



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

23rd June 2021

Dear Councillor,

Town Hall, Assets & Services Committee – 1st July 2021

You are summoned to attend a meeting of the Town Hall, Assets & Services Committee, to be held at Congleton Town Hall on **Thursday 1st July 2021** commencing at **7.00pm**.

- **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

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

Tel: 01260 270350

Email: info@congleton-tc.gov.uk www.congleton-tc.gov.uk



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

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 29th April 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 May 2021](#) and to note the content of the summary report.



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Historic Market Town

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8. Streetscape Trading Account (Enclosed)

To accept the [Streetscape Trading account to May 2021](#) and to note the content of the summary report.

9. Re-Wilding Congleton Open Spaces (Enclosed)

To accept the proposal of [Re-wilding Congleton Open Spaces](#).

10. Hybrid Meeting Update (Enclosed)

To receive and update on the [Hybrid Meeting Systems](#).

11. Streetscape Operative Safety Update (Enclosed)

To receive an update on measures being put in place for the Streetscape and Town Hall Staff.

12. Future Use of the Town Hall (Enclosed)

To consider the proposal on the [future use of the Town Hall report](#).

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

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

Suzie Akers Smith, Dawn Allen, Duncan Amies, Martin Amies, David Brown, Russell Chadwick, Robert Douglas, Robert Hemsley

Ccs: Appointed Member - Mr D A Parker (Honorary Burgess)
Other members of the Council and Honorary Burgesses (2)
Press (3), Congleton Library, Congleton Information Centre



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CONGLETON TOWN COUNCIL

Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 29th April 2021

Conducted via Zoom – Meeting ID: 95212776053

****Please note – These are draft minutes and will not be ratified until the next meeting of this Committee on 1st July 2021.**

In attendance:

Committee members:

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

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

Also present: Press - Tom Avery, Chronicle Representative,
Congleton Town Council: 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.

None.

2. Minutes of Previous Meetings

THAS/61/2021 Resolved to approve and sign the minutes of the Town Hall, Assets & Services Committee held on 25th 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.

Declarations of interest were received from Councilors Suzanne Akers Smith, David Brown, George Hayes, Rob Moreton and Denis Murphy, on all non-pecuniary matters relating to Cheshire East Council.

4. Outstanding actions

There were no outstanding actions from the previous meeting.

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/62/2021 Resolved to receive the Town Hall Trading account to 31st January 2021 and to note the content of the summary report.

8. Streetscape Trading Account

THAS/63/2021 Resolved to receive the Streetscape Trading account to 31st January 2021 and to note the content of the summary report.

9. Hybrid Meeting Update

THAS/64/2021 Resolved to receive the report relating to hybrid meetings at the Town Hall.

10. Maintenance Programme

THAS/65/2021 Resolved to accept the report relating to Town Hall and Asset Maintenance Programme. **Action** To arrange a meeting with relevant officers and the Town Hall Assets and Service and the Finance and Policy Chairs and Vice Chairs to review the first draft of the programme.

11. Provision of Services at the Town Hall

THAS/66/2021 Resolved to accept the report relating to the provision of Services at the Town Hall. **Action**

- For officers to actively promote the opportunity for the provision of services at the Town Hall based on an initial short term flexible arrangement.
- For officers to contact the previous commercial service provider to advise that the assets owned by them in the area known as the Cotton Club can remain there if they so wish, until a short-term flexible agreement has been promoted and agreed.

12. Streetscape Work Update

THAS/67/2021 Resolved to accept the report regarding the Streetscape Works.

13. Streetscape Machinery Replacement Programme

THAS/68/2021 Resolved to accept the report relating to Streetscape Capital Replacement Programme. **Action** To arrange a meeting with relevant officers and the Town Hall Assets and Service and the Finance and Policy Chairs and Vice Chairs to review the first draft of the programme

14. Market Street Public Toilets

THAS/69/2021 Resolved to accept the report relating to Market Street Public Toilets. **Action** to look into costings of temporary provision of Public Toilets, and to seek further information from the landlord regarding the proposed new facilities including

- The time scales for commencement and completion
- The type of facilities they are going to provide (Disabled/Gender Neutral)
- Explaining the need for a planning application

15. Location of Memorial Plaques

THAS/70/2021 Resolved to accept the proposal to consult with the CEC Conservation Officer to discuss the feasibility of displaying the historic Cenotaph Memorial Plaques within the Town Hall.

