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 4<sup>th</sup> April 2019 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**

Grand Hall stage back drop and sound damping options – still to be reviewed.

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 30<sup>th</sup> June 2019 and to note the content of the summary report.

7. **Cenotaph Project**

To receive a verbal update from the Cenotaph meeting on 25<sup>th</sup> July 2019.

8. **Grand Hall Toilet Refurbishment** (enclosed)

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

9. **Spencer Suite Refurbishment** (enclosed)

To receive an updated report on the refurbishment of the Spencer Suite.

10. **Streetscape Reporting** (to follow)

To consider receiving reports relating to Streetscape development.

11. **General update on other Operational Assets** (enclosed)

To receive a report on other Operational Assets.

**To:** Members of the Town Hall & Assets Committee

**Cllrs:**

**George Hayes (Chair), Suzy Firkin (Vice Chair)**

Suzie Akers Smith, Dawn Allen, Duncan Amies, David Brown, Robert Douglas, Robert Hemsley, Rob Moreton, Denis Murphy.

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

Other members of the Council and Honorary Burgesses (2) 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 4<sup>TH</sup> April 2019

**Please note – These are draft minutes and will not be ratified until the next meeting of the  
Town Hall & Assets Committee on 25<sup>th</sup> July 2019**

In attendance

Committee members

Mrs S A Smith (Town Mayor)  
G P Hayes (Chairman)  
M A Walker

Non Committee members

G R Edwards (Ex-Officio)  
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 A L Armitt, L D Barker, D T Brown, Mrs A E Morrison and Mrs E Wardlaw and non-Committee member Councillor R Boston.

#### **2. Minutes**

To confirm the minutes of the Meeting held on 26<sup>th</sup> July 2018 as a correct record.

**TH/05/1819 resolved** to approve the minutes of the meeting held on 26<sup>th</sup> July 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 28<sup>th</sup> February 2019 and to note the content of the summary report.

**TH/06/1819 resolved** to accept the Town Hall Trading account to 28<sup>th</sup> February 2019 and the summary report.

7. **Grand Hall Toilet Refurbishment**

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.

**TH/07/1819 resolved** to approve the final design and specification for the Grand Hall toilets and corridor as identified in the report.

**TH/08/1819 resolved** to authorise officers to progress the project by putting the approved project out to tender in line with the CTC financial regulations and prepare a paper regarding expenditure for the next Finance and Policy Committee

8. **Town Hall Emergency Lighting**

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

**TH/09/1819 resolved** to note the report regarding the emergency lighting and recommended that going forward the emergency lighting is tested on a monthly basis.

9. **Spencer Suite Refurbishment**

A report to update members on the progress of the Spencer Suite improvement works. Report by the Town Hall Supervisor.

**TH/10/1819 resolved** to remove creating a new entrance to the Spencer Suite from the Town Hall Work Plan and to approve the refurbishment of the Spencer Suite using the current entrance.

**G P Hayes  
(Chairman)**

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	Town Hall		
<b>MEETING DATE AND TIME</b>	25/07/19 7pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Jackie Potts – Support Manager		
<b>AGENDA ITEM</b>	6		
<b>REPORT TITLE</b>	Town Hall Trading account April – June 2019		
<b>Background</b>	Variance analysis of the Trading Account to June 2019 to accompany the spreadsheet.		
<b>Updates</b>	<p>This trading account is for the first quarter of 2019/20 – so 25% of the budget would be used if expenditure was regular monthly. 29% of the annual budget has been used to date so slightly over budget. This is mainly due to the property maintenance spend on office renovations and emergency lighting essential maintenance that has taken place at the beginning of the financial year. See spreadsheet for details.</p> <p><b><u>Income</u></b></p> <ul style="list-style-type: none"><li>• Almost on budget. There has been an increase in bookings in the Spencer Suite.</li></ul> <p><b><u>Expenditure</u></b></p> <p>Generally on budget:</p> <ul style="list-style-type: none"><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>		
<b>Decision Requested</b>	To receive the Town Hall Trading Account for M3 April – June 2019		

