



# Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford** CiLCA

6<sup>th</sup> January 2022

Dear Councillor,

## **Town Hall, Assets & Services Committee – 13<sup>th</sup> January 2022**

You are summoned to attend a meeting of the Town Hall, Assets & Services Committee, to be held at Congleton Town Hall on **Thursday 13<sup>th</sup> January 2022** 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

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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 4<sup>th</sup> November 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 (Verbal Update)**

To receive a verbal update of outstanding actions from previous meetings including 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 30<sup>th</sup> November 2021 and to note the content of the summary report.

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

To accept the Streetscape Trading account to 30<sup>th</sup> November 2021 and to note the content of the summary report.

### **9. Hybrid Meetings at Congleton Town Hall (Enclosed)**

To receive an update report relating to recent updates and demonstration of hybrid meeting equipment.

**10. Provision of Services at Congleton Town Hall** (Enclosed)

To receive an update report relating to interest received for the Provision of Services at Congleton Town Hall.

**11. Low Carbon Energy Proposal for Congleton Town Hall** (Enclosed)

To receive a report regarding proposals to deliver carbon reducing measures within the Town Hall.

**12. Streetscape Services Contract Update** (Enclosed)

To receive an update report regarding on-going contract discussions with Cheshire East Council regarding the Town Council's Streetscape Services.

**13. Streetscape Services KPI Update** (Enclosed)

To receive an update report regarding Streetscape Services KPIs.

**14. Replacement Ride on Mowers** (Enclosed)

To receive a report of the financial costings to purchase two replacement Ride on Mowers for the Streetscape Team.

**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

## CONGLETON TOWN COUNCIL

### Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 4<sup>th</sup> November 2021

**Please Note – These are draft minutes and will not be ratified until the next meeting of  
this Committee**

For the papers discussed at the meeting, please see the [Agenda & Papers – 4<sup>th</sup> November  
2021](#)

In attendance:

Committee members: Cllrs

Susie Firkin (Chair)  
George Hayes (Vice Chair)  
Dawn Allen  
Suzanne Akers Smith  
Martin Amies  
Robert Douglas

Non-Committee members: Cllrs Jean Parry and Margaret Gartside,

Also present: Congleton Town Council Officers: David McGifford - Chief Officer  
Mark Worthington - Town Hall Manager  
Ruth Burgess - Streetscape Development Manager

### Minutes

#### **1. Apologies for absence**

Apologies for absence were received from:

Committee Members: Cllrs David Brown, Russell Chadwick, Robert  
Helmsley and Duncan Aimes,

Ex-Officio Member: Cllr Denis Murphy (Town Mayor)

Non-Committee members: Cllrs Sally Ann Holland and Kay Wesley

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

**THAS/18/2122 Resolved to** approve and sign the [minutes of the meeting of the Town Hall, Assets and Services Committee held on 16<sup>th</sup> September 2021.](#)

## **3. Declarations of Interest**

Declarations of interest were received from Councillors Brown, Hayes and Akers Smith on all non-pecuniary matters relating to Cheshire East Council.

## **4. Outstanding Actions**

**THAS/19/2122 Resolved to** receive an update on the following outstanding actions and work in progress.

- 4.1 Town Hall Statues (Chief Officer)
- 4.2 Hybrid Meetings (Town Hall Manager)
- 4.3 Provision of Services at the Town Hall (Town Hall Manager)
- 4.4 Market St Public Toilets (Town Hall Manager)
- 4.5 Inclusive Play Equipment (Streetscape Development Manager)
- 4.6 Tree Planting – Carbon footprint (Streetscape Development Manager))
- 4.7 Vehicles – Electric (Streetscape Development Manager))
- 4.8 Location of memorial plaques (Town Hall Manager)
- 4.9 Re-wilding Congleton Open spaces (Streetscape Development Manager))
- 4.10 Paddling Pool – re land lease (Chief Officer)

## **5. Questions from Members of the Public**

There were no questions raised by members of the public.

## **6. Urgent Items**

There were no urgent items raised by Members at the meeting.

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

**THAS/20/2122 Resolved to** accept the Town Hall Trading account to 30<sup>th</sup> September 2021 and to note the content of the summary report.

## **8. Streetscape Trading Account**

**THAS/21/2122 Resolved to** accept the Streetscape Trading account to 30<sup>th</sup> September 2021 and to note the content of the summary report.

