



# Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford** CiLCA

22<sup>nd</sup> April 2021

Dear Councillor,

## **Town Hall, Assets & Services Committee – 29<sup>th</sup> April 2021**

You are summoned to attend a meeting of the Town Hall, Assets & Services Committee, to be held on **29<sup>th</sup> April 2021** commencing at **7.00pm**.

This will be a virtual meeting which needs to be accessed via Zoom.

[Use this link to open the Town Hall, Assets & Services Committee meeting via Zoom on 25<sup>th</sup> February 2021.](#)

Meeting ID: 952 1277 6053

Pass Code: 951099

- **The Public and Press are welcome to attend the meeting, please note** - There will be 15 minutes at each meeting to receive any questions from Members of the Public, either verbally or at the meeting, including those which have been received in writing 7 days prior to the meeting.
- There may be confidential items towards the end of the meeting which the law requires the Council to make a resolution to exclude the public and press in accordance with Section 100 (B) (2) of the Local Government Act 1972.

Yours sincerely,

David McGifford  
Chief Officer



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

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## **AGENDA**

### **1. 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 of Previous Meetings (Enclosed)**

To approve and sign the minutes of the meeting of the Town Hall, Assets and Services Committee held on 25<sup>th</sup> February 2021.

### **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**

To review any outstanding actions from previous meetings and to provide an update on any work in progress.

### **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. Urgent Items**

Members may raise urgent items related to this committee but no discussion or decisions may be taken at the meeting

### **7. Town Hall Trading Account (Enclosed)**

To accept the Town Hall Trading account to 2021 and to note the content of the summary report.

### **8. Streetscape Trading Account (Enclosed)**

To accept the Streetscape Trading account to 2021 and to note the content of the summary report.

### **9. Hybrid Meeting Update (Enclosed)**

To accept the report relating to hybrid meetings at the Town Hall

**10. Maintenance Programme** (Enclosed i & ii)

To receive the report relating to Town Hall and Asset maintenance

**11. Provision of Services at the Town Hall** (Enclosed)

To receive the report relating to Provision of Services at the Town Hall

**12. Streetscape Work Update** (Enclosed)

To receive an update on Streetscape Works

**13. Streetscape Machinery Replacement Programme** (Enclosed i & ii)

To receive the report relating to Streetscape Machinery Replacement programme

**14. Market Street Public Toilets Update** (enclosed)

To receive the report on Market Street Toilet Update

**15. Location Of Memorial Plaques** (enclosed)

To receive the report on location of Memorial Plaques

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

**CLLrs:**

**Suzy Firkin (Chair), George Hayes (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 (3),  
Congleton Library, Congleton Visitor Information Centre

## CONGLETON TOWN COUNCIL

### Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 25<sup>th</sup> February 2021

Conducted via Zoom – Meeting ID: 970 7947 9771

**\*\*Please note – These are draft minutes and will not be ratified until the next meeting of this Committee on 29<sup>th</sup> April 2021.**

In attendance:

Committee members:

Suzy Firkin (Chair)  
Duncan Amies  
David Brown  
Robert Douglas  
Robert Hemsley  
Robert Moreton  
Denis Murphy (Deputy Mayor)  
Suzie Akers-Smith

Ex Officio: Sally Ann Holland (Mayor)

Non-Committee members: Amanda Martin, Kay Wesley, James Smith, Margaret Gartside, Russell Chadwick

Also present: Press - Tom Avery, Chronicle Representative,  
CTC - David McGifford, Mark Worthington, Ruth Burgess

### Minutes

#### **1. 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 for absence were received from Committee members Councillor G Hayes.

#### **2. Minutes of Previous Meetings**



## **2. Minutes of Previous Meetings**

**THAS/48/2021 Resolved to** approve and sign the minutes of the Town Hall, Assets & Services Committee held on 3<sup>rd</sup> December 2020.

## **3. Declarations of Interest**

Members are requested to declare both “pecuniary” and “non-pecuniary” interests as early in the meeting as they become known.

Declarations of interest were received from Councilors Suzanne Akers Smith, David Brown, Sally Ann Holland (Town Mayor), and Denis Murphy, all non-pecuniary on matters relating to Cheshire East Council.

## **4. Outstanding actions**

None.

## **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. Urgent Items**

Members may raise urgent items related to this committee but no discussion or decisions may be taken at the meeting.

There were no urgent items raised.

## **7. Town Hall Trading Account**

**THAS/49/2021 Resolved to** receive the Town Hall Trading account to 31<sup>st</sup> January 2020 and to note the content of the summary report.

## **8. Streetscape Trading Account**

**THAS/50/2021 Resolved to** receive the Streetscape Trading account to 31<sup>st</sup> January 2021 and to note the content of the summary report.

**9. Paddling Pool Rescheduling of 2020 repairs**

**THAS/51/2021 Resolved to** accept the proposal for a thorough clean and short-term repairs to ensure the facility is open for when Covid restrictions allow in 2021 and to schedule the full refurbishment for 2022.

**10. Update on Streetscape Works**

**THAS/52/2021 Resolved to** receive the update report on Streetscape Works.

**11. Fire Audit – 2020**

**THAS/53/2021 Resolved to** accept the proposal of Refuge Point on 1<sup>st</sup> Floor and Accessibility Policy to cover 2nd floor and balcony.

**12. Cenotaph Update**

**THAS/54/2021 Resolved to** receive verbal update.

**13. Resolution to exclude members of the press and public from item 13 due to Commercial Sensitivities.**

**THAS/55/2021 Resolved to** exclude members of the public and press from item 13 onwards due to commercial sensitivities.

**14. Challenging behaviour from members of the public**

This report was withdrawn by the Chief Officer due to leaked confidential papers.

**15. Town Hall and Public Toilets Cleaning Contract**

**THAS/57/2021 Resolved to** accept the proposal to renew to cleaning contract for 1 year.

**16. Update on Future use of the Town Hall.**

**THAS/58/2021 Resolved to** approve the proposal contained within the report.

**17. Provision of services at the Town Hall**

**THAS/59/2021 Resolved to** approve the proposal contained within the report.

**18. Update on Visitor Information Centre**

**THAS/60/2021 Resolved to.** approve the proposal contained within the report

**Cllr Suzy Firkin  
(Chair)**

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	Town Hall, Assets and Services		
<b>MEETING DATE AND TIME</b>	29/04/21 7pm	<b>LOCATION</b>	Remote via Zoom
<b>REPORT FROM</b>	Support Manager RFO		
<b>AGENDA ITEM</b>	7		
<b>REPORT TITLE</b>	Town Hall Trading account April – March 2021		
<b>Background</b>	Variance analysis of the Trading Account to March 2021 to accompany the spreadsheet.		
<b>Updates</b>	<p>These are the management accounts for the financial year April 2020 – March 2021. They show the Town Hall deficit for 20/21 to be £107,172 against a budgeted deficit of £75,470. It is worth bearing in mind that when Congleton Town Council took over the Town Hall in June 2008 it was with a view to reducing the deficit but for a listed building of its age it was never expected to make a profit and the intention was to keep the building for the town with a balance of community use and income generating use.</p> <p><b><u>Income</u></b></p> <ul style="list-style-type: none"><li>• There has been no rental income from the commercial partner during the whole of the financial year and very little income from hiring out the Bridestones and Spencer Suite due to the Covid 19 pandemic so as previously expected income is down by £49,941. The Grand Hall income however is on budget due to the NHS booking for vaccinations.</li></ul> <p><b><u>Expenditure</u></b></p> <ul style="list-style-type: none"><li>• The Town Hall did not close during the year but because the offices were closed for a large part of the year there was a reduction in gas and electricity use and savings on marketing costs and PPL/PRS (music) licence fees. The total underspend on expenditure was £18,239</li></ul>		
<b>Decision Requested</b>	To receive the Town Hall Trading Account for 2020/21 April 20 – March 21		



