



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

23rd June 2022

Dear Councillor,

Town Hall, Assets & Services Committee – 30th June 2022

You are summoned to attend a meeting of the Town Hall, Assets & Services Committee, to be held at Congleton Town Hall on **Thursday 30th June 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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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 7th April 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 (Enclosed)

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

<u>Reference</u>	<u>Action Log</u>	<u>Update</u>
THAS/50/2122	Town Hall Updates Chief Officer to contact Cheshire East Council for further details on both the Market Toilets and Market Street Toilets on ownership and responsibility going forward.	Market Toilets We currently open, clean and close the toilets CEC are responsible for Maintenance
THAS/52/2122	Streetscape Services Update Assign costings against each fly tip going forward.	See agenda item 10. With costings
THAS/53/2122	Roundabout Maintenance Investigate Option 1 with the possibility of creating a floral plaque with “Welcome to Congleton”, using the existing materials on site as an embankment with new soil being brought in.	Leaving until 2023/24 Financial year due to costings and other projects on the go this year.
THAS/55/2122	Citizens Advice Bureau (CAB) Officers ascertain whether the use of the educational room in the Congleton Museum was a feasible/practical option for the CAB to use on Tuesdays and Wednesdays.	CAB have entered into a 12-month agreement with Congleton Town Council whereby they use the Spencer Suite at the Town Hall on Tuesdays and Wednesdays.

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 31st May 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 31st May 2022 and to note the content of the summary report.

10. Streetscape Services Update (Enclosed)

To receive an update report on Streetscape Services.

11. Congleton Information Centre Trading Account (Enclosed)

To accept the Congleton Information Centre Trading account to 31st May 2022 and to note the content of the summary report.

12. Congleton Information Centre Update Report (Enclosed)

To receive an update report on matters relating to Congleton Information Centre.

13. Resolution to exclude members of the press and public from item 14 due to Commercial Sensitivities

14. Review of Town Hall Hire Charges (Confidential Report)

To approve the revised Town Hall, hire charges.

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 and Robert Hemsley

Ex Officio Members: Margaret Gartside (Town Mayor), Rob Moreton (Deputy Mayor)

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 7th April 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 – 7th April 2022](#)

In attendance:

Committee members: Cllrs

David Brown
Russell Chadwick
Martin Amies
Robert Douglas
Robert Hemsley

Congleton Town Council Officers:

- Mark Worthington - Town Hall Manager
- Ruth Burgess - Streetscape Development Manager

Minutes

CLLR DAVID BROWN VOTED IN AS CHAIR

1. Apologies for absence

Apologies for absence were received from:

Committee Members: Cllrs Suzie Akers-Smith, Dawn Allen, Suzy Firkin and George Hayes.

Ex-Officio Members: Cllr Denis Murphy (Mayor) Cllr Margaret Gartside (Deputy Mayor)

Non-Committee Member: Cllr Rob Moreton

Chief Officer: David McGifford

2. Minutes of Previous Meetings

THAS/47/2122 Resolved 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

Declarations of interest were received from Cllrs David Brown on any matters relating to Cheshire East Council.

4. Outstanding Actions

THAS/48/2122 Resolved to receive an update regarding the tour of the Waste and Recycling Depot at Middlewich.

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/49/2122 Resolved to accept the Town Hall Trading account to 28th February 2022 and to note the content of the summary report.

8. Town Hall Updates

THAS/50/2122 Resolved to receive updates on matters relating to the Town Hall.

Action – Chief Officer to contact Cheshire East Council for further details on both the Market Toilets and Market Street Toilets on ownership and responsibility going forward.

9. Streetscape Trading Account

THAS/51/2122 Resolved to accept the Streetscape Trading account to 28th February 2022 and to note the content of the summary report.

10. Streetscape Services Update

THAS/52/2122 Resolved to receive the update report on Streetscape Services.

Action – Assign costings against each fly tip going forward.

11. Roundabout Maintenance

THAS/53/2122 Resolved to receive the report on the maintenance required to the Tesco Express roundabout. To investigate Option 1 with the possibility to look into creating a floral plaque with “Welcome to Congleton” by using the existing materials on site as an embankment with new soil being brought in.

12. THAS/54/2122 Resolved to exclude members of the press and public from item 13 due to Commercial Sensitivities.

13. Citizens Advice Bureau (CAB)

THAS/55/2122 Resolved that Officers ascertain whether the use of the educational room in the Congleton Museum was a feasible/practical option for the CAB to use on Tuesdays and Wednesdays.