## **9. Carbon Footprint Actions and Objectives**

**THAS/22/2122 Resolved to** receive the report from the Streetscape Development Manager regarding objectives, targets and actions being set for Congleton Town Council's Carbon Footprint.

**10. Refurbishment of the Town Hall Cotton Club Area**

**THAS/23/2122 Resolved to** receive the report from the Town Hall Manager on the refurbishment of the Town Hall area formerly used as the Cotton Club.

**11. THAS/24/2122 Resolved to exclude members of the press and public from items 12 and 13 due to Commercial Sensitivities.**

**12. Paddling Pool Operating Costs 2022/23**

**THAS/25/2122 Resolved to** receive the report from the Town Hall Manager on the paddling pool costs for 2021 and approved the operating model – option 7 – During the operating season the pool will not be open on Mondays and Tuesdays, other days will be reduced by 1 hour and close for the autumn / winter immediately after schools return in September

**13. Streetscape Contract update with Cheshire East Council**

**THAS/26/2122 Resolved to** receive the report from the Streetscape Development Manager regarding the on-going contract between Congleton Town Council's Streetscape Team and Cheshire East Council, including the Mechanical Sweeper.

**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>	13 <sup>th</sup> January 2022 7.00pm	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	Serena Van Schepdael - Responsible Financial Officer		
<b>AGENDA ITEM REPORT TITLE</b>	<b>7 Town Hall Trading Account</b>		
<b>Background</b>	Variance analysis of the Trading Account to 30 <sup>th</sup> November 2021 to accompany the spreadsheet in Appendix 7.1.		
<b>Updates</b>	<p>This trading account is for 8 months of 2021/22 – so 66.7% of the budget would be used if expenditure was regular monthly.</p> <p><b><u>Income</u></b></p> <ul style="list-style-type: none"><li>• 43% of income received as of 30<sup>th</sup> November 2021.</li><li>• The Grand Hall income is 94% of the budget due to the NHS vaccine bookings and there have been some room bookings.</li><li>• Other room bookings have increased due to a number of private bookings.</li><li>• There remains no commercial partner.</li></ul> <p>(Please note previous figures noted at the November meeting for income line 1016 (Brasserie) were actually for Internal Lettings income, correct in this report, there is no income for line 1016 Letting Income - Brasserie, Kitchen and Bar)</p> <p><b><u>Expenditure</u></b></p> <p>Overall, 55% of budget used</p> <ul style="list-style-type: none"><li>• Most budget codes as expected. The Legal and Professional fees spend is for the energy certificate which was not budgeted for. Central overheads at 72%.</li></ul>		
<b>Decision Requested</b>	To receive the Town Hall Trading Account for Month 8 to 30 <sup>th</sup> November 2021.		

**Congleton Town Council**  
**Town Hall Monthly Accounts**

**Appendix 7.1**

Nov-21

Expected spending for M8 is 66.7%

Town Hall		2021/22				2020/21
		Actual Year To Date to 30NOV21	Current Annual Bud	Variance Annual Total	% of Budget Used	£
		£	£	£		£
4000	Staff Costs (re-allocated)	44,102	66,784	22,682	66%	64,833
4008	Training	0	1,000	1,000	0%	375
4009	Protective Clothing\H & Safety	19	500	481	4%	0
4010	Cleaners	4,225	8,000	3,775	53%	5,988
4011	Rates	18,261	27,692	9,431	66%	27,392
4012	Water	1,280	6,000	4,720	21%	7,203
4014	Electricity	8,354	20,125	11,771	42%	13,042
4015	Gas	4,180	13,750	9,570	30%	10,546
4016	Cleaning materials	986	2,000	1,014	49%	2,162
4017	Refuse Disposal	1,926	3,100	1,174	62%	3,005
4020	Miscellaneous Office Costs	692	1,300	608	53%	998
4025	Insurance	4,899	8,000	3,101	61%	7,551
4033	Marketing/Promotions	534	3,500	2,966	15%	1,828
4040	Maintenance Contracts	5,160	7,400	2,240	70%	7,416
4041	Property Maintenance	10,609	15,000	4,391	71%	14,719
4064	Legal & Professional fees	340	100	240	340%	595
4068	Licences (incl PRS)	1,192	3,500	2,308	34%	877
3020	Catering costs (rechargeable)	957	10,000	10,000	10%	0
6000	Central Overheads Reallocated	4,129	5,699	1,570	72%	5,001
<b>Congleton Town Hall:-Expenditure</b>		<b>111,846</b>	<b>203,450</b>	<b>92,561</b>	<b>55%</b>	<b>173,531</b>
* Journal input of £564.70 to move to cost centre						
1009	Rent Rec'd - Museum Notional	3,000	4,500	1,500	67%	4,500
1010	Rent Received - 3rd Party	1,022	1,533	511	67%	9,033
Partnership						
1011	Rent Received - Internal CTC	17,678	26,517	8,839	67%	17,017
1013	Letting Income - Grand Hall	23,840	25,400	1,560	94%	30,002
1014	Letting Income - Bridestones	660	13,200	12,540	5%	1,240
1015	Letting Income -Spencer Suite	215	4,950	4,735	4%	919
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	2,684	9,000	6,316	30%	1,749
1022	Letting income - F&F	0	3,000	3,000	0%	0
1035	Service Charges - Brasserie	0	4,500	4,500	0%	1,608
1051	Catering Sales (recharges)	871	10,000	9,129	9%	0
1199	Misc Income	292	0	292	#DIV/0!	292
<b>Congleton Town Hall :- Income</b>		<b>50,262</b>	<b>117,600</b>	<b>67,338</b>	<b>43%</b>	<b>66,360</b>
Net Expenditure over Income		<b>£61,584</b>	<b>£85,850</b>	<b>£25,223</b>	<b>72%</b>	<b>£107,171</b>