# Congleton Town Council

	<u>2020/21</u>				<u>2019/20</u>
	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget Used	
<u>Town Hall</u>	£	£	£		£
4000 Staff Costs (re-allocated)	64,833	66,019	1,186	98%	59,436
4008 Training	375	1,000	625	38%	320
4009 Protective Clothing\H & Safety	0	500	500	0%	242
4010 Cleaners	5,988	8,000	2,012	75%	4,976
4011 Rates	27,392	27,530	138	99%	26,964
4012 Water	7,203	6,000	1,203	120%	4,484
4014 Electricity	13,042	20,125	7,083	65%	18,522
4015 Gas	10,546	13,750	3,204	77%	11,996
4016 Cleaning materials	2,162	2,000	162	108%	2,041
4017 Refuse Disposal	3,005	3,000	5	100%	3,021
4020 Miscellaneous Office Costs	998	1,200	202	83%	1,263
4025 Insurance	7,551	8,000	449	94%	7,542
4033 Marketing/Promotions	1,828	3,500	1,672	52%	41
4040 Maintenance Contracts	7,416	6,500	916	114%	7,091
4041 Property Maintenance	14,719	15,000	281	98%	15,963
4064 Legal & Professional fees	595	100	495	595%	0
4068 Licences (incl PRS)	877	3,500	2,623	25%	2,759
3020 Catering Supplies (rechargeable)	0	10,000	10,000	0%	8,963
6000 Central Overheads Reallocated	5,001	6,046	1,045	83%	6,371
<b>Congleton Town Hall:-Expenditure</b>	<b>173,531</b>	<b>201,770</b>	<b>28,239</b>	<b>86%</b>	<b>181,995</b>
1009 Rent Rec'd - Museum Notional	4,500	4,500	0	100%	4,500
1010 Rent Received - 3rd Party (TIC, Partnership & rear office)	9,033	11,033	2,000	82%	10,991
1011 Rent Received - Internal CTC	17,017	17,017	0	100%	17,017
1013 Letting Income - Grand Hall	30,002	30,400	398	99%	26,843
1014 Letting Income - Bridestones	1,240	13,200	11,960	9%	7,277
1015 Letting Income -Spencer Suite	919	4,950	4,031	19%	2,435
1018 Letting Income - Campbell Suite	0	0	0	#DIV/0!	160
1016 Letting Income - Brasserie, Kitchen and Bar	0	15,000	15,000	0%	13,979
1021 Letting Income - Internal	1,749	9,000	7,251	19%	11,457
1022 Letting income - F&F	0	5,000	5,000	0%	1,000
1030 Service Charges - TIC	1,608	1,700	92	95%	1,801
1035 Service Charges - CTHEP	0	4,500	4,500	0%	3,943
1051 Catering Sales (recharges)	0	10,000	10,000	0%	9,023
1199 Misc Income	292	0	292	#DIV/0!	292
<b>Congleton Town Hall :- Income</b>	<b>66,360</b>	<b>126,300</b>	<b>59,940</b>	<b>53%</b>	<b>110,718</b>
<b>Net Expenditure over Income</b>	<b>£107,171</b>	<b>£75,470</b>	<b>£31,701</b>	<b>142%</b>	<b>£71,277</b>

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Town Hall, Assets and Services		
<b>MEETING DATE AND TIME</b>	29/04/21 7pm	<b>LOCATION</b>	Remote via Zoom
<b>REPORT FROM</b>	Support Manager RFO		
<b>AGENDA ITEM</b>	<b>8</b>		
<b>REPORT TITLE</b>	<b>Streetscape Trading Account April – March 2021</b>		
<b>Background</b>	Variance analysis of the Trading Account for the financial year to March 2021 to accompany the spreadsheet.		
<b>Updates</b>	<p>These are the management accounts for the financial year April 2020 – March 2021. The total cost for the year of the Streetscape service is £175,488 against a budgeted cost of £214,367 so a saving of £38,879.</p> <p><b><u>Income</u></b></p> <p>The income for Streetscape is largely fixed by the SLA payment that is received from CEC £366,702. The external work is budgeted to bring in £15,000. This was stopped during the lockdown periods so less income has been realised.</p> <p><b><u>Expenditure</u></b></p> <ul style="list-style-type: none"><li>• Staffing costs underspent due to a staff member retiring with ill health and not being replaced to date.</li><li>• Nothing spent on training this year.</li><li>• Horticultural Supplies is showing an underspend as there were fewer hanging baskets this year due to the pandemic which were made up by Streetscape not bought in as in previous years.</li><li>• Vehicle maintenance/servicing and vehicle fuel underspent.</li></ul>		
<b>Decision Requested</b>	To receive the Streetscape Trading Account for M12 April – March 2021		



## March 2021

Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
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### Streetscape

Staff Costs	412,562	438,814	26,252	94%
Agency Staff	16,541	6,000	10,541	276%
Training	0	3,000	3,000	0%
Protective Clothing\H & Safety	3,947	4,500	553	88%
Office rent	3,067	3,067	0	100%
Cleaning Materials	4,491	5,000	509	90%
Mobile Phones	702	700	2	100%
Insurance	5,663	6,000	337	94%
Property maintenance	641	1,200	559	53%
Horticultural etc Supplies	9,243	18,000	8,757	51%
Winter Bedding	624	1,000	376	62%
Vehicle maintenance/Serv etc	5,841	10,000	4,159	58%
Vehicle fuel and oil	9,911	13,000	3,089	76%
Vehicle rental charges	36,114	39,000	2,886	93%
Street Cleansing	1,962	3,500	1,538	56%
General expenditure	4,339	4,000	339	108%
Central Overheads Reallocated	33,239	40,188	6,949	83%
Rechargable expenses	360	0	360	#DIV/0!
Streetscape Expenditure	<b>549,247</b>	<b>596,969</b>	<b>47,722</b>	92%
CEC - Income	-366,701	-366,702	-1	100%
External work income	-5,816	-15,000	-9,184	39%
Other income	-342	0	342	#DIV/0!
Astbury Mere Income	-900	-900	0	100%
	<b>-373,759</b>	<b>-382,602</b>	<b>-8,843</b>	98%
Net Expenditure over Income	<b>175,488</b>	<b>214,367</b>	<b>38,879</b>	82%

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Town Hall, Assets and Services Committee</b>		
<b>MEETING DATE AND TIME</b>	<b>29th April 2021</b>	<b>LOCATION</b>	<b>Zoom</b>
<b>REPORT FROM</b>	<b>Town Hall Manager – Mark Worthington</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>Agenda Item 9 – Hybrid Meeting Update</b>		
<b>Background</b>	<p>Due to the Covid restrictions set out in 2020, face to face Council meetings were suspended.</p> <p>Under regulations made under section 78 of the Coronavirus Act 2020, local authorities in England have express powers to hold public meetings virtually by using video or telephone conferencing technology, but these regulations will not apply to meetings on or after May 7<sup>th</sup> 2021.</p> <p>A Hearing on 21<sup>st</sup> April 2021 to gain permission to proceed with a High Court Hearing regarding virtual meetings was successful, however, no final decision on this matter was available at the time of writing this report.</p>		
<b>Update</b>	<p>A stand-alone USB microphone has been purchased for use during smaller hybrid meetings in the Spencer Suite and Bridestones Suite. When connected via a laptop and webcam, the stand-alone microphone offers a professional standard of sound quality for hybrid meetings. This set up could be used for socially distanced meetings of four people in the Spencer Suite and six people in the Bridestones Suite. Due to the size of the room and distance people would be from the stand-alone microphone, this set up will not work for meetings attended by more people.</p> <p>PureAV, who supplied the existing Bosch conference system, have been contacted to arrange a site visit to the Town Hall to advice how we can, if possible, set up our existing equipment to provide professional sound and visuals for larger hybrid meetings. PureAV will also advice on what, if any, new equipment we may need to achieve our aim of providing quality sound and visuals for hybrid meetings.</p>		
<b>Decision Request</b>	To receive the update report regarding hybrid meetings at the Town Hall.		

