



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

31st March 2022

Dear Councillor,

Town Hall, Assets & Services Committee – 7th April 2022

You are summoned to attend a meeting of the Town Hall, Assets & Services Committee, to be held at Congleton Town Hall on **Thursday 7th April 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 24th February 2022](#).

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 an update of outstanding actions from previous meetings including any work in progress.

- THAS/41/2122 - The Streetscape Development Manager to arrange a tour around the Waste and Recycling Depot at Cledford Depot, Middlewich.

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 February 2022 and to note the content of the summary report.

8. Town Hall Updates (Enclosed)

To receive updates on matters relating to the Town Hall.

9. Streetscape Services Trading Account (Enclosed)

To accept the Streetscape Services Trading account to February 2022 and to note the content of the summary report.

10. Streetscape Services Update (Enclosed)

To receive an update report on the Town Council's Streetscape Services.

11. Roundabout Maintenance (Enclosed)

To receive a report on maintenance required for the Tesco Express roundabout.

12. Resolution to exclude members of the press and public from item 13 due to Commercial sensitivities

13. Citizens Advice Bureau (Confidential Report)

To receive an update with regards to the Citizens Advice Bureau.

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 24th February 2022

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 – 24th February 2022](#)

In attendance:

Committee members: Cllrs

Suzy Firkin (Chair)
Dawn Allen
Martin Amies
Robert Douglas

Ex-Officio Member: Margaret Gartside (Deputy Mayor)

Non- Committee members: Cllr Amanda Martin

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 Suzie Akers Smith, Duncan Amies, David Brown,
Russell Chadwick, George Hayes, and Robert Hemsley.

Ex-Officio Member: Denis Murphy (Mayor)

2. Minutes of Previous Meetings

THAS/37/2122 Resolved to approve and sign the [minutes of the meeting of the Town Hall, Assets and Services Committee held on 13th January 2022.](#)

3. Declarations of Interest

No declarations of interest were received.

4. Outstanding Actions

There were no outstanding actions from previous meetings.

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/38/2122 Resolved to accept the Town Hall Trading account to 31st January 2022 and to note the content of the summary report.

8. Streetscape Trading Account

THAS/39/2122 Resolved to accept the Streetscape Trading account to 31st January 2022 and to note the content of the summary report.

9. Streetscape Services Update

THAS/40/2122 Resolved to receive the update report on Streetscape Services.

Action – Amend the spelling on page two of report from Not to “now purchased”.

10. Congleton Town Hall Operations

THAS/41/2122 Resolved to receive the update report on Town Hall Operations.

Action – The Streetscape Development Manager to arrange a tour around the Waste and Recycling Depot at Cledford Depot, Middlewich.

11. Low Carbon Energy Proposal for Congleton Town Hall

THAS/42/2122 Resolved to receive the report relating to the Low Carbon Energy proposal for Congleton Town Hall, and delegate the authority to the Chief Officer, Town Hall Manager and Cllr Suzy Firkin with the budget of up to £4k + VAT.

12. THAS/43/2122 Resolved to exclude members of the press and public from items 13, 14 and 15 due to Commercial Sensitivities.

THAS /44/2122 resolved that agenda items 13 and 14 be debated together.

13. Provision of Services at Congleton Town Hall and item 14 Town Hall Rental Space Enquiry

THAS/45/2122 resolved to delegate the authority to the Chief Officer, Town Hall Manager in consultation with the Chair of the Town Hall, Assets and Services Committee to progress discussions with company C.

14. Hybrid Meetings at Congleton Town Hall

THAS/46/2122 Resolved to receive a report relating to Hybrid Meetings at the Town Hall and approve the delegation of authority to the Chief Officer, Town Hall Manager in consultation with the Chair of Town Hall, Assets and Services Committee, to agree the preferred supplier of the Zoom Hybrid system which would go forward to Council for approval.