**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Town Hall, Assets and Services		
<b>MEETING DATE AND TIME</b>	13 <sup>th</sup> January 2022 7.00pm	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	Serena Van Schepdael- Responsible Financial Officer		
<b>AGENDA ITEM REPORT TITLE</b>	<b>8 Streetscape Trading Account</b>		
<b>Background</b>	Variance analysis of the Trading Account to 30 <sup>th</sup> November 2021 to accompany the spreadsheet in Appendix 8.1		
<b>Updates</b>	<p>This trading account is for 8 months of 2021/22 – so 66.7% of the budget would be used if expenditure was regular monthly.</p> <p><b><u>Income</u></b></p> <ul style="list-style-type: none"><li>• The main income for Streetscape is the SLA payment received from Cheshire East Council, this is received quarterly. External work is at 62%, other income is as expected at 50%, awaiting next invoices to be raised.</li></ul> <p><b><u>Expenditure</u></b></p> <p>Expenditure at 72%, items to note:</p> <ul style="list-style-type: none"><li>• Agency Staff budget is over budget, this is for staff cover, staff costs are slightly below budget at 65%. Both budgets together arrive at 71% spend.</li><li>• Protective Clothing/Health &amp; Safety is at 86% and Cleaning is over at 104% for PPE and day to day requirements. A review of these accounts is taking place to highlight Covid related costs.</li><li>• Horticultural Supplies at 74% - Work completed at St Peters Churchyard and Summer bedding purchases, winter bedding budget will now also be utilised.</li><li>• Insurance- Invoiced /paid at start of year</li></ul>		
<b>Decision Requested</b>	To receive the Streetscape Trading Account for Month 8 to 30 <sup>th</sup> November 2021.		

**Congleton Town Council****Appendix 8.1****Streetscape Monthly Accounts****Nov-21****Expected spending for M8 is 66.7%**

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
4000 Staff Costs	286,400	438,885	152,485	65%
4004 Agency Staff	28,572	6,000	22,572	476%
4008 Training	1,692	3,000	1,308	56%
4009 Protective Clothing\H & Safety	3,860	4,500	640	86%
4013 Office rent	1,333	2,000	667	67%
4016 Cleaning Materials	5,198	5,000	198	104%
4021 Mobile Phones	536	700	164	77%
4025 Insurance	6,734	6,000	734	112%
4041 Property maintenance	284	1,200	916	24%
4043 Horticultural etc Supplies	13,286	18,000	4,714	74%
4046 Winter Bedding	0	1,000	1,000	0%
4047 Vehicle maintenance/Serv etc	6,741	10,000	3,259	67%
4048 Vehicle fuel and oil	7,930	13,000	5,070	61%
4049 Vehicle rental charges	24,980	37,000	12,020	68%
4050 Street Cleansing	1,746	3,000	1,254	58%
4070 Covid 19 Expenditure	397			
4162 General expenditure	4,629	4,000	629	116%
6000 Central Overheads Reallocated	27,136	37,449	10,313	72%
3030 Purchases for recharging	1,908	0	1,908	#DIV/0!
<b>Streetscape Expenditure</b>	<b>423,362</b>	<b>590,734</b>	<b>167,769</b>	<b>72%</b>
1165 CEC - Income	-248,468	-372,702	-124,234	67%
1167 External work income	-9,291	-15,000	-5,709	62%
1040 Other income	-24	0	24	#DIV/0!
1199 Astbury Mere Income	-450	-900	-450	50%
	<b>-258,233</b>	<b>-388,602</b>	<b>-130,369</b>	<b>66%</b>
<b>Net Expenditure over Income</b>	<b>165,129</b>	<b>202,132</b>	<b>37,400</b>	<b>82%</b>