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

COMMITTEE:	Town Hall, Assets and Services Committee																																	
MEETING DATE AND TIME	29th April 2021	LOCATION			Zoom																													
REPORT FROM	Town Hall Manager – Mark Worthington																																	
AGENDA ITEM REPORT TITLE	Agenda Item 10i - Maintenance Programme																																	
Background	Historically, there has been no long-term programme relating to ongoing maintenance at the Town Hall and other assets. There is an annual Property Maintenance Budget of £15k which is used for general maintenance around the building, as and when required. .																																	
Updates	<p>Officers have been working on a Maintenance Programme (see attachment) to catalogue the various maintenance jobs required around the Town Hall and other assets. The Maintenance Programme details the condition of the area in question, ‘A’ denotes ‘good condition’, ‘C’ denotes ‘in need of attention’, along with an estimated costing. The maintenance has been spread across a period of five years relating to their current condition. A brief breakdown of the annual high level figures from the Maintenance Programme are below.</p> <table><tr><td>Year</td><td>2020</td><td>2021</td><td>2022</td><td>2023</td><td>2024</td><td>2025</td></tr><tr><td>Annual Ad Hoc Repair Budget</td><td>£15,000</td><td>£15,000</td><td>£15,000</td><td>£15,000</td><td>£15,000</td><td>£15,000</td></tr><tr><td>Potential Annual Repair Budget</td><td>£8,900</td><td>£110,432</td><td>£144,078</td><td>£176,872</td><td>£82,928</td><td>£120,180</td></tr><tr><td>Total</td><td>£23,900</td><td>£125,432</td><td>£159,078</td><td>£191,872</td><td>£97,928</td><td>£135,180</td></tr></table> <p>.</p>						Year	2020	2021	2022	2023	2024	2025	Annual Ad Hoc Repair Budget	£15,000	£15,000	£15,000	£15,000	£15,000	£15,000	Potential Annual Repair Budget	£8,900	£110,432	£144,078	£176,872	£82,928	£120,180	Total	£23,900	£125,432	£159,078	£191,872	£97,928	£135,180
Year	2020	2021	2022	2023	2024	2025																												
Annual Ad Hoc Repair Budget	£15,000	£15,000	£15,000	£15,000	£15,000	£15,000																												
Potential Annual Repair Budget	£8,900	£110,432	£144,078	£176,872	£82,928	£120,180																												
Total	£23,900	£125,432	£159,078	£191,872	£97,928	£135,180																												
Decision Request	To receive the Maintenance Programme which will be used to assist in the capital budgeting for the various maintenance works on the Town Hall and other assets.																																	



Project	Description	Purchase Date	Cost	Condition - ABC	Apr-20	Apr-21	Apr-22	Apr-23	Apr-24	Apr-25
<b>External Painting and Scaffolding</b>										
Scaffolding - Front Elevation Town Hall	Access scaffold		£ 20,000.00		0	20,000	0	0	0	20,000
Town Hall - External Paintwork (Front)	Painting of all windows, doors and other woodwork to front elevation		£ 5,000.00	C	0	5,000	0	0	0	0
Scaffolding - Rear Elevation Town Hall	Access scaffold		£ 5,000.00		0	0	5,000	0	0	0
Town Hall - External Paintwork (Rear)	Painting of all windows, doors and other woodwork to rear elevation		£ 2,000.00	B	0	0	2,000	0	0	0
Museum - External Paintwork	Painting of all windows, doors and other woodwork to rear elevation		£ 2,000.00	B	0	0	2,000	0	0	0
Museum - External Paintwork	Painting of all windows, doors and other woodwork to rear elevation		£ 2,000.00	B	0	0	2,000	0	0	0
Museum - External Paintwork	Cleaning of stone facia and pointing		£ 20,000.00		0	0	0	0	0	20,000
<b>Internal Painting/Decoration</b>										
Tower scaffold for Grand Hall round floor level and balcony walls	Access tower scaffold		£ 2,000.00		0	0	0	2,000	0	0
Grand Hall balcony and bare wall	Painting of all walls, doors, skirting and other woodwork		£ 10,000.00	B	0	0	0	10,000	0	0
Scaffold for Grand Hall ceiling, windows and roof supports	Access scaffold		£ 20,000.00		0	0	20,000	0	0	0
Grand Hall ceiling, windows and roof supports	Painting of all walls, doors, skirting and other woodwork		£ 20,000.00	B	0	0	20,000	0	0	0
Grand Hall Toilets and Corridor	Painting of all walls, doors, skirting and other woodwork		£ 2,000.00	B	0	0	2,000	0	0	0
Grand Hall Insulation of Roof	TBC		£ 2,000.00		0	0	0	2,000	0	0
Campbell Suite and Stairway	Painting and painting/decoration of all walls and woodwork	01/11/2019	£ 2,500.00	B	0	0	0	0	0	2,500
Tower scaffold for Bridestones Suite	Access tower scaffold		£ 500.00	A	0	0	500	0	0	0
Bridestones Suite	Painting of all walls, doors, skirting and other woodwork		£ 4,000.00	B	0	0	4,000	0	0	0
Tower scaffold for Bridestones Suite Ceiling	Access tower scaffold		£ 2,000.00		0	0	2,000	0	0	0
Bridestones Suite Ceiling	Staining/varnishing of timber ceiling		£ 4,000.00	B	0	0	4,000	0	0	0
Second Floor Office and Corridor	Painting of all walls, doors, windows skirting and other woodwork		£ 1,500.00	A	0	0	0	1,500	0	0
Second Floor Office and Corridor	Painting of all walls, doors, windows skirting and other woodwork		£ 2,000.00	B	0	0	0	2,000	0	0
Town Hall Entrance and Corridor	Painting of all walls, doors, windows skirting and other woodwork		£ 1,500.00	B	0	0	0	1,500	0	0
Entrance Toilets and Corridor	Painting of all walls, doors, skirting and other woodwork		£ 1,800.00	A	0	0	0	1,800	0	0
Tourist Information Centre	Painting of all walls, doors, skirting and other woodwork		£ 1,200.00	A	0	0	0	1,200	0	0
Museum	Painting of all walls, doors, skirting and other woodwork		£ 3,000.00	B	0	0	0	3,000	0	0
First Aid Room	Painting of all walls, doors, skirting and other woodwork		£ 500.00	B	0	0	0	500	0	0
Open Club	Painting of all walls, doors, skirting and other woodwork		£ 1,200.00	B	0	0	0	1,200	0	0
Staircase	Painting of all walls, doors, skirting and other woodwork		£ 1,200.00	B	0	0	0	1,200	0	0
Rear Storeroom	Painting of all walls, doors, skirting and other woodwork		£ 500.00	B	0	0	0	500	0	0
Rear Corridor from Kitchen to Rear Exit	Painting of all walls, doors, skirting and other woodwork		£ 500.00	B	0	0	0	500	0	0
Rear Corridor Loading Bay	Painting of all walls, doors, skirting and other woodwork		£ 500.00	B	0	0	0	500	0	0
<b>Safety Flooring</b>										
Foyer Toilets and Corridor	Replacement of safety flooring		£ 2,000.00	B	0	0	0	2,000	0	0
Grand Hall Toilets and Corridor	Replacement of safety flooring		£ 2,000.00	B	0	0	2,000	0	0	0
Rear Corridor/Loading Bay	Replacement of safety flooring		£ 700.00	B	0	0	0	700	0	0
Kitchen	Replacement of safety flooring		£ 2,400.00	A	0	0	0	0	0	2,400
Corridor from Kitchen to Rear Door	Replacement of safety flooring		£ 1,000.00	B	0	0	0	0	1,000	0
First Floor Kitchenette	Replacement of safety flooring		£ 200.00	A	0	0	0	0	200	0
First Floor Disabled Toilet and Corridor	Replacement of safety flooring		£ 200.00	A	0	0	0	0	200	0
<b>Carpets</b>										
Grand Hall Balcony	Replacement of carpets		£ 5,000.00	B	0	0	5,000	0	0	0
Bridestones Suite	Replacement of carpets		£ 5,000.00	B	0	0	0	5,000	0	0
Spencer Suite and Entrances	Replacement of carpets	01.11.19	£ 700.00	A	0	0	0	0	0	700
First Floor Office and Corridor	Replacement of carpets		£ 1,550.00	A	0	0	0	0	0	1,550
Second Floor Offices and Stairway	Replacement of carpets		£ 3,000.00	B	0	0	3,000	0	0	0
Rear Offices, Stairs and Corridor	Replacement of carpets		£ 2,000.00	B	0	0	2,000	0	0	0
<b>Meeting Room Furniture</b>										
Grand Hall Rectangular Tables 16 x 6ft	30 x 6ft conference tables	03.01.13	£ 3,775.00	B	0	0	0	0	4,000	0
Grand Hall Rectangular Tables 10 x 5ft	10 x 6ft conference tables	03.01.13	£ 3,522.00	B	0	0	0	0	4,000	0
Grand Hall Round Tables 6ft	15 x 6ft round banquet tables	28.07.17	£ 1,318.00	A	0	0	0	0	0	0
Grand Hall Round Tables 5ft	5 x 6ft round banquet tables	28.07.17	£ 318.00	A	0	0	0	0	0	0
Round Tables Storage Trolley x 2	2 x metal storage and carriage trolleys	29/07/2017	£ 425.00	A	0	0	0	0	0	0
Grand Hall Chairs	300 x conference chairs	25.02.13	£ 12,045.00	B	0	0	0	0	12,000	0
Grand Hall Stage	64 x 6ft stage	01.05.08	£ 7,000.00	B	0	0	0	0	7,000	0
Grand Hall Balcony Chairs (re-upholstery)	64 x 6ft chairs at rear of balcony	07.06.10	£ 744.00	B	0	0	800	0	0	0
Bridestones Suite Rectangular Tables	3 x 7ft conference tables	07.06.10	£ 402.00	B	0	0	400	0	0	0
Bridestones Suite Round End Tables	2 x 4ft round end conference tables	07.06.10	£ 242.00	B	0	0	300	0	0	0
Bridestones Suite Round End Tables	42 x meeting room chairs with arms	07.06.10	£ 3,318.00	B	0	0	3,500	0	0	0
Bridestones Suite Stage	2 x individual adjustable stages	07.06.10	£ 1,688.00	B	0	0	0	1,688	0	0
Mayor's Chairs	2 x historical chairs	01.05.08	£ 500.00	B	0	0	500	0	0	0
Spencer Suite Tables	2 x 4ft rectangular 2 x 4ft round end conference tables	01.05.08	£ 680.00	B	0	0	700	0	0	0
Spencer Suite Cupboard	1 x cupboard	01.05.08	£ 580.00	B	0	0	600	0	0	0
Spencer Suite Chairs	10 x meeting room chairs with arms	01.11.19	£ 599.90	A	0	0	0	0	600	0
Campbell Suite Tables	1 x conference table (2 x place)	01.05.08	£ 600.00	B	0	0	700	0	0	0
Campbell Suite Cupboard	10 x conference chairs (part of the 300 from Grand Hall)	23.02.13	£ 500.00	A	0	0	500	0	0	0
Bar Tables	3 x T all bar tables	01.05.08	£ 540.00	B	0	0	0	0	0	0