# Congleton Town Council

	2019/20 Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget Used	2018/19
	£	£	£		£
<b>Town Hall</b>					
4000 Staff Costs (re-allocated)	18,578	72,705	54,127	26%	17,239
4008 Training	320	1,000	680	32%	0
4009 Protective Clothing/H & Safety	0	500	500	0%	42
4011 Rates	6,741	27,431	20,690	25%	6,594
4012 Water	1,249	7,000	5,751	18%	2,000
4014 Electricity	5,522	20,125	14,603	27%	4,070
4015 Gas	2,910	13,750	10,840	21%	1,613
4016 Cleaning materials	466	2,000	1,534	23%	507
4017 Refuse Disposal	751	3,000	2,249	25%	718
4020 Miscellaneous Office Costs	193	1,100	907	18%	231
4025 Insurance	1,849	8,000	6,151	23%	1,947
4033 Marketing/Promotions	0	3,500	3,500	0%	110
4040 Maintenance Contracts	1,587	6,700	5,113	24%	1,620
4041 Property Maintenance	6,402	15,000	8,598	43%	2,160
4064 Legal & Professional fees	0	100	100	0%	0
4068 Licences (incl PRS)	600	2,000	1,400	30%	472
3020 Catering Supplies (rechargeable)	2,218	10,000	7,782	22%	4,727
6000 Central Overheads Reallocated	2,174	6,655	4,481	33%	2,125
<b>Congleton Town Hall:-Expenditure</b>	<b>51,561</b>	<b>200,566</b>	<b>149,005</b>	<b>26%</b>	<b>46,176</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%	2,758
1011 Rent Received - Internal CTC	4,254	17,017	12,763	25%	4,254
1013 Letting Income - Grand Hall	7,206	30,400	23,194	24%	7,567
1014 Letting Income - Bridestones	2,708	13,200	10,492	21%	2,705
1015 Letting Income - Spencer Suite	1,982	4,950	2,968	40%	571
1018 Letting Income - Campbell Suite	100	0	100	#DIV/0!	75
1016 Letting Income - Brasserie, Kitchen and Bar	3,750	15,000	11,250	25%	3,750
1021 Letting Income - Internal	2,445	8,000	5,555	31%	1,899
1022 Letting Income - F&F	167	5,000	4,833	3%	873
1030 Service Charges - TIC	482	1,700	1,218	28%	411
1035 Service Charges - CTHEP	1,006	5,000	3,994	20%	1,198
1051 Catering Sales (recharges)	2,110	10,000	7,890	21%	4,722
1199 Misc Income	0	0	0		
<b>Congleton Town Hall :- Income</b>	<b>30,093</b>	<b>125,800</b>	<b>95,707</b>	<b>24%</b>	<b>31,908</b>
<b>Net Expenditure over Income</b>	<b>£21,468</b>	<b>£74,766</b>	<b>£53,298</b>	<b>29%</b>	<b>£14,268</b>



## **CONGLETON TOWN COUNCIL**

### **COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Town Hall and Assets Committee		
<b>MEETING DATE AND TIME</b>	25 <sup>th</sup> July 2019	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Town Hall Manager – Mark Worthington		
<b>AGENDA ITEM</b>	<b>8</b>		
<b>REPORT TITLE</b>	<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 (see attached plan)</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></ul>		

- 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
- 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
- 2 x internal doors (not cubicles doors) to be supplied and fitted to existing door specification
- Dementia friendly signage to suit finish of the room

**General Layout (see attached plan)**

**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
- 2 x internal doors (not cubicles doors) to be supplied and fitted to existing door specification
- Dementia friendly signage to suit finish of the room

Example of recently refurbished toilets at Crewe Municipal Buildings.



### 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
- 4 x internal doors (not cubicles doors) to be supplied and fitted to existing door specification

<b>Finance</b>	<ul style="list-style-type: none"> <li>• Initial quotes received are in the region of £50,000</li> <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>Decision Request</b>	To agree to proceed to the Invitation to Tender and advertise for the refurbishment of the Grand Hall toilets and toilet corridor in accordance with our financial regulations.

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	Town Hall and Assets Committee		
<b>MEETING DATE AND TIME</b>	25th July 2019	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Town Hall Manager – Mark Worthington		
<b>AGENDA ITEM REPORT TITLE</b>	<b>9</b> <b>Spencer Suite Refurbishment</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>		

## Updates

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.

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.

As an example, initial quotes for the planning procedure and to remove the existing structure and replace with a glass entrance would be in the region of £8000. We have been advised, to employ a specialist company to remodel the entrance using the existing materials would be considerably more.

Due to the cost and potential planning restrictions involved for the replacement of the entrance to the Spencer Suite it was agreed by committee on 4<sup>th</sup> April 2019 to *refurbish* the entrance rather than *replace* along with the refurbishment of the Spencer Suite itself.

The refurbishment of the Spencer Suite would include:

- plastering of the walls
- painting of entrance, walls and ceiling
- replacement glass in the entrance door and panelling
- removal of the electrical trunking around the room and replacing this with lower sockets and electrical floor plate
- interactive touch screen to be attached to the wall
- wooden radiator covers
- window opening mechanism to be replaced
- carpet
- blinds
- furniture

The general idea with the overall refurbishment is to carry the theme from the recently refurbished main office and corridor into the Spencer Suite. The introduction of the interactive touch screen to the Spencer Suite has been a popular addition with hirers of the room, with further improvements (e.g. the electrical sockets and IT points were originally installed for an office layout) the room will become more user friendly and attractive to hirers for the type of meetings and training we see in the Spencer Suite.