**Cllr Suzy Firkin
(Chair)**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	1 st July 2021 7pm	LOCATION	Town Hall
REPORT FROM	Jackie Potts - Support Manager RFO		
AGENDA ITEM REPORT TITLE	7 Town Hall Trading Account April – May 2021		
Background	Variance analysis of the Trading Account to May 2021 to accompany the spreadsheet.		
Updates	<p>This trading account is for 2 months of 2021/22 – so 17% of the budget would be used if expenditure was regular monthly.</p> <p><u>Income</u></p> <ul style="list-style-type: none">• 5% of income received to May 21. The Grand Hall income is 52% of the budget due to the NHS vaccine booking but no other room bookings and no commercial partner. <p><u>Expenditure</u></p> <p>Overall 15% of budget used</p> <ul style="list-style-type: none">• Most budget codes as expected. The Legal and Professional fees spend is for the energy certificate which was not budgeted for.		
Decision Requested	To receive the Town Hall Trading Account for M2 April – May 2021		

Congleton Town Council

	2021/22				2020/21
	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget Used	
	£	£	£		£
<u>Town Hall</u>					
4000 Staff Costs (re-allocated)	10,568	66,784	56,216	16%	10,527
4008 Training	0	1,000	1,000	0%	0
4009 Protective Clothing\H & Safety	0	500	500	0%	0
4010 Cleaners	1,075	8,000	6,925	13%	788
4011 Rates	4,565	27,692	23,127	16%	4,565
4012 Water	914	6,000	5,087	15%	614
4014 Electricity	4,336	20,125	15,789	22%	1,844
4015 Gas	2,201	13,750	11,549	16%	1,652
4016 Cleaning materials	215	2,000	1,785	11%	380
4017 Refuse Disposal	464	3,100	2,636	15%	517
4020 Miscellaneous Office Costs	162	1,300	1,138	12%	206
4025 Insurance	910	8,000	7,090	11%	1,238
4033 Marketing/Promotions	0	3,500	3,500	0%	180
4040 Maintenance Contracts	1,267	7,400	6,133	17%	1,223
4041 Property Maintenance	1,431	15,000	13,569	10%	182
4064 Legal & Professional fees	340	100	240	340%	0
4068 Licences (incl PRS)	70	3,500	3,430	2%	583
3020 Catering costs (rechargeable)	0	10,000	10,000	0%	0
6000 Central Overheads Reallocated	1,257	5,699	4,442	22%	1,105
Congleton Town Hall:-Expenditure	29,775	203,450	173,675	15%	25,604
1009 Rent Rec'd - Museum Notional	750	4,500	3,750	17%	750
1010 Rent Received - 3rd Party Partnership	256	1,533	1,277	17%	1,506
1011 Rent Received - Internal CTC	4,419	26,517	22,098	17%	2,836
1013 Letting Income - Grand Hall	13,216	25,400	12,184	52%	1,221
1014 Letting Income - Bridestones	0	13,200	13,200	0%	310
1015 Letting Income -Spencer Suite	0	4,950	4,950	0%	0
1018 Letting Income - Campbell Suite	0	0	0	#DIV/0!	0
1016 Letting Income - Brasserie, Kitchen and Bar	0	15,000	15,000	0%	0
1021 Letting Income - Internal	0	9,000	9,000	0%	0
1022 Letting income - F&F	0	3,000	3,000	0%	0
1035 Service Charges - Brasserie	0	4,500	4,500	0%	283
1051 Catering Sales (recharges)	0	10,000	10,000	0%	0
1199 Misc Income	0	0	0	#DIV/0!	0
Congleton Town Hall :- Income	18,641	117,600	98,959	16%	6,906
Net Expenditure over Income	£11,134	£85,850	£74,716	13%	£18,698

