



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

18th February 2022

Dear Councillor,

Town Hall, Assets & Services Committee – 24th February 2022

You are summoned to attend a meeting of the Town Hall, Assets & Services Committee, to be held at Congleton Town Hall on **Thursday 24th February 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

Tel: 01260 270350

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



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 13th January 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

To receive an 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 January 2022 and to note the content of the summary report.

8. Streetscape Trading Account (Enclosed)

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

9. Streetscape Services Update (Enclosed)

To receive an update report on Streetscape Services.

10. Congleton Town Hall Operations (Enclosed)

To receive an update report on Town Hall operations.

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

To receive a report relating to the Low Carbon Energy proposal for Congleton Town Hall and consider the recommendations made.

12. Resolution to exclude members of the press and public from items 13, 14 and 15 due to Commercial Sensitivities.

13. Provision of Services at Congleton Town Hall (Confidential Report)

To receive a report relating to Provision of Services at Congleton Town Hall.

14. Town Hall Rental Space Enquiry (Confidential Report)

To receive and consider a report relating to a recent rental space Enquiry.

15. Hybrid Meetings at Congleton Town Hall (Confidential Report)

To receive a report relating to Hybrid Meetings at the Town Hall and approve the recommendations made.

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 13th January 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 – 13th January 2022](#)

In attendance:

Committee members: Cllrs

Suzy Firkin (Chair)
Suzanne Akers Smith
Martin Amies
Duncan Amies
David Brown
Robert Douglas
Robert Hemsley
Russell Chadwick

Ex-Officio Members/s: Cllrs Denis Murphy (Town Mayor), Margaret Gartside (Deputy Mayor)

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 Dawn Allen and George Hayes

2. Minutes of Previous Meetings

THAS/27/2122 Resolved to approve and sign the [minutes of the meeting of the Town Hall, Assets and Services Committee held on 4th November 2021.](#)

3. Declarations of Interest

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

4. Outstanding Actions

THAS/28/2122 Resolved to proceed with ongoing projects and actions.

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/29/2122 Resolved to accept the Town Hall Trading account to 30th November 2021 and to note the content of the summary report.

8. Streetscape Trading Account

THAS/30/2122 Resolved to accept the Streetscape Trading account to 30th November 2021 and to note the content of the summary report.

9. Hybrid Meetings at Congleton Town Hall

THAS/31/2122 Resolved to receive an update report relating to recent updates and demonstration of hybrid meeting equipment.

Action – To investigate Microsoft Teams, WebEx and other platforms that could work on the hybrid meeting equipment.

10. Provision of Services at Congleton Town Hall

THAS/32/2122 Resolved 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

THAS/33/2122 Resolved to receive a report regarding proposals to deliver carbon reducing measures within the Town Hall.

12. Streetscape Services Contract Update

THAS/34/2122 Resolved 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

THAS/35/2122 Resolved to receive an update report regarding Streetscape Services' KPIs.

14. Replacement Ride on Mowers

THAS/36/2122 Resolved 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.

**Cllr Suzy Firkin
(Chair)**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	24 th February 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 31 st January 2022 to accompany the spreadsheet show as Appendix 7.1		
Updates	<p>This trading account is for 10 months of 2021/22 – so 83.3% of the budget would be used if expenditure were regular monthly.</p> <p><u>Income</u></p> <ul style="list-style-type: none">• 50% of income received as of 31st January 2022.• The Grand Hall income is at 102% of the budget due to the NHS vaccine bookings/ Swab Squad bookings on Tuesdays. There have been other private room bookings.• Other room bookings have increased due to a number of private bookings.• There remains no commercial partner. <p><u>Expenditure</u></p> <p>Overall, 71% 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 for which was not budgeted. Central overheads at 72%. Insurance is at 99%, this is due to a revaluation that took place which incurred further costs.		
Decision Requested	To receive the Town Hall Trading Account for Month 10 to 31 st January 2022.		