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Town Hall, Assets and Services		
<b>MEETING DATE AND TIME</b>	13 <sup>th</sup> January 2022 7.00pm	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	Town Hall Manager – Mark Worthington		
<b>AGENDA ITEM</b>	<b>9</b>		
<b>REPORT TITLE</b>	<b>Hybrid Meetings at Congleton Town Hall</b>		
<b>Background</b>	<p>Following the Hybrid Meeting Report received by the Town Hall, Assets and Services Committee on 1<sup>st</sup> July 2021, it was agreed to proceed with researching options for hybrid meetings with a recommended budget of up to £15k.</p> <p>Companies who have provided quotes have also been asked to arrange demonstration equipment to give us the opportunity to test the equipment. Arranging demonstration equipment has proved difficult, however, a supplier to Congleton Town Council has recommended a different type of conference system, and a demo unit is available.</p>		
<b>Update</b>	<p>The recommended solution consists of a DTEN D7 Zoom Rooms 75-inch all-in-one screen/microphone/camera system. This system would work alongside our existing Bosch conference system and integrate with our sound system, wall mounted speakers and hearing loop.</p> <p>A DTEN D7 unit has been on site at the Town Hall since early December, it has been used for a number of meetings and demonstrations and the response has been positive. The DTEN unit only supports the Zoom platform and creates a Zoom Room which is integrated with our Calendars to generate meetings.</p> <p>DTEN D7 features include:</p> <ul style="list-style-type: none"><li>• Zoom compatible only</li><li>• Zoom Room licence required costing £39 per month or £399 annually</li><li>• Multi-Touch Display</li><li>• 4K Camera</li><li>• 16-Microphone Array</li><li>• Integrated Speakers</li><li>• Acoustic Echo Cancellation</li><li>• Automatic Gain Control</li><li>• Automatic Noise Reduction</li><li>• Additional wheeled trolley for flexibility between rooms</li></ul>		

Options that have been researched and quoted for are detailed in the table below.

The DTEN D7 Zoom Room Unit is the only option where a demo unit has been available (in 55" model, not 75" as quoted)

<b>Option A</b>	<b>Option B</b>	<b>Option C</b>	<b>Option D</b>
85" TV, Creston Conference unit and mixer for Bosch, webcam	85" TV, Camera and Soundbar	Projector, screen, mixer for Bosch	DTEN D7 75" Zoom Room unit
Aver CAM 520 PRO (USB Camera PTZ) Shure P300 DSP Audio Processor Crestron UC-CX100-Z Sony HD85" TV KD85XH8096 Large Trolley assembly Network Switch managed Installation inc sockets and cables	2x Local HDMI Connection points Camera, sound bar, Mic USB-SB1-CAM Cables Trunking Samsung 4K QLED 85" Bracket for 85" Installation	Epson EB-L1490U Laser Projector Sapphire 3.5 Metre electric projection screen Logitech Rally PTZ Ultra HD Camera Wharfdale Pro USB Mixer	DTEN 75" D7 All-In-One Video Conferencing System Mobile Electric Height Adjustable Trolley Annual Zoom Room Licence £399
£11,236.00 + VAT	£6,200.00 + VAT	£ 15,284.00 + VAT	£8,067.46 + VAT

**Decision Request**

To receive the updated report relating to Hybrid Meetings and review the audio/visual quality provided by the DTEN D7 conference system.