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	1 st July 2021 7pm	LOCATION	Town Hall
REPORT FROM	Jackie Potts - Support Manager RFO		
AGENDA ITEM REPORT TITLE	8 Streetscape Trading account April – May 2021		
Background	Variance analysis of the Trading Account to May 2021 to accompany the spreadsheet.		
Updates	<p>This trading account is for the first 2 months of 2021/22 – so 17% of the budget would be used if expenditure was regular monthly. 13% of the budget has been used to 31/05/21.</p> <p><u>Income</u></p> <p>The income for Streetscape is largely fixed by the SLA payment that is received from CEC which is £372,702 for 2021/22. The external work is budgeted to bring in £15,000. This is largely on budget.</p> <p><u>Expenditure</u></p> <p>Largely as expected for M2 18% of the budget has been used.</p> <ul style="list-style-type: none">• Agency staff is almost up to the full annual budget but this is because agency staff are being used to fill a vacancy and to cover for staff sickness. Staffing cost plus agency costs together are within budget.• No expenditure on training to date.• Insurance is a full year cost.		
Decision Requested	To receive the Streetscape Trading Account for M2 April – May 2021.		

May 2021

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
<u>Streetscape</u>				
Staff Costs	66,391	438,885	372,494	15%
Agency Staff	5,965	6,000	35	99%
Training		3,000	3,000	0%
Protective Clothing\H & Safety	1,144	4,500	3,356	25%
Office rent	333	2,000	1,667	17%
Cleaning Materials	1,172	5,000	3,828	23%
Mobile Phones	120	700	580	17%
Insurance	4,097	6,000	1,903	68%
Property maintenance	0	1,200	1,200	0%
Horticultural etc Supplies	9,012	18,000	8,988	50%
Winter Bedding	0	1,000	1,000	0%
Vehicle maintenance/Serv etc	1,044	10,000	8,956	10%
Vehicle fuel and oil	1,957	13,000	11,043	15%
Vehicle rental charges	5,713	37,000	31,287	15%
Street Cleansing	628	3,000	2,372	21%
General expenditure	1,236	4,000	2,764	31%
Central Overheads Reallocated	8,263	37,449	29,186	22%
Rechargable expenses		0	0	#DIV/0!
Streetscape Expenditure	107,075	590,734	483,659	18%
CEC - Income	-62,148	-372,702	-310,554	17%
External work income	-2,019	-15,000	-12,981	13%
Other income		0	0	#DIV/0!
Astbury Mere Income	-150	-900	-750	17%
	-64,317	-388,602	-324,285	17%
Net Expenditure over Income	42,758	202,132	159,374	21%

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	1st July 2021 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Ruth Burgess – Streetscape Development Manager		
AGENDA ITEM REPORT TITLE	9 Re-Wilding Congleton Open Spaces		
Background	<p>Congleton Town Council is set to try out a new approach to grass cutting in an attempt to preserve wildflowers and the wildlife who rely on them. We are proposing a pilot Scheme of 13 sites which will be cut in a different way in order to encourage the growth of wildflowers.</p> <p>Under this new approach, the grass which the Town Council is responsible for will not be cut fortnightly, which is the current schedule, but will be left. The parts which will be left will be cut only once or twice per year depending on what we find growing naturally on the open space, with the grass cuttings then removed. This will prevent aggressive plant species from dominating the areas and will allow for the growth, flowering and seeding of wildflowers. This in turn will provide the ideal habitat for bees and other pollinating insects.</p> <p>Congleton Town Council is determined to protect and improve Congleton’s natural environment and this fairly simple change to how we cut our grass will help increase the habitats and food that our pollinating insects rely on.</p> <p>Congleton Town Council’s progressive move towards a better management of their grass areas is part of their Sustainable Strategy and Climate Responsibility.</p> <p>Within this pilot scheme we will be consulting with any residents who live adjacent or next to the proposed open spaces and engage with them on the proposal. Once we have been in communication with the residents, we would require a majority vote in favor of the proposal, we will also be considering any long-term health and safety concerns which may arise due to the changes.</p>		
Financial Considerations	The plans can be achieved within the allocated budget which the Town Council has approved and within the contract agreed with Cheshire East Council.		
Environmental Considerations	Efforts will be made in line with the Town Council’s Climate Emergency Declaration to help provide the ideal habitat for bees and other pollinating insects.		
Equality Considerations	Impact on accessibility has been considered		
Decision Requested	To agree the proposed pilot scheme, agreeing to the proposal of changing the way we maintain some of our open spaces to encourage the local wildlife to create a habitat.		