**Cllr Suzy Firkin
(Chair)**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	7 th April 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael- Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	7 Town Hall Trading Account		
Background	Variance analysis of the Trading Account to 28 th February 2022 to accompany the spreadsheet show as Appendix 7.1		
Updates	<p>This trading account is for 11 months of 2021/22 – 91.6% of the budget would be used if expenditure were regular monthly.</p> <p><u>Income</u></p> <ul style="list-style-type: none">• 54% of income received as of 28th February 2022.• The Grand Hall income is at 109% of the budget due to the NHS vaccine bookings/ Swab Squad bookings on Tuesdays. There continue to be private room bookings.• Other room hire has increased due to a number of private bookings.• Internal room hire is due to be accounted for in month 12. <p><u>Expenditure</u></p> <p>Overall, 79% of budget used</p> <ul style="list-style-type: none">• Most budget codes as expected. Insurance is at 107%, this is due to a revaluation that took place which incurred further costs.		
Decision Requested	To receive the Town Hall Trading Account for Month 11 to 28 th February 2022.		

Congleton Town Council

Town Hall Monthly Accounts

Feb-22

Expected spending for M111 91.6%

Appendix 7.1

		2021/22			
		Actual Year	Current	Variance	% of
		To Date	Annual Bud	Annual Total	Budget
Town Hall					Used
		£	£	£	
4000	Staff Costs (re-allocated)	60,499	66,784	6,285	91%
4008	Training	0	1,000	1,000	0%
4009	Protective Clothing\H & Safety	44	500	456	9%
4010	Cleaners	5,706	8,000	2,294	71%
4011	Rates	25,384	27,692	2,308	92%
4012	Water	1,859	6,000	4,141	31%
4014	Electricity	14,057	20,125	6,068	70%
4015	Gas	10,080	13,750	3,670	73%
4016	Cleaning materials	1,095	2,000	905	55%
4017	Refuse Disposal	2,329	3,100	771	75%
4020	Miscellaneous Office Costs	1,190	1,300	110	92%
4025	Insurance	8,591	8,000	591	107%
4033	Marketing/Promotions	534	3,500	2,966	15%
4040	Maintenance Contracts	7,148	7,400	252	97%
4041	Property Maintenance	13,122	15,000	1,878	87%
4064	Legal & Professional fees	340	100	240	340%
4068	Licences (incl PRS)	3,092	3,500	408	88%
3020	Catering costs (rechargeable)	1,324	10,000	10,000	13%
6000	Central Overheads Reallocated	5,060	5,699	639	89%
Congleton Town Hall:-Expenditure		161,455	203,450	43,319	79%
1009	Rent Rec'd - Museum Notional	4,125	4,500	375	92%
1010	Rent Received - 3rd Party Partnership	1,405	1,533	128	92%
1011	Rent Received - Internal CTC	24,307	26,517	2,210	92%
1013	Letting Income - Grand Hall	27,753	25,400	2,353	109%
1014	Letting Income - Bridestones	1,280	13,200	11,920	10%
1015	Letting Income -Spencer Suite	275	4,950	4,675	6%
1018	Letting Income - Campbell Suite	0	0	0	0%
1016	Letting Income - Brasserie, Kitchen and Bar	0	15,000	15,000	0%
1021	Letting Income - Internal	3,237	9,000	5,763	36%
1022	Letting income - F&F	167	3,000	2,833	6%
1035	Service Charges - Brasserie	0	4,500	4,500	0%
1051	Catering Sales (recharges)	1,000	10,000	9,000	10%
1199	Misc Income	367	0	367	#DIV/0!
Congleton Town Hall :- Income		63,916	117,600	53,684	54%
Net Expenditure over Income		£97,539	£85,850	£10,365	114%