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	<b>Town Hall, Assets and Services</b>		
<b>MEETING DATE AND TIME</b>	13 <sup>th</sup> January 2022 7.00pm	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	Town Hall Manager – Mark Worthington		
<b>AGENDA ITEM REPORT TITLE</b>	<b>10 Provision of Services at Congleton Town Hall</b>		
<b>Background</b>	<p>Catering and event services at Congleton 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 Congleton Town Council (CTC), balancing commercial activities with the building's role as the civic and community hub of Congleton. 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 the commercial partner ended on 1<sup>st</sup> March 2021 and we are now looking at options for the provision of services at the Town Hall. As of 1<sup>st</sup> December 2021, all items belonging to the previous commercial partner have been removed from the Cotton Club area and kitchen. These items include the bar, fixtures and fittings. The Cotton Club area will require selective decoration to be in a condition to be advertised as a rentable space.</p>		
<b>Update</b>	<p>The provision of services at Congleton Town Hall were advertised locally to gauge interest from individuals and businesses seeking further information. The number of enquiries were positive (10), and all interested parties were invited to the Town Hall for an informal discussion to ascertain their level of interest, which included:</p> <ul style="list-style-type: none"><li>• Enquiries to lease the Cotton Club area for a stand-alone venture with no connection to Congleton Town Council.</li><li>• Individuals and businesses interested in a lease agreement for the Cotton Club area for a food and beverage business with the option of providing catering for events within the Town Hall.</li><li>• Two enquiries interested in operating only the bar services for events within the Town Hall.</li></ul> <p>Following initial discussions, the original ten enquiries were reduced to five applicants who were asked to attend a more structured discussion around providing services at the</p>		

Town Hall. Details in the chart below highlight the experience and areas of interest for the individual applicants.

Local estate agents have visited the Town Hall to provide a current market appraisal for the commercial unit formerly used as the Cotton Club. They advised that the unit should achieve a rental figure of approximately £12,000 per annum in its current condition and suggested negotiations with a suitable tenant regarding works carried out by Congleton Town Council as the landlord, prior to the tenancy commencing.

Applicant/Area of Interest	Cotton Club	Cotton Club	Kitchen	Bar Only
	Bar	Kitchen	Catering	
	Kitchen	Catering	Bar	
	Catering			
A	√			
B		√		
C			√	
D				√
E				√
Applicant	Experience			
A	Owns 3 nightclubs. 30 years' experience in bar industry. Interested in the rental space as a Craft Beer Bar and also interested in providing catering and bar services for the Town Hall			
B	30 years' experience in catering including cruise ship catering management. Managed catering services at golf clubs for table service events and buffets, weddings. Organised entertainment for various events including singers and bands. Now operate a café/deli. Interested in a rental unit for café and providing catering services for the Town Hall. Not interested in the bar.			
C	Previously operated a café in Cheshire, which closed due to Covid. Provides catering and entertainment services for a local Civic Centre. Caters for events up to 200 and can provide all aspects of event planning.  Interested in all areas of Town Hall operations relating to catering and bar, not including rental space.			

D	Operate from licenced premises. Experience in licensing and bar management. Interested in providing bar services only for Town Hall events.
E	Operate licenced premises. Previous experience includes operating catering and bar services for a Town Football Club at corporate level.  Interested in providing bar services only for Town Hall events.
<b>Decision Request</b>	To receive the update report relating to the provision of services at Congleton Town Hall and for the Committee to agree the next steps required.

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Town Hall, Assets and Services		
<b>MEETING DATE AND TIME</b>	13 <sup>th</sup> January 2022 7.00pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Town Hall Manager – Mark Worthington		
<b>AGENDA ITEM REPORT TITLE</b>	<b>11 Low Carbon Energy Proposal for Congleton Town Hall</b>		
<b>Background</b>	As part of the initiative to reduce the carbon footprint and overall energy usage, it was actioned to identify companies who can offer advice on options available to create a Net Zero Roadmap for Congleton Town Hall.		
<b>Update</b>			
<p>Companies have been identified who can offer services to create a Net Zero Roadmap for Congleton Town Hall. The aim of this work would be to identify and develop a route map for Congleton Town Council to significantly reduce carbon emissions associated with Congleton Town Hall. The roadmap would include an objective appraisal of appropriate options, development of high-level cost estimates, and identification of existing and potential future grant funding.</p> <p>Quotes and services involved are detailed in the table below:</p>			
		<b>Company A</b>	<b>Company B</b>
		Heat Decarbonisation Plan <ul style="list-style-type: none"> <li>• Analyse current energy and carbon footprint</li> <li>• data will then be used to identify specific opportunities for decreasing energy use and emissions</li> <li>• develop a road map of projects that will make carbon-neutrality a realistic goal within the agreed timescales</li> </ul>	Feasibility study/road map which will provide initial advice and recommendations on: <ul style="list-style-type: none"> <li>• Proposed/preferred technical solutions</li> <li>• Outline plan for sequencing necessary work</li> <li>• Indicative capital and operating costs</li> <li>• Objective identification of appropriate options to reduce carbon emissions at the Town Hall</li> <li>• Availability and requirements of existing and potential future grant funding</li> </ul>
		£5,068.95 + VAT	£4000 + VAT
<b>Decision Request</b>	To receive the Low Carbon Energy Proposal report and approve the recommendation to proceed with the option provided by Company B.		