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	1st July 2021 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	David McGifford (Chief Officer)		
AGENDA ITEM REPORT TITLE	10 Hybrid Meetings – Allowing Remote Attendance at Council Meetings and Working Groups		
CURRENT SITUATION	<p>Following the High Court ruling in April 2021 that primary legislation would be required to allow remote voting, Congleton Town Council members who wish to vote in Committee meetings must attend in person (until/unless such legislation is passed or the ruling overturned).</p> <p>This does not, however, prohibit remote attendance by non-voting members of the Council or by members of the press or public.</p> <p>In addition, non-statutory meetings such as Working Groups and informal strategy meetings can still be conducted remotely.</p>		
BACKGROUND INFORMATION	<p>Town Council committee meetings are traditionally conducted face-to-face, but due to the COVID-19 pandemic have been carried out using videoconferencing, using the ‘Zoom’ platform.</p> <p>This has worked well and allowed meetings to continue whilst Councillors, the Press and the Public, were in ‘lockdown’ and unable to meet in the Town Hall.</p> <p>As in other areas of life and work, many people have discovered that meetings like this can be very productive and efficient, and open up our Council work to people who might otherwise not be able to attend.</p> <p>In addition to Council Committees, Congleton Town Council (CTC) has a number of Working Groups that are running projects in a variety of priority areas, these have short informal meetings that Councillors also attend, in some cases with the addition of subject matter experts and volunteers.</p>		
ABOUT THIS PROPOSAL	<p>This paper proposes that, once Council meetings are again taking place in the Town Hall, we should continue to allow remote attendance by Councillors, and ‘stream’ meetings live on the internet for any residents of Congleton or members of the press who might wish to watch and listen but are unable or unwilling to attend in person.</p> <p>In addition, we propose that individual Working Groups (who do not have voting rights on Council matters) should be able to meet either remotely or face-to-face to suit the attendees, but that remote (virtual) meeting is recommended due to the environmental and inclusion benefits.</p>		

HYBRID MEETINGS ARE MORE ACCESSIBLE

Councillors, residents, or other stakeholders might not be able to attend in person for a number of reasons, including:

- They have caring responsibilities – for children, or disabled, vulnerable or elderly relatives.
- They do not have transport. Most meetings are in the evening when public transport is not available.
- They have other commitments (e.g., work) and cannot easily travel to meetings during the workday.
- They have reduced mobility or other challenges that mean they are unable to travel to the Town Hall.
- They cannot travel for health and safety reasons.
- They are away from home on holiday or business.

Our democracy should be open to people who have these challenges on an equal footing to everyone else and is consistent with our Equality and Inclusion Policy.

HYBRID MEETINGS ARE GREENER

This way of meeting is compatible with Congleton Town Council's declaration of a Climate Emergency, as it allows access to our democracy without the need to travel and produce carbon emissions. Computer and telecoms equipment are not 'zero carbon' but they are certainly greener than travelling by car to meetings.

If attendees' cars use on average 150g of CO₂ per mile, and 20 meeting participants each drive 4 miles to and from a meeting (assuming 25 participants, but 5 walk), this is equivalent to emissions of 12kg of CO₂ per meeting (if 80% of cars are petrol/diesel).