Spencer Suite Refurbishment Indicative Costs	
<b>Electrical</b> – remove all data trunking and cables, replace sockets, replace lighting, install IT floor plate and socket	£1,900 + VAT
<b>Plastering</b> – fill all holes, panel in archway, skim all walls	£760
<b>Joinery</b> - door repair, radiator covers and window latches	£330
<b>Glass</b> – replacement frosted glass in entrance panels and door with clear etching. Replacement to main window.	£640 + VAT No price yet for main window due to scaffold
<b>Painting</b> – paint all walls, ceiling, woodwork	£2,300
<b>Carpet</b> – carpet to match Spencer Suite	£1200
<b>Blinds</b> – replace 3x blinds in similar design as Spencer Suite due to how the windows open	£500
<b>Furniture</b> – boardroom table, 10 chairs and refreshment table	£1,778 + VAT
<b>Total (not including joinery)</b>	£9408 + VAT

<b>Decision Request</b>	<p>To agree proposal to carry the main office refurbishment into the Spencer Suite and to move forward with the refurbishment of the Spencer Suite.</p>
-------------------------	---

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	Town Hall and Assets Committee		
<b>MEETING DATE AND TIME</b>	25 <sup>th</sup> July 2019	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Town Hall Manager – Mark Worthington		
<b>AGENDA ITEM</b>	<b>11</b>		
<b>REPORT TITLE</b>	<b>General update on other Operational Assets</b>		
<b>Paddling Pool</b>	<p>The Paddling Pool opened on Saturday 25<sup>th</sup> May 2019 and will remain open 7 days a week until Sunday 8<sup>th</sup> September (weather and maintenance permitting). Following an issue at the end of last season where the pool was losing water, patch repairs to the expansion joints on the surface of the pool were carried out. These repairs involved removing the damaged silicon from the joints and replacing with new silicon, the repairs were carried out by the Streetscape Team. The pool surface and expansion joints were shot blast and completely replaced during 2012 by a professional shot blast company, the recent replacement of the silicon by the Streetscape team suggests the pool surface will require ongoing patch repairs and possibly complete replacement. The annual service to the plant room pump, filters, dosing system and computer were carried out by Pool Tech Services prior to the pool opening. During this service it was found that two valves were faulty and needed to be replaced. The system operates with seven valves so future replacements may be required. The daily operation of the pool is carried out by the pool attendants and this involves testing of the water and the operation of the chemical dosing system and computer, as well as keeping the general tidiness of the pool area up to standard and dealing with any issues which may arise from users of the paddling pool.</p> <p>Since opening on the 25<sup>th</sup> May the pool plant room systems have operated without fault and the pool has only needed to close once due to a faeces contamination incident. Following this incident, the pool was immediately closed by the pool attendant as per the closing down procedure. The pool was then completely drained down and refilled with fresh water.</p>		
<b>Cleaning of Town Hall Toilets and Public Toilets (Market Street)</b>	<p>A three-month trial is ongoing for the cleaning of the Town Hall toilets and Public Toilets (Market Street) by an outside cleaning contractor. This decision was taken following the passing of a member of staff at the Town Hall (Melvin Hulme) who was responsible for cleaning. The trial started on 15<sup>th</sup> July and all toilets will be cleaned on a daily basis with the exception of the Grand Hall toilets which will be cleaned three times a week around events booked into the Town Hall. An update will be provided following the three-month trial period.</p>		



<p><b>Hillary Avenue Allotments</b></p>	<p>Hillary Avenue Allotments are situated between Hillary Avenue and Hutton Drive on Bromley Farm and are owned by Congleton Town Council and run by Hillary Avenue Allotment Association. The Hillary Avenue Allotment Association was formed in 2008 following the agreement of the Town Council to both acquire and develop the Hillary Avenue site for community allotment use. The association has a chairman, vice chairman secretary and treasurer and conducts itself under a set of allotment rules and regulations that have been agreed with the Town Council.</p> <p>The Hillary Avenue Allotments Scheme provides for 19 allotments including an allotment of raised beds for disabled use. The allotment site has mains water with the provision of two water standpipes for allotment holders use. Some rainwater harvesting has been taken from the existing garages that front Hillary Avenue and back onto the allotments. A toilet block to disabled standards has been provided complete with mains water and drainage. Two garages adjacent to the site have been made available for the Allotment Association for tool and materials storage. A 2.000m palisade steel fence provides security to the complete perimeter of the site.</p>
---	--