**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Town Hall Assets and Services		
<b>MEETING DATE AND TIME</b>	13 <sup>th</sup> January 2022 7.00pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	<b>Streetscape Development Manager – Ruth Burgess</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>12 Streetscape Services Contract Update</b>		
<b>Update</b>	<p>Prior to Christmas 2021 there were meetings with Cheshire East Council to discuss the contract between Congleton Town Council’s Streetscape Team and Cheshire East Borough Council covering the following areas:</p> <ul style="list-style-type: none"><li>➤ <b>The Streetscape Services contract</b> was increased by £8135 for the year 2022/23, further discussions are required to align funding agreements to vehicle leasing agreements i.e., 3 years.</li><li>➤ <b>The mechanical sweeper</b>, which operates in and around the Town Centre currently falls within the ANSA Environmental Services contract with Cheshire East Council. Positive discussions have now taken place with both Ansa and Cheshire East on assigning the sweeper to our Streetscape Service Contract. Details of the budget aligned to this service are still to be agreed, it is hoped that this will be completed by the 1<sup>st</sup> April 2022.</li><li>➤ <b>Electric Charging Points at Cheshire East Council properties</b>, we have raised our concerns that for us to proceed with purchasing electric vehicles, there needs to be electric charging points available at local council buildings, for example at Congleton Park Depot. Congleton Town Council is currently obtaining quotes for charging points at the Town Hall.</li></ul>		
<b>Decision Request</b>	To receive the update report.		

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Town Hall, Assets and Services																																															
<b>MEETING DATE AND TIME</b>	13 <sup>th</sup> January 2022 7.00pm	<b>LOCATION</b>	Town Hall																																													
<b>REPORT FROM</b>	Streetscape Development Manager – Ruth Burgess																																															
<b>AGENDA ITEM REPORT TITLE</b>	<b>13 Streetscape KPI Update</b>																																															
<b>Update</b>	<p><b><u>Fly Tipping</u></b> Costs £152.51 per fly tip for an easy straight forward “load up and go” fly tip, please see table below for the number of fly tips we have dealt with over the last 2 years:</p> <table border="1"><thead><tr><th></th><th>2020</th><th>2021</th></tr></thead><tbody><tr><td>January</td><td>4</td><td>4</td></tr><tr><td>February</td><td>2</td><td>10</td></tr><tr><td>March</td><td>0</td><td>32</td></tr><tr><td>April</td><td>12</td><td>19</td></tr><tr><td>May</td><td>40</td><td>22</td></tr><tr><td>June</td><td>22</td><td>2</td></tr><tr><td>July</td><td>21</td><td>0</td></tr><tr><td>August</td><td>18</td><td>10</td></tr><tr><td>September</td><td>6</td><td>14</td></tr><tr><td>October</td><td>3</td><td>10</td></tr><tr><td>November</td><td>4</td><td>17</td></tr><tr><td>December</td><td>4</td><td>10</td></tr><tr><td></td><td></td><td></td></tr><tr><td>Total</td><td>136</td><td>150</td></tr></tbody></table> <p><b><u>Job Tickets</u></b> – received from the public for both Grounds Maintenance and Street Cleansing Enquiries – <b>Figure to follow</b></p> <p><b><u>Vehicle Usage</u></b> Showing Mileage and Carbon Emissions See appendix 1.</p> <p><b><u>Grass Cutting</u></b> Last year’s reduction in grass cutting was a total of 6069m<sup>2</sup>, this is where we have stopped cutting an open space or an area within an open space on a fortnightly schedule. We are going to investigate adding wildflowers in the grass this year and allow further grassed areas to grow naturally which will make it an attractive space for people and wildlife. We will alter the grass and flower mix to one of a more diverse character and allow them all to grow to their full potential. It will still be mowed twice a year in the spring and autumn to remove dead vegetation and prevent the plants from growing too tall, more sites will be added to reduce our pedestrian mowing across the area.</p>				2020	2021	January	4	4	February	2	10	March	0	32	April	12	19	May	40	22	June	22	2	July	21	0	August	18	10	September	6	14	October	3	10	November	4	17	December	4	10				Total	136	150
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	<p><b><u>Tree, Shrubs and Hedgerow Planting</u></b></p> <p>272m<sup>2</sup> of Hedgerow has now been planted on Council maintained land, however a total 16,422m<sup>2</sup> across Congleton as part of Joint council with many other bodies and departments.</p> <p><b><u>Trees</u></b> Latest figures planted – 10,010 across Congleton as part of Joint council with many other bodies and departments.</p> <p><b><u>Shrubs</u></b> Latest figures planted – 995 across Congleton as part of Joint council with many other bodies and departments.</p>
<b>Financial Considerations</b>	None currently.
<b>Environmental Considerations</b>	Our KPIs are set to ensure that we are following the latest environmental concerns to see where we can improve and help sustain the environment for both the general public and local wildlife.
<b>Equality Considerations</b>	
<b>Decision Request</b>	To receive the update report.