If, on the other hand, the meeting is conducted by videoconferencing, [recent estimates indicate](#) that each person uses approximately 0.0243 kw/h of electricity which, when the carbon electricity emissions factor (0.25358) is applied, is 6.16g of CO₂ per person or just 154g of CO₂ per meeting – cutting emissions by 98.7% based on travel alone. This does not include the emissions from heating the Town Hall.

The meetings could (optionally) use a 'Webinar' format at an extra cost, (although this is not essential if not many members of the public attend). Zoom and other platforms have this Webinar option which mirrors the format of a council meeting. The videoconferencing software is running on one laptop in the meeting room, with a wide-angle camera showing the meeting room.

The technology can be set up (if required) so that:

- Councillors and officers are identified to everyone in the meeting.
- Councillors and officers can speak and be heard by all.
- The general public and press are not identified (for data protection purposes) and cannot speak unless they request in advance to ask a question of the Chair or Officer in charge.
- Questions, if requested, can be put to the Chair and Officer in charge via a closed Q&A feature and may be read out to the meeting, then answered by the appropriate Councillor/Officer.
- If a member of the public has requested to speak, the Officer can grant rights to that person to be identified and speak in the meeting.

- Queries about the running of the meeting/technology can also be put in the Q&A feature and will be answered by the Officer in the Q&A feature directly to the person concerned.
- The sound from the meeting and video from the room are broadcast via the videoconferencing software, live. It is not recorded.
- If any Councillors prefer not to be on camera, they can be seated accordingly to avoid the camera angle.
- If any slides, planning reports or other materials need to be projected in the meeting, they are also shared on the videoconferencing software so that 'remote' delegates can see the content.

HYBRID MEETINGS PROVIDE A BETTER SERVICE

In addition to the above, this proposal will create a more modern and accessible format for Councillors, the press and the public, and improve the service Congleton Town Council provides to our residents as follows:

- We are giving people the option to attend in person and remotely.
- Attendees will be able to 'dip into' a meeting to hear a specific topic without disrupting proceedings.
- This is a modern, digital meeting format that many people are familiar and comfortable with, and more convenient than travelling to the Town Hall.
- It will encourage more people to take part in our democracy (We had people attending Zoom meetings during COVID pandemic who had never attended in person).
- Congleton Town Council will be seen as a modern, efficient organisation.

HYBRID MEETINGS ARE COMPLIANT WITH LOCAL GOVERNMENT CODES

This format will give the option for Councillors to attend remotely, and we propose this is managed as follows:

- Voting Councillors must attend face-to-face (due to the current law).
- A non-voting Councillor may attend 'remotely' using the videoconference.
- In this case the Councillor will be added to the Zoom webinar (or similar) meeting as a 'delegate/panellist' (not as a public 'attendee').
- This means that they can speak and be heard throughout the meeting.
- The remote Councillor will use their 'digital hand' to indicate that they wish to speak in the meeting, and the Chair/Officer in charge will include them in the discussion.
- Until the law changes the remote Councillor cannot vote in Committee meetings.

Risks and Mitigation

- Technology does not work due to electricity, internet or another outage.
 - *Mitigated by: F2F only meeting continues as previously but remote delegates cannot join or have to join by phone.*
- Someone from outside Congleton joins the meeting.
 - *Mitigation: this can happen anyway – people can travel to Congleton if they want to, we don't check where people are from. If someone from further afield wants to listen in, this would not affect our meeting.*