CONGLETON TOWN COUNCIL

COMMITTEE:	Town Hall, Assets and Services		
Report from	Chief Officer / Town Hall Development Manager		
MEETING DATE AND TIME	7 th April 2022 - 7.00pm	LOCATION	Town Hall
Agenda item	8		
Agenda Title	Town Hall Updates		
Public Toilets Capitol Walk 30.3.22			
<p>As a reminder, in late 2020 early 2021 there was an informal meeting with the new owners of Capital Walk about the closure of the public toilets in their current location and opening toilets that would be accessible to public within the new development.</p> <p>As an update, there has been a short email exchange with a representative from Capital walk, who stated that the current thinking is that the toilets would be on the first floor, accessible by the ramped entrance at Market Street. They will be available for the public to use, (assumed when the building is open), where there will be baby changing facilities and a disabled toilet.</p> <p>They are currently in discussions with Cheshire East Council (CEC) about the street level toilets and wanting CEC to surrender the lease to enable the development of a commercial unit.</p> <p>Note - the Market Public Toilets are still open on non-market days, although there are significant concerns over the condition of them.</p>			
Low Carbon Energy quotes			
We have now managed to obtain 3 quotes, as agreed at the previous Town Hall, Assets and Services (THAS) Committee meeting, Resolution THAS/41/2122 , through the agreed delegated authority a proposal can now be taken to Council for approval on the 28 th April 2022.			
Commercial Partner			
Following the decision of the previous THAS committee meeting, Resolution THAS/45/2122 , discussions are now progressing with company C, the appointment will be taken to Council for approval on the 28 th April 2022.			
Hybrid meetings			
Following the decision of the previous THAS committee meeting, Resolution THAS/46/2122 , through delegated authority officers and the chair of the THAS committee have now got sufficient information together to take a proposal to Council on the 28 th April 2022.			
Roof Repairs			
Despite agreement being made with approved contractor, we are still awaiting approval from Cheshire East Highways with regards to their view of the highways Risk Assessment provided. To date there has been no increase in the water ingress into the building.			
Proposal	To receive the updates.		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	7 th April 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	9 Streetscape Services Trading Account		
Background	Variance analysis of the Trading Account to 28 th February 2022 to accompany the spreadsheet in Appendix 9.1		
Updates	<p>This trading account is for 11 months of 2021/22 – 91.6% of the budget would be used if expenditure were regular monthly.</p> <p><u>Income</u></p> <p>Income overall is at 91%:</p> <ul style="list-style-type: none">• The main income for Streetscape is the Service level Agreement (SLA) payment received from Cheshire East Council, this is received quarterly. External work is at 69%, other income is at 75%. <p><u>Expenditure</u></p> <p>Expenditure at 95%, items to note:</p> <ul style="list-style-type: none">• Agency Staff budget is over budget, this was for staff cover the final cost for this was 11th February 2022. Staff costs are slightly below budget at 88%. Both budgets together arrive at 94% spend. The Annual pay award has been awarded and will show in Month 12.• Protective Clothing/Health & Safety, Cleaning & General Expenditure are showing as overbudget. The review of these accounts has taken place and accounting movement has been actioned to move spends to the correct nominal ledgers according to the work taken place:<ul style="list-style-type: none">○ Fly tip Removal costs: £1000 moved from Cleaning to Street Cleaning.○ PPE For Covid-19: £784 moved from various codes to Covid 19 costs.○ Property Maintenance: £789 moved from General expenditure and cleaning.• Horticultural Supplies at 99% - Work completed at St Peters Churchyard and Summer bedding purchases, winter bedding budget has now also been fully utilised.• Insurance- Invoiced /paid at start of year.• Vehicle Maintenance is currently showing as overbudget whilst we await repayment of a claim.		
Decision Requested	To receive the Streetscape Trading Account for Month 11 to 28 th February 2022.		

Congleton Town Council**Streetscape Monthly Accounts****Feb-22****Expected spending for M11 91.6%****Appendix 9.1**

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
4000 Staff Costs	385,651	438,885	53,234	88%
4004 Agency Staff	34,675	6,000	28,675	578%
4008 Training	920	3,000	2,080	31%
4009 Protective Clothing\H & Safety	4,629	4,500	129	103%
4013 Office rent	1,833	2,000	167	92%
4016 Cleaning Materials	5,786	5,000	786	116%
4021 Mobile Phones	856	700	156	122%
4025 Insurance	6,734	6,000	734	112%
4041 Property maintenance	1,261	1,200	61	105%
4043 Horticultural etc Supplies	17,865	18,000	135	99%
4046 Winter Bedding	1,000	1,000	0	100%
4047 Vehicle maintenance/Serv etc	13,031	10,000	3,031	130%
4048 Vehicle fuel and oil	9,871	13,000	3,129	76%
4049 Vehicle rental charges	34,817	37,000	2,183	94%
4050 Street Cleansing	2,803	3,000	197	93%
4070 Covid 19 Expenditure	1,472			
4162 General expenditure	4,745	4,000	745	119%
4167 Green Initiatives	567	0	567	#DIV/0!
6000 Central Overheads Reallocated	33,255	37,449	4,194	89%
3030 Purchases for recharging	2,157	0	2,157	#DIV/0!
Streetscape Expenditure	563,928	590,734	28,278	95%
1165 CEC - Income	-341,644	-372,702	-31,059	92%
1167 External work income	-10,321	-15,000	-4,679	69%
1040 Other income	-24	0	24	#DIV/0!
1199 Astbury Mere Income	-675	-900	-225	75%
	-352,664	-388,602	-35,939	91%
Net Expenditure over Income	211,265	202,132	-7,661	105%