Appendix 1

Streetscape Vehicle Mileage

<b>Quartix</b>										
Vehicle	Vehicle usage	Vehicle usage (exc w/ends)	Average mileage per day	Average mileage per day (exc W/Ends)	Number of days unused	Number of days unused (exc W/Ends)	Manual odo reading	Estimated consumption	Mileage this month	CO2 emissions (kg)
JY18 XXC, Ford Transit -	74.2%	82.6%	7.9	10.5	8	4	476.7 miles	25.0 mpg	243.8 miles	118.7
YJ18 YBC, Ford Transit	19.4%	26.1%	4.5	6.1	25	17	717.8 miles	25.0 mpg	140.5 miles	68.3
YJ18 YFA, Ford Transit	48.4%	56.5%	18.3	24.5	16	10	799.9 miles	25.0 mpg	568.8 miles	277.1
YJ18 XWB, Ford Transit	48.4%	65.2%	4.8	6.5	16	8	512.7 miles	25.0 mpg	148.6 miles	72.4
YJ18 YCZ, Ford Transit	74.2%	91.3%	3.8	5.0	8	2	314.5 miles	25.0 mpg	117.7 miles	57.4
YJ18 XZV, Ford Transit	77.4%	100.0%	21.6	29.0	7	0	959.0 miles	25.0 mpg	671.3 miles	327.2
YJ18 XZF, Ford Transit	0.0%	0.0%	0.0	0.0	31	23	1235.6 miles	25.0 mpg	0.0 miles	0.0
MA18 EEP, Peugeot Partner	48.4%	65.2%	10.0	13.5	16	8	572.4 miles	25.0 mpg	311.9 miles	152.0
AJ13 YBX, Toro Gm3400	0.0%	0.0%	0.0	0.0	31	23	0.0 miles	25.0 mpg	0.0 miles	0.0
AJ13 YBY, Toro Lt3340	0.0%	0.0%	0.0	0.0	31	23	0.0 miles	25.0 mpg	0.0 miles	0.0