Congleton Town Council
Town Hall Monthly Accounts

Jan-22

Expected spending for M10 is 83.3%

Town Hall

4000	Staff Costs (re-allocated)
4008	Training
4009	Protective Clothing\H & Safety
4010	Cleaners
4011	Rates
4012	Water
4014	Electricity
4015	Gas
4016	Cleaning materials
4017	Refuse Disposal
4020	Miscellaneous Office Costs
4025	Insurance
4033	Marketing/Promotions
4040	Maintenance Contracts
4041	Property Maintenance
4064	Legal & Professional fees
4068	Licences (incl PRS)
3020	Catering costs (rechargeable)
6000	Central Overheads Reallocated
Congleton Town Hall:-Expenditure	

1009	Rent Rec'd - Museum Notional
1010	Rent Received - 3rd Party Partnership
1011	Rent Received - Internal CTC
1013	Letting Income - Grand Hall
1014	Letting Income - Bridestones
1015	Letting Income - Spencer Suite
1018	Letting Income - Campbell Suite
1016	Letting Income - Brasserie, Kitchen and Bar
1021	Letting Income - Internal
1022	Letting income - F&F
1035	Service Charges - Brasserie
1051	Catering Sales (recharges)
1199	Misc Income
Congleton Town Hall :- Income	

Net Expenditure over Income

APPENDIX 7.1

2021/22

Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget Used
£	£	£	
55,208	66,784	11,576	83%
0	1,000	1,000	0%
19	500	481	4%
5,206	8,000	2,794	65%
23,077	27,692	4,615	83%
1,678	6,000	4,322	28%
11,322	20,125	8,803	56%
8,238	13,750	5,512	60%
1,095	2,000	905	55%
2,274	3,100	826	73%
854	1,300	446	66%
7,925	8,000	75	99%
534	3,500	2,966	15%
6,498	7,400	902	88%
11,526	15,000	3,474	77%
340	100	240	340%
3,092	3,500	408	88%
1,030	10,000	10,000	10%
4,870	5,699	829	85%
144,785	203,450	59,695	71%
3,750	4,500	750	83%
1,278	1,533	255	83%
22,098	26,517	4,419	83%
25,998	25,400	598	102%
1,280	13,200	11,920	10%
245	4,950	4,705	5%
0	0	0	0%
0	15,000	15,000	0%
3,237	9,000	5,763	36%
0	3,000	3,000	0%
0	4,500	4,500	0%
987	10,000	9,013	10%
292	0	292	#DIV/0!
59,165	117,600	58,435	50%
£85,620	£85,850	£1,260	100%

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	24 th February 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	8 Streetscape Trading Account		
Background	Variance analysis of the Trading Account to 31 st January 2022 to accompany the spreadsheet in Appendix 8.1		
Updates	<p>This trading account is for 10 months of 2021/22 – 83.3% of the budget would be used if expenditure were regular monthly.</p> <p><u>Income</u></p> <p>Income overall is at 83%:</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 66%, other income is as expected at 75%. <p><u>Expenditure</u></p> <p>Expenditure at 88%, items to note:</p> <ul style="list-style-type: none">• Agency Staff budget is over budget, this is for staff cover, staff costs are slightly below budget at 81%. Both budgets together arrive at 87% spend.• Protective Clothing/Health & Safety, Cleaning & General Expenditure are showing as overbudget. The review of these accounts is currently taking place (as noted at the previous meeting) the updates will be presented at the next meeting.• Horticultural Supplies at 97% - 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		
Decision Requested	To receive the Streetscape Trading Account for Month 10 to 31 st January 2022.		

Congleton Town Council**Streetscape Monthly Accounts****Jan-22****Expected spending for M10 is 83.3%****Appendix 8.1**

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
4000 Staff Costs	353,354	438,885	85,531	81%
4004 Agency Staff	33,553	6,000	27,553	559%
4008 Training	920	3,000	2,080	31%
4009 Protective Clothing\H & Safety	4,642	4,500	142	103%
4013 Office rent	1,667	2,000	333	83%
4016 Cleaning Materials	6,933	5,000	1,933	139%
4021 Mobile Phones	751	700	51	107%
4025 Insurance	6,734	6,000	734	112%
4041 Property maintenance	284	1,200	916	24%
4043 Horticultural etc Supplies	17,409	18,000	591	97%
4046 Winter Bedding	1,000	1,000	0	100%
4047 Vehicle maintenance/Serv etc	7,294	10,000	2,706	73%
4048 Vehicle fuel and oil	9,871	13,000	3,129	76%
4049 Vehicle rental charges	31,152	37,000	5,848	84%
4050 Street Cleansing	1,746	3,000	1,254	58%
4070 Covid 19 Expenditure	397			
4162 General expenditure	5,706	4,000	1,706	143%
6000 Central Overheads Reallocated	32,007	37,449	5,442	85%
3030 Purchases for recharging	1,952	0	1,952	#DIV/0!
Streetscape Expenditure	517,372	590,734	73,759	88%
1165 CEC - Income	-310,585	-372,702	-62,117	83%
1167 External work income	-9,933	-15,000	-5,067	66%
1040 Other income	-24	0	24	#DIV/0!
1199 Astbury Mere Income	-675	-900	-225	75%
	-321,217	-388,602	-67,385	83%
Net Expenditure over Income	196,155	202,132	6,374	97%