Project	Description	Purchase Date	Cost	Condition - ABC	Apr-20	Apr-21	Apr-22	Apr-23	Apr-24	Apr-25
<b>Office Furniture</b>										
5 x First Floor Office Work Stations (price per table)	5 x curved work stations		£ 300.00	A	0	0	0	0	1500	0
1 x First Floor Office Chair (price per chair)	1 x swivel office chair		£ 150.00	A	0	0	0	0	1000	0
1 x First Floor Office Filing Cabinets	3 x timber floor filing cabinets		£ 150.00	B	0	0	0	0	1000	0
5 x First Floor Office Desk Drawers (price per unit)	5 x under desk draws		£ 200.00	A	0	0	0	0	1000	0
1 x First Floor Office Bookcase	1 x under desk drawers		£ 250.00	A	0	0	0	0	250	0
Second Floor Office 1 (Ruth) Work Stations	2 x curved work stations		£ 300.00	A	0	0	0	0	300	0
Second Floor Office 1 (Ruth) Chair	2 x swivel office chairs		£ 150.00	B	0	0	0	0	150	0
Second Floor Office 1 Filing Cabinets	1 x timber floor filing cabinets		£ 150.00	A	0	0	0	0	50	0
Second Floor Office 1 Desk Drawers	1 x under desk drawers		£ 200.00	A	0	0	0	0	200	0
Second Floor Office 1 Storeroom Racking	4 x storage racks	22.10.18	£ 383.00	A	0	0	0	0	0	0
3 x Second Floor Office 2 (David) Work Stations (price per unit)	4 x curved work stations		£ 300.00	A	0	0	0	0	0	1000
1 x Second Floor Office 2 Chair (price per chair)	£ 150.00		£ 150.00	B	0	0	0	0	0	500
1 x Second Floor Office 2 Filing Cabinets	2 x filing cabinets		£ 150.00	B	0	0	0	0	0	300
1 x Second Floor Office 2 Meeting Tables (price per unit)	1 x meeting table		£ 250.00	A	0	0	0	0	0	800
1 x Second Floor Office 2 Meeting Chairs (price per unit)	4 x meeting chairs		£ 200.00	B	0	0	0	0	0	400
2 x Second Floor Office 2 Meeting Tables (price per unit)	4 x meeting chairs		£ 200.00	B	0	0	0	0	0	400
<b>Grand Hall and Balcony Furnishings and Lighting</b>										
Spring Wooded Flooring	Replacement of sprung wooden flooring		£ 60,000.00	B	0	0	0	0	0	0
Balcony Carpet	Replacement of balcony carpet and carpet around fixed seating		£ 5,000.00	B	0	0	0	0	5000	0
Chandeliers x 2	2 x metal feature chandeliers replacement		£ 14,000.00	B	0	0	0	0	14000	0
Chandelier Winding Mechanism x 2	2 x manual chandelier winches		£ 4,950.00	B	0	0	0	0	5000	0
Wall Lights x 16	16 x balcony wall mounted lights		£ 4,000.00	B	0	0	0	0	4000	0
Emergency Lighting x 27	27 x under balcony mounted, down lights		£ 3,000.00	C	0	0	0	0	3000	0
Emergency Lighting x 15	15 x bulk head and directional emergency lights		£ 2,000.00	A	0	0	0	0	0	0
Radiators x 18	18 x wall mounted, boiler linked radiators		£ 7,200.00	B	0	0	0	0	8000	0
Fan Heaters x 6	6 x under balcony mounted, boiler linked fan heaters		£ 2,400.00	B	0	0	0	0	2400	0
Rectrulator ceiling Fans x 2	2 x rectrulator ceiling fans to blow heat or cold air down from the ceiling		£ 800.00	B	0	0	0	0	2500	0
Window Fans x 4	4 x window fans to blow cool air to the room		£ 1,600.00	B	0	0	0	0	1600	0
Sound System and 6 speakers	Fixed sound system and 6 x speakers		£ 5,000.00	A	0	0	0	0	0	5000
Hearing Loop	Fixed hearing loop connected to sound system		£ 2,500.00	A	0	0	0	0	0	2500
UpLight Panels	Schaeffler UpLight Panels		£ 1,350.00	B	0	0	0	0	0	0
<b>Bridestones Suite Furnishings and Lighting</b>										
Curtain System	1 x manually operated curtain opener/closure, 1 x fixed curtain		£ 800.00	C	0	800	0	0	0	0
2 x Rectrulator Ceiling Fans	2 x rectrulator ceiling fans to blow heat or cold air down from the ceiling		£ 800.00	A	0	0	800	0	0	0
2 x Window Fans	2 x window fans to blow cool air to the room		£ 800.00	B	0	0	800	0	0	0
Chandelier Winding Mechanism	2 x metal feature chandeliers		£ 14,150.00	A	0	0	0	0	0	14000
8 x Up/Down Lighters	8 x wall mounted up/down lighters		£ 4,880.00	A	0	0	2000	0	0	5000
Carpet replacement	Carpet replacement		£ 5,000.00	A	0	0	0	0	0	5000
2 x Emergency Lighting	2 x wall mounted emergency lights		£ 400.00	A	0	0	0	0	0	0
9 x Radiators	2 x double, wall mounted radiators linked to boiler		£ 4,000.00	A	0	0	0	0	0	4000
Sound System and 4 speakers	Fixed sound system and 4 x speakers		£ 4,000.00	A	0	0	0	0	0	4000
Hearing Loop	Fixed hearing loop connected to sound system		£ 2,000.00	A	0	0	0	0	0	2000
<b>Spencer Suite Furnishings and Lighting</b>										
3 x Window Blinds	3 x roller blinds		£ 600.00	A	0	0	0	0	0	600
2 x LED Fluorescent Lights	2 x led strip lights		£ 500.00	A	0	0	0	0	0	500
1 x LED Feature Light	1 x led feature lantern		£ 250.00	A	0	0	0	0	0	250
Carpet replacement	Carpet replacement		£ 850.00	A	0	0	0	0	0	850
2 x Radiators	2 x double radiators		£ 300.00	A	0	0	0	0	0	300
2 x Radiator Covers	2 x bespoke radiator covers		£ 300.00	A	0	0	0	0	0	300
<b>Campbell Suite Furnishings and Lighting</b>										
3 x Window Blinds	3 x Venetian blinds		£ 200.00	C	0	0	200	0	0	0
3 x Fluorescent Lights	3 x fluorescent lights		£ 300.00	C	0	0	300	0	0	0
1 x Radiator	1 x double radiator		£ 150.00	B	0	0	150	0	0	0
Carpet replacement	Carpet replacement		£ 500.00	B	0	0	500	0	0	0
<b>Rear Offices and Stores Furnishings and Lighting</b>										
6 x Fluorescent Lights	6 x fluorescent strip lights		£ 600.00	B	0	0	0	0	600	0
2 x Emergency Lights	2 x emergency lights		£ 300.00	A	0	0	0	0	300	0
3 x Radiators	3 x double radiators		£ 450.00	B	0	0	0	0	450	0
1 x Under Counter Water Boiler	1 x electric water heater		£ 300.00	B	0	0	0	0	300	0
Carpet replacement	Carpet replacement		£ 2,000.00	B	0	0	0	0	2000	0
<b>Foyer, Entrance Furnishings and Lighting</b>										