	<ul style="list-style-type: none"> • Someone on the videoconference is disruptive. <ul style="list-style-type: none"> ○ <i>Mitigation: the host can always remove someone from a Zoom meeting. Using the Webinar format makes it very difficult to disrupt, because the attendees cannot be heard or see each other's presence, and this should be considered if meetings grow in size.</i>
Environmental Considerations	<p>Proposal will support Councillors, members of the press and public attending meetings without needing to travel to the Town Hall which will lower the overall carbon footprint of meetings.</p> <p>Our estimates show that in the 'travel saving' alone, emissions will be cut by up to 98% if a meeting is held entirely remotely. Due to the recent clarification on the law, statutory Committee meetings will require voting members to be present, but allowing non-voting members, the press and the public to connect remotely will still cut unnecessary emissions, as will holding informal and Working Group meetings entirely remotely.</p> <p>This is compatible with Congleton Town Council's declaration of a Climate Emergency and goal to become carbon neutral by 2025.</p>
Equality Considerations	<p>This proposal enhances access to our democracy by Councillors, the press and members of the public. CTC's Equality and Inclusion Policy states that:</p> <p><i>"We will endeavour to reach out to anyone who may be at risk of exclusion and ensure they have full access to the Council and our services. Where they are less able to participate, we will take positive action to ensure they are not excluded."</i></p> <p>Allowing remote access to meetings is one way of reaching out to people who might otherwise not be able to attend them, and is a 'positive action' we can take towards more inclusion in our democracy. Many people, even though they might not be unable to travel to the Town Hall, may be unwilling to do so and this format allows them to participate in an easier format and become more engaged with our democratic process.</p>
Financial Considerations	Costs – up to £15,000 for new audio-visual equipment (quotations currently ongoing)
Proposals	<ol style="list-style-type: none"> 1. All Council Committee meetings to be 'hybrid' allowing face-to-face attendance by voting members and permitting remote attendance by non-voting members, the public and the press. 2. Council Working Groups and informal meetings should be held remotely where possible but may on occasion be 'hybrid' or face-to-face, at the discretion of the members of the group/meeting. 3. Invest in audio/visual hardware and software as required – subject to final quotation being less than £15,000.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE	1 st July 2021	LOCATION	Congleton Town Hall
AND TIME	7.00pm		
REPORT FROM	Ruth Burgess – Streetscape Development Manager		
AGENDA ITEM	11		
REPORT TITLE	Streetscape Operative Safety Update		
Background	<p>Due to safety concerns that have previously been raised about Streetscape Staff, we are in the process of purchasing body cameras and a phone App. These measures are currently in place at Ansa and Cheshire East Highways. Through the investigations into the general safety of staff, it is proposed that these items would be useful for the Town Hall staff who are on duty at events and paddling pool staff.</p> <p>The phone App which will send a SOS alarm out when activated, this can be set to the corresponding manager of the staff members or to a call centre. The staff can log any incidents on site with photos as evidence, this will help all staff that are lone workers and outdoor staff, to help them feel more protected whilst carrying out their day job.</p> <p>The camera we are going to be purchasing is:</p> <p>The Speak-IT Mini 1080P HD Body Camera which is ideal for personal use. This body worn recording device features 32GB of built-in storage, capable of holding up to 6 hours of footage in 1080P HD and weighs in at only 86g.</p> <p>It has a small footprint and rear-mounted rotatable spring clip, this device is discreet, unobtrusive and can be easily mounted to any item of clothing. Capture reliable HD footage in full 1080P HD in high and low-lighting conditions at 30 FPS (frames per second) thanks to the built-in infrared LEDs designed to capture footage in dark environmental conditions. Any footage captured is time and date stamped.</p> <p>The Speak-IT Mini HD Body Camera is incredibly simple to operate with a one-push operation. It simply plugs into a PC when filming is complete and will charge the device and transfer the video recordings onto the PC.</p> <p>Key Features:</p> <ul style="list-style-type: none">• Discreet and unobtrusive• 47mm x 37mm• 86g in weight• Loop recording - automatically overwrites older recordings• Time/date stamp• Auto-save at low battery levels		