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	7 th April 2022 7.00pm	LOCATION	Town Hall
REPORT FROM	Streetscape Development Manager – Ruth Burgess		
AGENDA ITEM REPORT TITLE	10 Streetscape Services Update		
Update	<p>Key Performance Indicator (KPI) Update:</p> <p><u>Fly Tipping</u> Costs £152.51 per fly tip for an easy straight forward “load up and go” fly tip, please see below for the number of fly tips we have dealt with over the month February and March 2022:</p> <ul style="list-style-type: none">• Fly Tips x 21 February• Fly Tips x 11 March <p><u>Job Tickets</u> Received from the public for both Grounds Maintenance and Street Cleansing Enquiries – February and March 2022</p> <ul style="list-style-type: none">• 9 job tickets all for street cleansing issues• 2 job tickets for a grounds maintenance issue <p><u>Vehicle Usage</u> Showing Mileage and Carbon Emissions See Appendix 7.1</p> <p><u>Sweeper</u> We are now in the final stages of agreeing that the Streetsweeper service, currently operated by Ansa, will transfer over to Congleton Town Council from early April. This will provide us with greater flexibility, efficiency and 20% more usage, as it spent that amount of its working day travelling backwards and forwards to Middlewich. Our Streetscape contract will increase accordingly to meet the costs of the sweeper.</p> <p><u>Tree Planting</u> Continuous meetings have been held with residents and further documentation provided to help with the consultation and partnership between Congleton Town Council, Volunteers, and local residents.</p>		

	<p><u>Inclusive Play Equipment</u></p> <p>We are working with Congleton Partnership to help fund raise for the inclusive play equipment. If you would like to spread the word, please see link below, we will also be gathering local grants, partnership funding and Congleton Town Council budgets.</p> <p>https://www.spacehive.com/congleton-inclusive-play</p>
Financial Considerations	None currently.
Environmental Considerations	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 public and local wildlife.
Equality Considerations	
Decision Requested	To receive the update report.

Appendix 10.1

Streetscape Vehicle Mileage – February 2022



Vehicle	Average mileage per day	Average mileage per day (exc W/Ends)	Mileage this month	CO2 emissions (kg)
JY18 XXC, Ford Transit -	8.7	12.2	243.7 miles	118.7
YJ18 YBC, Ford Transit	11.9	16.5	333.5 miles	162.4
YJ18 YFA, Ford Transit	19.3	26.6	541.2 miles	263.7
YJ18 XWB, Ford Transit	7.0	9.8	196.2 miles	95.7
YJ18 YCZ, Ford Transit	4.5	6.0	126.9 miles	61.9
YJ18 XZV, Ford Transit	22.6	31.7	634.1 miles	309.0
YJ18 XZF, Ford Transit	0.0	0.0	0.1 miles	0.0
MA18 EEP, Peugeot Partner	9.5	13.3	267.1 miles	130.2

Appendix 1

Streetscape Vehicle Mileage – March 2022



Vehicle	Average mileage per day	Average mileage per day (exc W/Ends)	Mileage this month	CO2 emissions (kg)
JY18 XXC, Ford Transit -	6.0	7.9	187.4 miles	91.4
YJ18 YBC, Ford Transit	18.6	23.2	578.0 miles	281.7
YJ18 YFA, Ford Transit	25.1	33.5	778.3 miles	379.2
YJ18 XWB, Ford Transit	6.8	9.2	211.9 miles	103.2
YJ18 YCZ, Ford Transit	3.5	4.5	107.9 miles	52.5
YJ18 XZV, Ford Transit	16.0	21.6	496.0 miles	241.7
YJ18 XZF, Ford Transit	0.0	0.0	0.0 miles	0.0
MA18 EEP, Peugeot Partner	12.1	16.3	374.7 miles	182.5