Project	Description	Purchase Date	Cost	Condition - ABC	Apr-20	Apr-21	Apr-22	Apr-23	Apr-24	Apr-25
13 x LED Lights	13 x LED lights		£ 800.00		0	0	0	0	800	0
	6 x Emergency Lights		£ 400.00		0	0	0	0	0	0
	4 x Radiators		£ 1,600.00		0	0	0	0	0	1600
Corridor Furnishings and Lighting	17 x Fluorescent lights		£ 2,000.00	B	0	0	0	0	0	2000
	5 x Emergency Lights		£ 1,000.00	A	0	0	0	0	0	0
	4 x Radiators		£ 600.00	B	0	0	0	0	600	0
Cotton Club and Kitchen Furnishings and Lighting	14 x Fluorescent lights		£ 1,800.00	B	0	0	0	0	1800	0
	2 x Emergency Lights		£ 300.00	A	0	0	0	0	300	0
	2 x Radiators		£ 8,000.00	C	0	8000	0	0	0	0
Toilet Furnishings	Toilets, with basins, taps etc		£ 20,000.00	B	0	0	20000	0	0	0
	Grand Hall Toilets and Corridor Suspended Ceiling		£ 7,000.00	B	0	0	7000	0	0	0
	Foyer Toilets Sanitary Ware		£ 3,000.00	B	0	0	3000	0	0	0
	Toilets, wash basins, taps etc		£ 1,000.00	B	0	0	1000	0	0	0
Presentation Equipment	Mobile projector used in Grand Hall and Bridesstones Suite	26.07.16	£ 483.00	B	0	0	0	500	0	0
	NEC M311W Projector		£ 1,854.00	B	0	0	0	0	1854	0
	NEC M311W Projector	12.02.18	£ 1,854.00	A	0	0	0	0	0	2000
	Wall mounted flat screen TV with laptop connectivity	01.06.08	£ 300.00	B	0	0	0	300	0	0
Sound Equipment	Conference system featuring 12 v handsets and 1 v central unit plus cases	08.05.17	£ 15,193.00	A	0	0	0	0	0	5000
	1 v handsets and 12 v cases used in Bridesstones Suite	28.02.17	£ 305.00	A	0	0	0	300	0	0
	4 x hand held microphones and cases used in Grand Hall	23.05.19	£ 1,051.00	A	0	0	0	0	100	0
	Sound system, amplifier and 6 base wall speakers in Grand Hall	01.08.11	£ 6,000.00	A	0	0	0	6000	0	0
CCTV Equipment	Sound system, amplifier and 4 wall speakers in Bridesstones Suite	28.01.11	£ 5,000.00	A	0	0	0	0	5000	0
	Chubb CCTV Controller and 13 Cameras. Annual service charge.	26.04.17	£ 5,187.00	A	500	500	500	500	500	500
Event Lighting	LEDJ Slimline 705 Parcan RGBW	31.07.17	£ 1,886.00	A	0	200	200	200	200	200
	Chauvet DJ SlimPAR 08 USB LED Par Can rechargeable	31.07.17	£ 760.00	A	0	100	100	100	100	100
	LEDJ 705 Parcan Cases (Indies 4)	31.07.17	£ 495.00	A	0	100	100	100	100	100
	String Light Inisor LED Warm White Cable - 10m 100 bulbs	31.07.17	£ 360.00	B	0	100	100	100	100	100
First Aid Equipment	Lifepak CR2 Debrillator	28.09.17	£ 980.00	A	0	200	200	200	200	200
	Safety Harness x 1 and Safety Harness x 1	19.09.17	£ 1,122.00	A	0	200	200	200	200	200
	Town Hall ground floor First Aid Bed	13.10.10	£ 324.00	A	0	80	80	80	80	80
Bollers/Heating and Hot Water Systems	2 x Remeha Gas 110 Eco Boilers	2009	£ 50,000.00	A	500	500	500	500	500	500
	1 x Water boiler to supply 1st floor toilet		£ 800.00	A	0	0	0	0	0	0
	1 x Water boiler to supply hot water to 3 x entrances toilets	2019	£ 400.00	A	0	0	0	0	0	0
	1 x Water boiler to supply hot water to 1st floor kitchen/brewroom		£ 400.00	B	0	0	0	400	0	0
Town Hall and Museum Guttering/Soil Pipes	1 x Water boiler to supply hot water to 2nd floor office		£ 400.00	B	0	0	0	400	0	0
	2 x Second Floor Office Electric Radiators		£ 300.00	C	0	300	0	0	0	0
	2 x Wall mounted electric radiators		£ 300.00	C	0	300	0	0	0	0
Car Park and Drainage	Plastic guttering in courtyard area and droppers from main hall roof		£ 4,000.00	B	0	0	0	0	4000	0
	Cast iron guttering/soil pipes from first floor toilet to car park		£ 2,000.00	C	0	2000	0	0	0	0
	Plastic guttering around museum		£ 5,000.00	B	0	0	0	0	5000	0
Town Hall/Museum Car Park	Situated behind Town Hall/Museum with rear access to businesses on High Street			B	0	1000	1000	1000	1000	1000



Project	Description	Purchase Date	Cost	Condition - ABC	Apr-20	Apr-21	Apr-22	Apr-23	Apr-24	Apr-25
<b>Commercial Kitchen &amp; Bar Equipment</b>										
Combi Oven	Rational Self Cooking Centre	15.02.18	£ 12,983.00	A	0	0	0	0	0	0
Bottle Cooler	Under counter bottle cooler in bar area	11.11.17	£ 1,100.00	B	0	0	1100	0	0	350
Glass Washer	Bar and Kitchen Glass Washer		£ 1,350.00	B	0	1350	0	0	0	0
Glass Fronted Bottle Fridge	Glass fronted bottle fridge used in bar	01.06.08	£ 400.00	B	0	0	400	0	0	0
Industrial Gas Cooker	Commercial kitchen gas oven	2019	£ 12,000.00	B	0	0	0	12000	0	0
Ice Machine	Under counter bottle cooler in bar area	01.06.08	£ 600.00	A	0	0	0	0	0	0
Bottle Cooler	Under counter bottle cooler in bar area	01.06.08	£ 400.00	B	0	400	0	0	0	0
Commercial Kitchen Range	Commercial kitchen range	09.08.13	£ 800.00	B	0	0	800	0	0	0
Commercial Kitchen Range	Commercial kitchen range	09.08.13	£ 399.00	B	0	0	0	389	0	0
Shavette Fridge	Commercial kitchen chest freezer	13.06.13	£ 850.00	B	0	0	0	0	850	0
Microwave 1	Commercial kitchen microwave	13.07.12	£ 549.00	B	0	0	0	0	549	0
Microwave 2	Commercial kitchen microwave	13.07.12	£ 549.00	B	0	0	0	0	549	0
Hopplate	Commercial kitchen hopplate	13.07.12	£ 1,295.00	B	0	1295	0	0	0	0
Oven Unit 6 Burner Range	Commercial kitchen gas range	13.07.12	£ 1,406.00	B	0	1406	0	0	0	0
Free Standing Fridge	Commercial kitchen fridge	13.07.12	£ 458.00	B	0	0	458	0	0	0
Dishwasher	Commercial kitchen C Range dishwasher	13.07.12	£ 2,801.00	B	0	2800	0	0	0	0
Under Counter Fridge	Commercial kitchen under counter fridge	10.09.10	£ 358.00	B	0	358	0	0	0	0
Under Storage Chiller	Commercial under storage chiller	14.04.10	£ 1,500.00	B	0	0	0	0	1500	0
Bottle Cooler	Under counter bottle cooler in bar area	01.06.08	£ 400.00	B	0	0	400	0	0	0
Hot Water Boiler	Commercial kitchen hot water boiler	01.06.08	£ 543.00	B	0	543	0	0	0	0
Suspended Ceiling			£ 7,886.00		0					
<b>Museum</b>										
Suspended Ceilings First Floor Meeting Rooms	Replacement of first floor suspended ceiling		£ 10,000.00	B	0	10,000	0	0	0	0
Ground Floor Lighting	Replacement lighting in entrance and landing area		£ 3,000.00	C	0	3000	0	0	0	0
First Floor Lighting	Replacement lighting in first floor meeting rooms		£ 3,000.00	C	0	3000	0	0	0	0
<b>Visitor Information Centre</b>										
Potential Addition of Reception Office Space	Conversion to reception and office space for CTC		£ 20,000.00		0	15000	0	0	0	0
<b>Padding Pool</b>										
Padding Pool Surface	Concrete surface area of padding pool	2010	£ 22,000.00	C	0	22,000	0	0	0	0
Safety Surface	Wet pour rubber safety surface surrounding the padding pool	2017	£ 8,000.00	B	0	0	0	0	8000	0
Toilet Facilities	Toilet facilities housed within separate brick structure		£ 20,000.00	B	0	0	0	20000	0	0
Perimetre Fencing	Metal fencing around border of Padding Pool		£ 5,000.00	B	0	0	0	0	0	0
Plant/pumps/tanks	Operational equipment to operate the pump and water throughout the system		£ 10,000.00	B	0	0	0	10000	0	0
Computer and Chemical Pumps	Self dosing computer and pumps to control chemical dosing	2018	£ 5,000.00	A	0	0	0	0	5000	0
<b>Market Street Public Toilets</b>										
Toilets, urinals, sinks, hand driers			£ 5,000.00	B	0	0	0	5000	0	0
Commercial Sanitary Ware			£ 3,000.00	B	0	0	0	3000	0	0
Lighting	Plumbing/pipework		£ 2,000.00	B	0	0	2000	0	0	0
Main Doors	Main doors		£ 2,000.00	C	0	2000	0	0	0	0
<b>Town Hall/Museum Roof</b>										
Replace in 2010	Replace in 2010	2010	£ 70,000.00	A	3000	3000	3000	3000	3000	3000
Bridestones Roof	Replace in 2010	2010	£ 40,000.00	A	1500	1500	1500	1500	1500	1500
Main Offices Roof (either side of Clock Tower)	Replace in 2010	2010	£ 40,000.00	A	1500	1500	1500	1500	1500	1500
Kitchen Roof	Replace in 2010	2010	£ 10,000.00	B	400	400	400	400	400	400
Roof Over Car Park	Replace in 2010	2010	£ 30,000.00	A	1200	1200	1200	1200	1200	1200
Museum Roof	Replace in 2010	2010	£ 30,000.00	A	1200	1200	1200	1200	1200	1200
Annual budget for Ad hoc repairs			£ 921,165.23		15000	15,000	15,000	15,000	15,000	15,000
					23900	125432	180078	191827	97928	135180
<b>Non Maintenance Projects</b>										
Scaffold for Flagpoles and Statues	Access scaffold		£ 8,000.00		0	1500	1500	1500	1500	1500
Replacement of Flagpoles x 2	2 x metal fabricated flagpoles and brackets		£ 5,000.00		0	1000	1000	1000	1000	1000
Replacement of Statues x 3	3 x BR stone statues		£ 20,000.00		0	40000	40000	40000	40000	40000
Replacement of x 4 cast iron brackets	4 x cast iron hanging basket brackets		£ 1,000.00		0	200	200	200	200	200
Refurbishment/Reconfiguration of Foyer Entrance	2 x metal feature lanterns		£ 30,000.00		0	6000	6000	6000	6000	6000
			£ 246,000.00		0	49200	49200	49200	49200	49200