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	24 th February 2022 7.00pm	LOCATION	Town Hall
REPORT FROM	Streetscape Development Manager – Ruth Burgess		
AGENDA ITEM REPORT TITLE	9 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 last month January 2022:</p> <ul style="list-style-type: none">• 15 Fly Tips <p><u>Job Tickets</u> – Received from the public for both Grounds Maintenance and Street Cleansing Enquiries – January 2022</p> <ul style="list-style-type: none">• 4 job tickets all for street cleansing issues• 1 job tickets for a grounds maintenance issue <p><u>Vehicle Usage</u></p> <p>Showing Mileage and Carbon Emissions See Appendix 1.</p> <p><u>Ride On Mower</u></p> <p>The new Ride on Mowers were approved at the Council meeting held on 10th February 2022 and we are now in the process of arranging payment and for the machines to be delivered this month.</p> <p><u>Sweeper</u> The Chief Officer and Streetscape Development Manager have a meeting with ANSA at the beginning of March to discuss the final figures and costings, with the aim for the transfer to take place in April 2022.</p> <p><u>Tree Planting</u> After a successful meeting with councillors and a member of the tree group, we now have a better understanding and a clear process was shown in how sites are chosen, what the consultation consists of and what approvals and checks are required. From this, we are looking forward to many more trees, hedges and shrubs being planted.</p>		

	<p><u>Battery/ electric operated machinery and vehicles</u></p> <p>We are currently investigating reducing one of our fleet to purchase an electric powered caddy for the use in the park, instead of the Transit van. We have also now purchased a full team set of battery handheld grounds tools, (Hedge cutters, blowers etc) the team will be reporting back on the usage and efficiency of the new tools.</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 1

Streetscape Vehicle Mileage

Quartix

Vehicle	Vehicle usage	Estimated consumption	Mileage this month	CO2 emissions (kg)	Estimated closing mileage
JY18 XXC, Ford Transit - Rob Simon	67.7%	25.0 mpg	237.3 miles	115.8	12317.6 miles
YJ18 YBC, Ford Transit Andy	83.9%	25.0 mpg	710.6 miles	346.3	22796.1 miles
YJ18 YFA, Ford Transit Chris	32.3%	25.0 mpg	103.7 miles	50.7	25755.1 miles
YJ18 XWB, Ford Transit Dave and Jim	61.3%	25.0 mpg	227.7 miles	111.0	11302.1 miles
YJ18 YCZ, Ford Transit Mick	71.0%	25.0 mpg	140.4 miles	68.3	6691.7 miles
YJ18 XZV, Ford Transit Noel	67.7%	25.0 mpg	657.7 miles	320.5	26104.4 miles
YJ18 XZF, Ford Transit Terry	0.0%	25.0 mpg	0.0 miles	0.0	13522.1 miles
MA18 EEP, Peugeot Partner	58.1%	25.0 mpg	368.5 miles	179.6	12957.7 miles
AJ13 YBX, Toro Gm3400 Andy	22.6%	25.0 mpg	0.1 miles	0.0	0.0 miles
AJ13 YBY, Toro Lt3340 Pete	22.6%	25.0 mpg	0.1 miles	0.0	0.0 miles