	<ul style="list-style-type: none"> • 8000 mAh battery for up to 6 hours of recording time • USB file transfer • Charge via USB • Rear-mounted rotatable clip • Full 1080P HD video recording at 30 FPS (frames per second) • Record indicator light • USB-C Cable connection • Night vision (2-5m)
Financial Considerations	The procurement of the cameras (16) which will cost £959.84, the Phone App (12) in terms of cost, the main package is £120 + Vat, then £2.99 per month, per user. This is within the Chief Officer's delegated authority (£2,000) and will be paid from the Streetscape and Town Hall Budgets which are already in place.
Environmental Considerations	None
Equality Considerations	The App Software and Cameras are going to be available for all staff ensuring everyone feels safe within their work environment. The quantities suggested are initial numbers, but we can add to the numbers if other staff feel that they also require the Phone App or a Body Camera.
Decision Requested	To receive the update regarding the next steps in keeping all Town Council Staff safe.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	1st July 2021 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	David McGifford (Chief Officer)		
AGENDA ITEM REPORT TITLE	12 Future Use of the Town Hall		
Background	<p>During the pandemic we have briefly investigated options for the future use of the Town Hall which have included a potential market, pop up post office in the Information Centre, more community activity as well as general ideas on the type of contracts we should be considering to reduce the operating deficit of the Town Hall.</p> <p>The Town Hall has operated largely as a vaccination centre during the pandemic which has benefited the Town Council but has created uncertainty about when we will be able to promote the hire of the Town Hall as a venue for community and business use.</p>		
Update	<p>NHS Vaccination Booking Update</p> <p>As agreed in the contract, the NHS Cheshire Clinical Commissioning Group have given 30 days' notice to terminate the hire contract of the Grand Hall from 16th July 2021.</p> <p>The NHS CCG have advised that the Town Hall will be the perfect venue for the vaccine/flu booster throughout September/October/November 2021, however, all equipment currently situated at the Town Hall would need to be stored on site and set up on an ad hoc basis for two days a week throughout the vaccine/flu booster programme. We do not have a large enough area to store the NHS equipment, and to support an ad hoc arrangement would have a negative impact on other bookings within the Town Hall.</p> <p>Readesmoor Medical Centre believe that the Town Hall is the perfect venue for the vaccine/flu booster programme and have asked about the option of the Town Hall becoming a 'Dormant Site' for the remainder of the year for the purpose of vaccine/flu boosters. The Town Hall would be permanently set up as for the vaccination rollout and would be available for use by the four local General Practices as and when they were required to provide boosters to the general public. The General Practises will not receive any funding from the NHS CCG for Dormant Sites, and do not have the funds themselves to hire the Town Hall for the vaccine booster period.</p>		

<p>Comment</p>	<p>From this update and the relative uncertainty with regards to the government’s decisions relating to the pandemic, there are potentially two options for consideration as I do not believe we have a straightforward choice. It is worth noting that our budgeted annual income for the main hall is £30,400 per annum, our income this year will be £23,348 by 16th July 2021.</p> <p>For us to start promoting the traditional activity held in the Town Hall we need to be certain that government restrictions will not be in place. It does seem certain that there will be a need for large scale booster jabs as well as flu vaccinations in the late autumn, who knows?!</p> <p>The income we will have received for the Grand Hall is equivalent to 9 months income which would take us through to the end of December 2021. Potentially this could become an annual requirement which would most likely have funding to support it in the future.</p> <p>We are currently discussing a potential return of the Blood donation service to the Town Hall to understand if they could operate within the Grand Hall whilst the vaccination stations are positioned to the side of the hall.</p>
<p>Positives</p>	<p>Dormant Vaccination site from July – December 2021</p> <ul style="list-style-type: none"> • Provides health support to the community if and when required during the months of July – December 2021. • Provides clarity for the officers, residents and businesses with enquiries for Town Hall room hire. • Enables the Town Hall, Assets and Services Committee (THAS) to agree on the future use of Town Hall and associated contracts for services. • Enables time for promotion and marketing campaigns to promote the Town Hall on the basis of its future uses. • Enable time to adapt the Town Hall, if required – new equipment, fit outs etc. • Enable clear space and focus for maintenance work in the Grand Hall. • We can start to promote the Bridestones and Spencer Suites for hire as soon as restrictions are clearly lifted.
<p>Negatives</p>	<ul style="list-style-type: none"> • Loss of potential short term income opportunities.
<p>Proposal</p>	<p>To approve the that the Grand Hall is left dormant, free of charge, until the end of December 2021 to enable its use by the NHS if and when required.</p>