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Town Hall, Assets and Services Committee</b>		
<b>MEETING DATE AND TIME</b>	<b>29th April 2021</b>	<b>LOCATION</b>	<b>Zoom</b>
<b>REPORT FROM</b>	<b>Town Hall Manager – Mark Worthington</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>Agenda Item 11 – Provision of Services at Town Hall</b>		
<b>Background</b>	<p>Catering and event services at the Town Hall have been provided by two separate commercial partners between the dates of 2011 to 2016 and 2016 to 1<sup>st</sup> March 2021. The intention of working alongside a commercial partner was to jointly develop the Business and use of the Town Hall in accordance with the corporate strategy of CTC, balancing commercial activities with the building's role as the civic and community hub of Congleton.</p> <p>The commercial partner provided all catering and beverage services for events within the Town Hall, and paid an annual rent for the Café area at the entrance of the Town Hall, commercial kitchen and office space to the rear of the Town Hall. The commercial partner also paid for utilities in these areas and was able to use these areas for events other than CTC events. As mentioned above, the contract between CTC and commercial partner ended 1<sup>st</sup> March 2021 and we are now looking at options for the provision of services at the Town Hall.</p> <p>.</p>		
<b>Updates</b>	<p>Based upon the historic usage of the Town Hall, the type of services required are –</p> <ul style="list-style-type: none"><li>• Teas and coffees for meetings – ranging from 10 visitors to 200 plus</li><li>• Catering for meetings ie buffets ranging from 10 visitors to 200 plus</li><li>• Catering and bar management for large events in the Grand Hall</li><li>• Utilising the space referred to as the Cotton Club</li></ul> <p>The hospitality sector has been affected considerably throughout the last year due to the Coronavirus pandemic. With the uncertainty around lifting of restrictions and the inability to guarantee large indoor events , this will have a considerable impact on the short term operations within the Town Hall. For these reasons it may need to be considered that the option to secure a five year agreement with a Commercial Partner, as has been the model in the past, may not be possible at the moment and a short term partnership may be a more viable option. If lifting of Government restrictions were to continue as planned, normal operations could continue from 21<sup>st</sup> June 2021. Add to this the ongoing vaccination booking, and the date for resuming normal operations would be 1<sup>st</sup> August 2021, unless the vaccination booking took up the option to extend.</p> <p>Any commercial enterprise who are willing to commit to a rental agreement for the Cotton Club would also need to provide catering and bar services for Town Hall events. Due to the layout of the Cotton Club and the commercial kitchen, and the shared space involved, it would not be possible for an external organisation to operate from the Cotton Club while a commercial</p>		



	<p>partner provided catering and bar services for events within the Town Hall. Lifting of Government restrictions around large, indoor events are likely to be the last to be lifted and subject to possible change for the short term. As these restrictions are relaxed and the hospitality sector is allowed to operate as normal, how do we work on a short term agreement to provide services at the Town Hall.</p>
<b>Other Considerations</b>	<p>The Café area at the entrance of the Town Hall was operated by the previous two commercial partners as a day time café and evening bar. This complimented the arrangement to provide catering for events within the Town Hall as they were the only organisation allowed to use the commercial kitchen. It would be difficult to operate a Café/bar in the Town Hall if it were not operated by the same organisation who were providing catering for events in the Town Hall.</p> <p>The previous commercial partner (Congleton Town Hall Events and Parties) furnished the Café area to the current standard and operated as the Cotton Club. All fixtures and fittings within the area are the property of Congleton Town Hall Events and Parties.</p> <p>Fixtures and fittings include:</p> <ul style="list-style-type: none"> <li>• Bar</li> <li>• Bar fittings</li> <li>• Tiles</li> <li>• Booth seating</li> <li>• Booth lighting</li> <li>• Window blinds</li> <li>• Entrance</li> <li>• Decoration</li> </ul> <p>Two options are available regarding the fixtures and fittings located in the Café area,</p> <ol style="list-style-type: none"> <li>1. CTC to purchase all Cotton Club fixtures and fittings from Congleton Town Hall Events and Parties</li> <li>2. Congleton Town Hall Events and Parties to remove all fixtures and fittings from the Cotton Club and return the area to former lay out</li> </ol> <p>Congleton Town Hall Events and Parties will be meeting at the Town Hall next week to discuss an overall price for CTC to purchase the Cotton Club fixtures and fittings.</p>
<b>Decision Request</b>	<p>To receive the Provision of Services report and agree a method of operating the catering and bar services within the Town Hall. To agree an option regarding the fixtures and fittings of the Cotton Club.</p>