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Town Hall Assets and Services																												
<b>MEETING DATE AND TIME</b>	13 <sup>th</sup> January 2022 7.00pm	<b>LOCATION</b>	Congleton Town Hall																										
<b>REPORT FROM</b>	Streetscape Development Manager - Ruth Burgess																												
<b>AGENDA ITEM REPORT TITLE</b>	<b>14 Replacement Ride on Mowers</b>																												
<b>Background</b>	<p>As part of the Streetscape Service Level Agreement with Cheshire East Council, we undertake grass cutting in large areas, such as play areas and large open spaces. To efficiently cut the larger grassed areas we use sit on mowers designed for this type of work.</p> <p>We currently have 2 mowers both of a similar age, 8-10 years old, one of which requires a replacement engine and various other parts (quoted £4,500) and is not in operation. The second is in working order, but has started to become unreliable, it is anticipated that we may have more reliability issues for the forthcoming year.</p>																												
<b>Options</b>	<p>The lifespan of the current mowers based upon its current usage is between 8 and 10 years. The Streetscape Development Manger reviewed the various options available and has opted to promote the procurement of the following model and specification. This is on the basis that it is cheaper than purchasing the same model that we currently have, is easier to maintain on a daily basis and also provides a higher quality cut.</p> <p>The proposed model is x 2 Ransomes HR300 forward control hydraulic drive power units, fitted with 60" rear discharge rotary mower decks.</p> <p><b>Option 1 - Buy new</b></p> <table border="1"> <thead> <tr> <th>Specification</th> <th>£</th> <th>Over 10 years</th> </tr> </thead> <tbody> <tr> <td>RHR33002 HR300 power unit x 2 mowers</td> <td>£64,000</td> <td>6,400 p.a</td> </tr> </tbody> </table> <p><b>Option 2 – Buy second hand</b></p> <p>The second hand market for mowers from reputable suppliers provides a more cost-effective option and we have looked at 3 different suppliers as shown below:</p> <table border="1"> <thead> <tr> <th>Specification</th> <th>Company A</th> <th>Company B</th> <th>Company C</th> </tr> </thead> <tbody> <tr> <td>RHR33002 HR300 power unit x 2</td> <td>23,000</td> <td>20,990</td> <td>15,600</td> </tr> <tr> <td>LMAC466 lighting kit</td> <td>included</td> <td>Inc</td> <td>3.000</td> </tr> <tr> <td>LMAC383 beacon kit</td> <td>included</td> <td>121.08</td> <td>600</td> </tr> <tr> <td>LMAC478 mow mode switch</td> <td>included</td> <td>Inc</td> <td>200</td> </tr> </tbody> </table>			Specification	£	Over 10 years	RHR33002 HR300 power unit x 2 mowers	£64,000	6,400 p.a	Specification	Company A	Company B	Company C	RHR33002 HR300 power unit x 2	23,000	20,990	15,600	LMAC466 lighting kit	included	Inc	3.000	LMAC383 beacon kit	included	121.08	600	LMAC478 mow mode switch	included	Inc	200
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LMAC478 mow mode switch	included	Inc	200																										

	LMAC461P production fit TST slope kit	included	2,688	2.600								
	Wessex FRX150HR 1.5m flail head	included	Inc	Inc								
	Wessex FRXRA lift arms to fit HR300	included	inc	Inc								
	<b>Total Costs for 2 machines **</b>	<b>£23,000</b>	<b>£23,799.08</b>	<b>£22,000</b>								
	Age of machinery (year)	2017	2014	2012								
	2-year parts and labour Warranty	Yes	Yes	No								
	Life expectancy	7*	4	2								
	Cost per annum	£3,285	£5,949	£11,000								
	<p>*This model has a greater life expectancy than the current model, the mowers being offered by A are from a private household and have had at least 50% less usage than those used commercially.</p> <p>** There will be part exchange and parts value for current machinery.</p> <p><b>Option 3 - Leasing Costs</b></p> <table border="1"> <thead> <tr> <th>Specification</th> <th>weeks</th> <th>Cost per week - 2 mowers</th> <th>Cost for season / year</th> </tr> </thead> <tbody> <tr> <td>RHR33002 HR300 power unit</td> <td>20</td> <td>£550</td> <td>£11,000</td> </tr> </tbody> </table> <p>All items above are currently stock items when writing this report but are subject to sale to other customers, the lead time would then be 3 months.</p>				Specification	weeks	Cost per week - 2 mowers	Cost for season / year	RHR33002 HR300 power unit	20	£550	£11,000
Specification	weeks	Cost per week - 2 mowers	Cost for season / year									
RHR33002 HR300 power unit	20	£550	£11,000									
<b>FINANCE CONSIDERATIONS</b>	The financial considerations are within this report, we believe the proposal provided within this report represents the best value for the Council											
<b>ENVIRONMENTAL CONSIDERATIONS</b>	Currently all commercial ride on mowers are powered by diesel fuel.											
<b>EQUALITY CONSIDERATIONS</b>	Adaptation to the equipment would need to be assessed for operators with physical disabilities.											
<b>Proposal</b>	For the Town Hall, Assets and Services Committee to recommend to Council Option 2 with Company A – The second hand procurement of 2 x Ransomes HR300 forward control hydraulic drive power units, fitted with 60” rear discharge rotary mower decks as provided by Company A at a total cost of £23,000, less part exchange and parts value.											