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	7 th April 2022 7.00pm	LOCATION	Town Hall
REPORT FROM	Streetscape Development Manager – Ruth Burgess		
AGENDA ITEM	11		
REPORT TITLE	Roundabout Maintenance		
Update	<p>The 5 main roundabouts within Congleton are assets of Cheshire East Council, but the maintenance responsibility falls under Congleton Town Council. All of our roundabouts are classed as “enhanced” roundabouts, as they all have features or structures on them.</p> <p>The Former Wagon and Horses Roundabout, now known as the Tesco Express roundabout, requires considerable maintenance as the side sleepers are collapsing due to them being rotten. We have sought advice from Cheshire East Council in terms of maintenance, and due to the roundabout being “enhanced”, the repairs would have to be completed by Congleton Town Council. The current Design is from 2004 – Copy of the Bridestones walk, with a piece of Bridestones stone on top.</p> <p>At first glance it appeared that somewhere in the region of between 6 to 10 of the timbers had broken at ground level, on further examination we have concluded that most, if not all of the timbers in the structure had rotted at ground level and are probably in imminent danger of collapse. There are approximately 130 sleepers in the structure.</p> <p>Realising that this would now be a major exercise to undertake, we have consulted with 2 local Groundworks companies. Both companies have completed a thorough examination of the site and agreed with our assessment that indeed all of the sleepers have rotted and need to be dealt with in order to avoid a total collapse of the structure.</p> <p>Simply removing the existing timbers is not a sensible or safe option. There is a significant amount of earth being supported by the timbers and as soon as a reasonable number of them are removed, the earth behind them will collapse. Bearing in mind that there are some large pieces of sandstone supported within the earth in the middle of the structure, any such collapse could be dangerous. In consultation with the Town Council’s Streetscape Team, we have concluded that there are three possible solutions to make the structure safe and return it to a reasonable condition.</p> <p><u>Option 1</u> <u>To make the site safe and tidy</u></p> <p>Temporarily remove the sandstone rocks. Take down and dig out existing timbers. Level the ground by taking away the excess earth and adjacent blue slate. Replace the sandstone at ground level. Install new membrane and slate.</p> <p>Option 1 - Estimated likely cost £4500 to £5000.</p>		

	<p><u>Option 2</u> <u>To rebuild the structure to its original design</u></p> <p>Install new timbers around the existing damaged ones. Back these timbers with a waterproof membrane. Remove all existing timbers. Back fill gaps with replacement earth. Replace any membrane/blue slate removed in the process.</p> <p>Option 2 - Estimated likely cost £7000 to £7500</p> <p>Whilst looking at the options, we mentioned to the contractors that the area suffered from an infestation of 'Marestalk'. We informed them that we had previously discussed the possibility of removing the earth containing the infestation and replacing it with 'clean' earth. Contractors therefore provided an indication of the associated cost for this.</p> <p><u>Option 3</u> <u>Rebuild the structure as in option 2 above with new earth</u></p> <p>Remove all existing earth, timbers and sandstone to an appropriate depth (within the area surrounded by the turf). Install new timbers. Back these timbers with a waterproof membrane. Fill structure with replacement earth. Re-install sandstone. Replace any membrane/blue slate removed in the process.</p> <p>Option 3 - Estimated likely cost £18000 to £18500</p> <p>None of the above costs include any consideration for fees payable to Cheshire East Council for any licences that may be required or lane and road closures.</p> <p>This information is intended as a discussion document to enable you to determine which course of action you would most likely pursue. Once you have been able to identify the best way forward, the companies would be happy to discuss this further and provide a more accurate quotation.</p>
Financial Considerations	This is not budgeted maintenance so would therefore be an overspend on Streetscape maintenance.
Environmental Considerations	This roundabout already has sustainable planting, a request that materials used for repairs come from a sustainable source.
Equality Considerations	There are no restrictions on anybody viewing the roundabout, access is not allowed.
Decision Requested	To agree the best option for the repair of this roundabout.