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	Community and Environment Committee		
<b>MEETING DATE AND TIME</b>	29 <sup>th</sup> April 2021	<b>LOCATION</b>	Virtual Council Meeting
<b>REPORT FROM</b>	Ruth Burgess – Streetscape and Development Manager		
<b>AGENDA ITEM REPORT TITLE</b>	<b>Agenda Item 12 Streetscape Work Update</b>		
<b>Current Situation</b>	Due to current COVID-19 pandemic, some works have had to be postponed, as they are not classed as either essential travel or the project involves group working. However this has helped up to get on top of other work. We can now say that as we are now moving back into a more “normal” position where the teams are back carrying out all their schedules roles and tasks throughout Congleton we are now starting to work on many projects.		
<b>Going Forward:</b>	<p><u>Private Works</u> The Streetscape team are once again back in force carry out many private works both within Congleton and neighbouring Parishes and Towns. We are hoping to get back on top of all our private works and start promoting out services more now we are moving out of the local lockdown and the government allows us to travel out of area. We are working closely on a weekly and monthly basis with the following business and councils:</p> <ul style="list-style-type: none"> <li>• Astbury Mere Care Home</li> <li>• Heath View Care Home</li> <li>• Premier Estates – Who act as the agent for a number of new Estates within Congleton who have not transferred the land ownership across to Cheshire East</li> <li>• Astbury Mere Country Park</li> <li>• Holmes Chapel Parish Council</li> <li>• Church Lawton Parish Council</li> <li>• Astbury Parish Council</li> <li>• Somerford Parish Council</li> <li>• Hulme Walfield Parish Council</li> <li>• Cranage Parish Council</li> </ul> <p><u>Congleton in Bloom Monthly volunteer events</u> Due to the current pandemic we had to stop with our monthly litter picks . But we are pleased to announce these will be starting up again very soon, we have recently held a “Meet the Gardeners” and tour of different Community Gardens owned by the Cheshire East Council and Congleton Town Council within the National Gardening week (26<sup>th</sup> April – 30<sup>th</sup> April). These gardens included:</p> <ul style="list-style-type: none"> <li>• Bath House and Physic Garden</li> <li>• Community Garden</li> <li>• Elizabeth Garden (West St)</li> <li>• Margaret’s Place ( Antrobus St )</li> <li>• Congleton Park</li> </ul> <p>We have two dates for Town Tidies with in Congleton – this will include litter picking, weeding and general tidy of the local area, all equipment will be provided 10am – 12pm</p> <p>29<sup>th</sup> May – Congleton Park 12<sup>th</sup> June – Astbury Mere</p>		



	<p><u>Route Reviews</u></p> <p>With the help of the tracking system and routes all ready in place we have been able to carry out a route optimization for the both the grounds and street cleaning vehicles. The process of improving our routes is to make us more efficiency and cost-effective. Effective route optimization will hopefully help the business maximize, completed ad hoc job requests, while incorporating many other tasks which we need to ensure we full fill; including driver schedules, available hours, total stops, job fulfilment and legal requirements</p> <p><u>Link Rd Roundabouts</u></p> <p>We now have 4 designs which have been sent across to Cheshire East Highways to comment on. From this we will make any necessary changes and provide costings to the relevant parties.</p> <p><u>Garden on Remembrance – Community Garden</u></p> <p>Work is well on the way at the Community Garden with the new design of Garden Remembrance which also be an area dedicated to all those who have been affected by the recent pandemic. The works so far have been a joint effort by the Congleton In Bloom volunteers and the Streetscape Team. There will extra seating added, as well as a pathway leading to a quiet area through an arch where you can sit and reflect.</p> <p><u>Inclusive Play Equipment</u></p> <p>The Streetscape Development Manager has recently met with a couple of Play Area equipment reps regarding adding inclusive play equipment with in our park. Currently within Cheshire East Council there is only 1 play area where you can take a wheel chair and use a piece of play equipment however you need a key to use this specific piece of play equipment, We would like to see an all inclusive piece of equipment within Congleton Park where both a wheel chair user can jointly share with their friends and family. We now have received quotes back and our next steps are to seek funding from different groups and trusts. ( see end of report for images- Appendix 1)</p>
<b>Proposal</b>	To receive the update report

## Appendix 1

### Inclusive Play Equipment





**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

COMMITTEE:	Town Hall, Assets and Services Committee																										
MEETING DATE AND TIME	29th April 2021	LOCATION			Zoom																						
REPORT FROM	Streetscape Development Manager – Ruth Burgess																										
AGENDA ITEM REPORT TITLE	Agenda Item 13 Streetscape Machinery Replacement Programme																										
Background	Historically, there has been no long-term programme relating to ongoing replacement of the Streetscape Machinery. There is an annual Vehicle maintenance/Service etc Budget which is £39K however this budget line is also for the lease and maintenance of the Town Council Vehicles. There is also a Capital Streetscape Equipment budget line of £5K  .																										
Updates	<p>The Streetscape Development Manager and Streetscape Supervisor have been working on a Replacement Machinery Programme (see attachment) to catalogue the various equipment we currently have. The Replacement Programme details the condition of the Machinery in question, ‘A’ denotes ‘good condition’, ‘C’ denotes ‘in need of attention’, along with an estimated costing. The equipment has been spread across a period of five years relating to their current condition. A brief breakdown of the annual high level figures from the Maintenance Programme are below. Please bear in mind these are all indicative costs.</p> <table><tr><td>Year</td><td>2020</td><td>2021</td><td>2022</td><td>2023</td><td>2024</td><td>2025</td></tr><tr><td>Annual Capital Equipment Budget</td><td>£5,000</td><td>£5,000</td><td>£5,000</td><td>£5,000</td><td>£5,000</td><td>£5,000</td></tr><tr><td>Total</td><td>£23,900</td><td>£33,138.52</td><td>£8,358.00</td><td>£18,094.04</td><td>£20,446.00</td><td>£11,118.00</td></tr></table> .						Year	2020	2021	2022	2023	2024	2025	Annual Capital Equipment Budget	£5,000	£5,000	£5,000	£5,000	£5,000	£5,000	Total	£23,900	£33,138.52	£8,358.00	£18,094.04	£20,446.00	£11,118.00
Year	2020	2021	2022	2023	2024	2025																					
Annual Capital Equipment Budget	£5,000	£5,000	£5,000	£5,000	£5,000	£5,000																					
Total	£23,900	£33,138.52	£8,358.00	£18,094.04	£20,446.00	£11,118.00																					
Decision Request	To receive the Streetscape Machinery Replacement Programme which will be used to assist in the capital budgeting for the various replacement of Machinery within the Streetscape Team																										