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	24th February 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	10 Congleton Town Hall Operations		
Update	<p>Drone Footage and Roof Repairs As of 20th January 2022, we have received Risk Assessments and Method Statements from the company who will be carrying out repair works on the Town Hall roof. All Risk Assessments and Method Statements are in the hands of Cheshire East Officers who will clarify whether road and/or footpath closure permits are required for this work to be carried out.</p> <p>Waste Collection/Recycling A new waste and recycling collection contract with ANSA began on 15th January 2022. ANSA also remove waste generated by Streetscape, none of the waste generated at the Town Hall will now go into landfill. General waste is taken by ANSA Environmental Services to a waste facility in Runcorn and turned into energy, with the recycled waste (paper, plastic, cans, and glass) recycled at their Cledford Depot in Middlewich.</p> <p>Grand Hall Curtain and Stage Skirting A curtain has been installed beneath the Minstrel's Gallery in the Grand Hall. The curtain will create a backdrop for the stage as well as creating much needed storage for chairs behind the curtain. The curtain will offer a level of sound absorption to improve sound quality in the Grand Hall. Stage skirting has also been installed around the stage to match the curtain backdrop.</p> <p>Town Hall Bookings With the removal of Covid restrictions, new and re-scheduled events have started to take place at the Town Hall. All catering and bar services for these events are being provided by local businesses on a temporary basis. NHS Blood Donation Sessions are back at the Town Hall and, to date, have twelve sessions booked this year.</p>		
Decision Requested	To receive the report relating to Town Hall updates.		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	24th February 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM	11		
REPORT TITLE	Low Carbon Energy Proposal for Congleton Town Hall		
Background	<p>As part of the initiative to reduce the carbon footprint and overall energy usage at Congleton Town Hall, details of Low Carbon Energy Proposals were presented to Councillors at the Town Hall, Assets and Services Committee on 13th January 2022. These proposals were carried out by companies identified as being able to provide services to create a Net Zero Roadmap for Congleton Town Hall. Of the proposals received, one company stood out (Company B), as a possible fit for our requirements and it was agreed to investigate further their experience on previous projects, commitment to work with Congleton Town Council on this long-term project and due diligence. A third quote is in the process of being sourced to comply with the Town Council's Financial Regulations.</p>		
Update	<p>Company B have worked alongside a number of organisations including a large North of England Council and Scottish Enterprise (economic development agency), to deliver numerous support projects to a range of businesses in multiple sectors.</p> <p>Company B worked with a North of England Council in respect of a Heritage Centre and developed low carbon solutions across the site. The Heritage Centre featured many listed buildings including the world's oldest piece of industrial heritage still in its original location. The area is a complicated heritage site with many listed building restrictions. Company B worked with officers of the Council to develop a decarbonisation plan focused on fabric and low carbon heat. They were subject matters experts introducing Barnsley Council to contractors and solutions which were able to enhance the recommended solution and worked within a specified capital budget. Throughout the process, Company B were accessible and focused on delivering the report within a tight timeframe. The report itself was considered and offered a range of solutions, including a heat network based on minewater. The recommendations were accepted in full by the Council and has formed the basis of the Heritage Centre's decarbonisation plan and part of the recent levelling up fund bids.</p>		

	<p>Officers of the Council stated that Company B were excellent partners, who listened to their needs and ambition, but ensured they were pragmatic and deliverable. They would work with Company B again.</p> <p>Working alongside Scottish Enterprise, Company B focussed on energy efficiency, low and zero carbon energy supply options, feasibility studies on energy projects, and option appraisals for renewables. Examples include the delivery of a 5-year carbon management plan for a food and drink business which laid out a clear decarbonisation pathway for the business. Following recommendations in the plan, the business invested in biomass and solar photovoltaic systems and have continued to invest and improve, leading to a near Net Zero position now, an approach that has resulted in increased business with key supermarket clients. Feedback was that Company B delivered detailed, practical advice that was well received, using their experience and expertise to provide in depth technical reports and common-sense recommendations tailored to the needs of each business. Company B were also described as a 'safe pair of hands', with no concerns using them to deliver work on behalf of Scottish Enterprise.</p>
Decision Requested	<p>1: To receive the current Low Carbon Energy Proposal report, whilst awaiting the final quote in accordance with Financial Regulations.</p> <p>2: Once the final quote has been received, a recommendation to Council to approve a spend of up to £4000 + VAT from Ear Marked Reserves to obtain the services of the Net Zero Road Map specialist.</p>