

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	<b>Town Hall, Assets and Services Committee Meeting</b>		
<b>MEETING DATE AND TIME</b>	<b>30<sup>th</sup> June 2022</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	<b>Town Hall Manager – Mark Worthington</b>		
<b>AGENDA ITEM</b>	<b>8</b>		
<b>REPORT TITLE</b>	<b>Town Hall Updates</b>		

#### Updates

##### **Commercial Partner & Rental Area**

Mark's Events are now providing all catering and bar services for events at the Town Hall. The rental area at the entrance of the Town Hall, formerly "The Cotton Club", is still to be officially named but has received cosmetic refurbishment and decoration ready for their first event on 26<sup>th</sup> June. The area will be used for community-based events during the week and a specialist Gin bar on Friday evenings. All other evenings will be for private hire events and to also link in with existing Town Hall bookings.

##### **Congleton Information Centre**

Since transferring over from Cheshire East Council, the Congleton Information Centre has continued to provide similar services and provide a reception area for the Town Hall. Initial enquiries for an architectural company to redesign the layout of the Information Centre, produce plans, secure licences and planning applications resulting in a quote of £7k. Due to these costs, we are investigating shop fitting options to redesign the Information Centre to allow for improved reception and customer services.

##### **Town Hall Room Bookings**

Town Hall room bookings for June, July and August 2022 are listed in the table below. These figures include the long-term agreements with FedCap, the Citizens Advice Bureau (CAB) for this period and six NHS Blood Donation sessions. Due to further bookings and cancellations during this period, these figures may vary.

<b>June/July/Aug 2022</b>	<b>Grand Hall</b>	<b>Bridestones Suite</b>	<b>Spencer Suite</b>
Total number of bookings	22	48	34
Average bookings per week	1.7	3.7	2.6
Generated Income	£6993	£3508	£1575
Total budgeted income for 2022/23	£25,400	£13,200	£4,950

**Town Hall Roof**

Repairs/Investigations to the Town Hall roof are still on hold as we continue to wait for information from Cheshire East Council relating to the permits required for pavement closures. Cheshire East have now advised that Ringway Jacobs are responsible for issuing pavement closure permits. Ringway Jacobs have been contacted on a number of occasions for guidance on permits required. No information has been forthcoming as of 17<sup>th</sup> June 2022. Cheshire East have been contacted to confirm their information is correct. No information has been forthcoming as of 17<sup>th</sup> June 2022.

**Paddling Pool Opening Date**

The paddling pool opened on Saturday 28<sup>th</sup> May and is scheduled to remain open until Sunday 4<sup>th</sup> September. Pool opening times are Wednesday to Sunday 10am -1pm and 2pm -5pm. [Tickets are available to book online via the Town Council website](#) and QR codes which are located at the paddling pool.

**Decision Request**

To receive the Town Hall Updates report.