Item no.	Description	Supplier	Purchase Date	Original Cost	Cost to replace	Condition - ABC	Apr-20	Apr-21	Apr-22	Apr-23	Apr-24	Apr-25
EQP011	Hayter Condor Hydro with 5 blades	Congleton Garden Machinery	01/03/2014	£ 5,315.00	£ 5,315.00	B						£ 5,315.00
EQP012	Hayter Condor Hydro with 5 blades	Congleton Garden Machinery	01/03/2014	£ 5,315.00	£ 5,315.00	B						£ 5,315.00
EQP014	Honda HRH36HX 4 Wheel	Congleton Garden Machinery	01/03/2014	£ 1,026.00	£ 1,659.00	A			£ 1,659.00			
EQP015	Honda HRH36HX 4 Wheel	Congleton Garden Machinery	01/03/2014	£ 1,026.00	£ 1,659.00	A			£ 1,659.00			
EQP016	Honda HRH36HX 4 Wheel	Congleton Garden Machinery	01/03/2014	£ 1,026.00	£ 1,659.00	A			£ 1,659.00			
EQP017	Strimer Sihil FS410 C-E	Congleton Garden Machinery	01/03/2014	£ 707.00	£ 707.00	B						
EQP018	Strimer Sihil FS410 C-E	Congleton Garden Machinery	01/03/2014	£ 707.00	£ 707.00	B						
EQP019	Strimer Sihil FS410 C-E	Congleton Garden Machinery	01/03/2014	£ 707.00	£ 707.00	B						
EQP020	Sihil Attachment Long Reach Hedge Cutter	Congleton Garden Machinery	01/03/2014	£ 356.00	£ 356.00	B		£ 356.00				
EQP021	Sihil Attachment Long Reach Hedge Cutter	Congleton Garden Machinery	10/01/2014	£ 338.00	£ 338.00	B				£ 338.00		
EQP022	Sihil Attachment Long Reach Hedge Cutter	Congleton Garden Machinery	10/01/2014	£ 338.00	£ 338.00	B				£ 338.00		
EQP023	Ransome Super Certes (OLD) Bowling Green Mower	Cheshire East	01/01/2014	£ 1.00	£ 3,735.00	C		£ 3,735.00				
EQP026	Attachment Strimmer	Cheshire East	01/01/2014	£ 1.00	£ 356.00	B		£ 356.00				
EQP027	Attachment Strimmer	Cheshire East	01/01/2014	£ 1.00	£ 356.00	B		£ 356.00				
EQP028	Blower Sihil BR500	Cheshire East	02/01/2014	£ 1.00	£ 479.52	B				£ 479.52		
EQP029	Blower Sihil BR500	Cheshire East	01/01/2014	£ 1.00	£ 479.52	B				£ 479.52		
EQP030	Attachment Long Reach Hedgecutter	Cheshire East	01/01/2014	£ 1.00	£ 356.00	B		£ 356.00				
EQP031	Hedgecutter	Cheshire East	01/01/2014	£ 1.00	£ 707.00	B				£ 707.00		
EQP032	Flymo mower - Allen	Cheshire East	01/01/2014	£ 1.00	£ 180.00	C				£ -		£ 180.00
EQP033	Hayter Harrier	Cheshire East	01/01/2014	£ 1.00	£ 1,800.00	B			£ 1,800.00			
EQP043	Back Pack Vacuum	Fresh Group	17/06/2014	£ 984.00	£ 984.00	A						
EQP045	Sihil BR600 Blower	Congleton Garden Machinery	21/10/2014	£ 371.00	£ 371.00	B						
EQP046	Sihil BR600 Blower	C Bury Sales Ltd	12/09/2015	£ 308.00	£ 308.00	A						
EQP047	Petrol Rotivator	CGM	22/09/2015	£ 797.00	£ 797.00	B			£ 797.00			
EQP048	Honda HRX537HY Lawnmower	CGM	16/03/2017	£ 949.00	£ 949.00	B		£ 949.00				
EQP049	Lawnmower Flight 553HRS PROHS	Sharrocks	16/03/2017	£ 949.00	£ 949.00	B		£ 949.00				
EQP050	Lawnmower Flight 553HRS PROHS	Sharrocks	16/03/2017	£ 949.00	£ 949.00	B		£ 949.00				
EQP051	Apache SC42 Scarifier	Calgary	08/04/2016	£ 349.00	£ 349.00	A						
EQP052	Bowling Green Mower - Ransome Super Certes LDFC604	Sharrocks	06/08/2018	£ 3,735.00	£ 3,735.00	B				£ 349.00		
EQP053	Honda HHH 25S75E - Trimmer	CGM	22/09/2015	£ 310.00	£ 310.00	C						
EQP054	Honda HHH 25S75E - Trimmer	CGM	22/09/2015	£ 310.00	£ 310.00	C	£ 310.00					
EQP055	Sihil MS 180 14" Chainsaw	CGM	18/04/2017	£ 172.00	£ 172.00	A	£ 310.00					
EQP056	Shindawa Chainsaw	Congleton Garden Machinery	28/06/2013	£ 300.00	£ 300.00	B				£ 300.00		
EQP057	Blower Echo PB-2520	Cong Garden Machinery	18/06/2018	£ 162.00	£ 162.00	A				£ 162.00		
EQP058	Blower Echo PB-2520	CGM	12/03/2018	£ 196.00	£ 196.00	A		£ 196.00				
EQP059	Blower Echo PB-2520	CGM	18/06/2018	£ 162.00	£ 162.00	A			£ 162.00			
EQP060	Strimer Sihil FS410 C-E	Congleton Garden Machinery	22/09/2015	£ 707.00	£ 707.00	B						
EQP061	Strimer Sihil FS410 C-E	Congleton Garden Machinery	22/09/2015	£ 707.00	£ 707.00	B						
EQP062	Strimer Sihil FS410 C-E	Congleton Garden Machinery	23/09/2015	£ 707.00	£ 707.00	B						
EQP063	Sihil HS87T Hedgecutter	Congleton Garden Machinery	01/12/2018	£ 351.00	£ 351.00	B						
EQP064	Sihil KM131R Combi Engine x 3	R/VW Pugh	16/10/2019	£ 1,590.00	£ 1,590.00	A					£ 351.00	
EQP065	Sihil Engine attachment	Cheshire East	01/03/2014	£ 1.00	£ 356.00	B				£ 1,590.00		
EQP066	Blower Sihil BR500	Cheshire East	01/03/2014	£ 1.00	£ 479.52	B		£ 479.52		£ 356.00		
EQP067	Sihil Brushcutter	Cheshire East	01/03/2014	£ 1.00	£ 356.00	C		£ 356.00				
EQP084	Blower Stiga 38L 37V	Congleton Garden Machinery	18/06/2018	£ 168	£ 168							



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**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Town Hall, Assets and Services Committee</b>		
<b>MEETING DATE AND TIME</b>	<b>29th April 2021</b>	<b>LOCATION</b>	<b>Zoom</b>
<b>REPORT FROM</b>	<b>Town Hall Manager – Mark Worthington</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>Agenda Item 14 – Market Street Public Toilets Update</b>		
<b>Background</b>	<p>Market Street public toilets, until recently, were under the ownership of Clowes Developments and were part of the Capitol Walk development. An agreement between Clowes Developments and Congleton Town Council saw a basic refurbishment of the public toilets in 2017 and the day to day operations of the public toilets became the responsibility of Congleton Town Council. CTC are, to date, responsible for the daily opening and cleaning of the toilets and also utility costs (water and electricity) at the public toilets site.</p>		
<b>Update</b>	<p>Capitol Walk is now under new ownership and work has started at the site to develop a venue featuring a number of restaurants and bars. CTC have been informed by the new owners that the unit housing the existing public toilets at Market Street will be temporarily closed due to a refurbishment and change of use for that particular unit. The public toilets will be relocated to a different unit of the Capitol Walk site. The new location of the public toilets will still have external access for member of the general public, as well as internal access via Capitol Walk. The new owners have indicated they will give CTC as much notice as possible as to when the public toilets will temporarily close and also the timescale involved for refurbishments. No discussions have taken place between CTC and the new owners of Capitol Walk regarding the current agreement for CTC to open/clean the public toilets and pay utilities or if this agreement will continue.</p>		
<b>Decision Request</b>	<p>To receive the update report regarding the temporary closure of Market Street toilets.</p>		

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

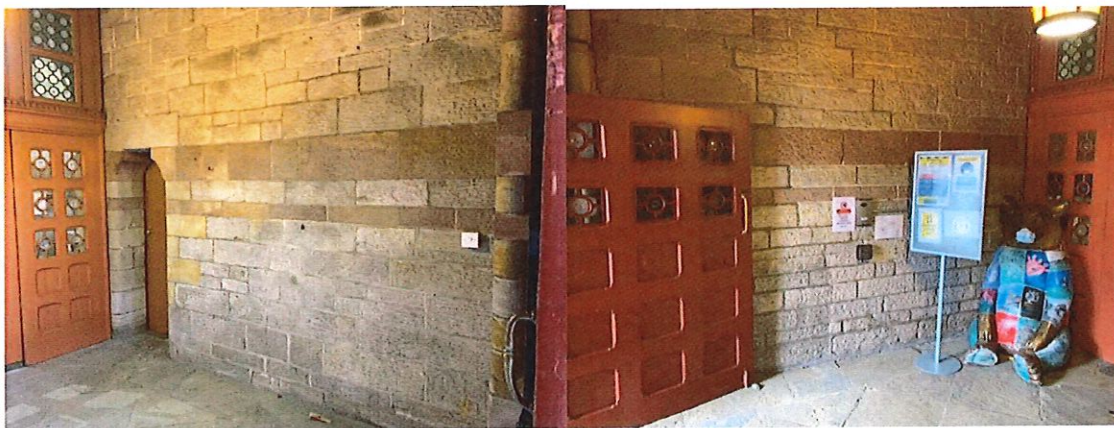
<b>COMMITTEE:</b>	Town Hall Assets and Services		
<b>MEETING DATE AND TIME</b>	7.00pm Thursday 29 <sup>th</sup> April 2021	<b>LOCATION</b>	Zoom
<b>REPORT FROM</b>	Chief Officer		
<b>AGENDA ITEM REPORT TITLE</b>	Agenda Item 15. Location of Memorial Plaques		

The towns Cenotaph has undergone a complete renovation during the last year with the previous 1920s granite celtic wheel cross being integrated into the design.

The previous brass plaques which carry the original details of those Congleton residents who gave the ultimate sacrifice were carefully removed and are now being stored in the museum. These cannot be satisfactorily displayed in the museum due to restrictions on the amount of space they have, this situation is unlikely to change in the short to medium term.

The Cenotaph working group which reports through to Congleton Partnership feel that it is important that the historic plaques are retained and displayed in an area where members of the public could gain access to, options are quite limited as they would need to be attached either to a new or existing structure.

One area that has been considered is within the Town Hall close to the entrance as set out below-



As the Town Hall is a listed building we would initially seek guidance from the Cheshire East Conservation Officer as to the suitability of this proposal. Depending on the response we receive we should be able to provide more detail to the THAS committee as to any implications and costs associated to this proposal, such as planning and installation.

<b>Request</b>	1. For the THAS committee to agree to initially contact Cheshire East Council's Conservation Officer to ascertain the suitability of this proposal.
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