**Cllr David Brown
(Chair)**

Town Hall, Assets and Services Committee
30th June 2022

Outstanding Actions

<u>Reference</u>	<u>Action Log</u>	<u>Update</u>
THAS/50/2122	Town Hall Updates Chief Officer to contact Cheshire East Council for further details on both the Market Toilets and Market Street Toilets on ownership and responsibility going forward.	Market Toilets We currently open, clean and close the toilets CEC are responsible for Maintenance
THAS/52/2122	Streetscape Services Update Assign costings against each fly tip going forward.	See Agenda Item 10 with costings
THAS/53/2122	Roundabout Maintenance Investigate Option 1 with the possibility of creating a floral plaque with “Welcome to Congleton”, using the existing materials on site as an embankment with new soil being brought in.	Leaving until 2023/24 Financial year due to costings and other projects on the go this year.
THAS/55/2122	Citizens Advice Bureau (CAB) Officers ascertain whether the use of the educational room in the Congleton Museum was a feasible/practical option for the CAB to use on Tuesdays and Wednesdays.	CAB have entered into a 12-month agreement with Congleton Town Council whereby they use the Spencer Suite at the Town Hall on Tuesdays and Wednesdays.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	30 th June 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael- Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	7 Town Hall Trading Account		
Background	Variance analysis of the Trading Account to 31 st May 2022 to accompany the spreadsheet show as Appendix 7.1		
Updates	<p>This trading account is for 2 months of 2022/23, which equates to 16.7% of the budget. Town Hall 16.4% overall.</p> <p><u>Income</u> 15.2%</p> <ul style="list-style-type: none">○ Grand Hall is at 24.9%, there have been some Corporate bookings which has contributed to this.○ Spencer Suite is at 20.5%, which include contributions from Citizens Advice Bureau (CAB) room hire. <p><u>Expenditure</u> 15.8%</p> <ul style="list-style-type: none">○ Property Maintenance currently at 43.7% as there has been work completed in the area formerly knows as “The Cotton Club” and a repair to the boiler.○ Maintenance Contracts currently at 34% due to whole year invoices and first quarter invoices being received.		
Decision Requested	To receive the Town Hall Trading Account for Month 2 to 31 st May 2022.		

Congleton Town Council
Management Accounts 2022-23
TOWN HALL
May-22

Appendix 7.1

Month	2							
Percentage	16.7%							
		ANNUAL BUDGET	BUDGET TO M2	Actual Spend to M2	£ VARIANCE AT M2	% Of Budget spent @ M2	Variance %	NOTES
TOWN HALL								
4000	Staff Costs (re-allocated)	69,219	11,537	11,607	-71	16.8%	-0.1%	
4008	Training	1,000	167	0	167	0.0%	16.7%	
4009	Protective Clothing/H & Safety	500	83	53	30	10.6%	6.1%	
4010	Cleaners	6,500	1,083	888	195	13.7%	3.0%	
4011	Rates	29,078	4,846	5,480	-634	18.8%	-2.1%	Paid over 10 months not 12
4012	Water	6,150	1,025	239	786	3.9%	12.8%	
4014	Electricity	24,125	4,021	1,730	2,291	7.2%	9.5%	
4015	Gas	16,500	2,750	1,485	1,265	9.0%	7.7%	
4016	Cleaning materials	2,000	333	220	113	11.0%	5.7%	
4017	Refuse Disposal	3,000	500	0	500	0.0%	16.7%	
4020	Miscellaneous Office Costs	1,500	250	151	99	10.1%	6.6%	
4025	Insurance	9,800	1,633	0	1,633	0.0%	16.7%	
4033	Marketing/Promotions	3,500	583	0	583	0.0%	16.7%	
4040	Maintenance Contracts	7,750	1,292	2,633	-1,341	34.0%	-17.3%	Start of 1st quarter invoices
4041	Property Maintenance	15,000	2,500	6,548	-4,048	43.7%	-27.0%	Costs incurred in Cotton Club area
4064	Legal & Professional fees	100	17	0	17	0.0%	16.7%	
4068	Licences (incl PRS)	3,500	583	646	-63	18.5%	-1.8%	Wedding licence year 2
6000	Central Overheads Reallocated	5,935	989	705	284	11.9%	4.8%	
	Town Hall Expenditure	205,157	34,193	32,385	1,808	15.8%	0.9%	
3020	Catering costs (rechargeable)		0	0	0	#DIV/0!	#DIV/0!	
	Total Town Hall Expenditure	205,157	34,193	32,385	1,808	15.8%	0.9%	
1009	Rent Rec'd - Museum Notional	-4500	-750	-750	0	16.7%	0.0%	
1010	Rent Received - 3rd Party Partnership	-1533	-256	-256	1	16.7%	0.0%	
1011	Rent Received - Internal CTC	-26517	-4420	-4420	1	16.7%	0.0%	
1013	Letting Income - Grand Hall	-25400	-4233	-6330	2097	24.9%	-8.2%	
1014	Letting Income - Bridestones	-13200	-2200	-1830	-370	13.9%	2.8%	
1015	Letting Income - Spencer Suite	-4950	-825	-1013	188	20.5%	-3.8%	
1018	Letting Income - Campbell Suite	0	0	0	0	#DIV/0!	#DIV/0!	
1016	Letting Income - Brasserie, Kitchen and Bar	-15000	-2500	0	-2500	0.0%	16.7%	
1021	Letting Income - Internal	-9000	-1500	-664	-836	7.4%	9.3%	
1022	Letting income - F&F	-1000	-167	0	-167	0.0%	16.7%	
1035	Service Charges - Brasserie	0	0	0	0	#DIV/0!	#DIV/0!	
1051	Catering Sales (recharges)	0	0	-75	75	#DIV/0!	#DIV/0!	
1199	Miscellaneous Income	0	0	0	0	#DIV/0!	#DIV/0!	
	Total Town Hall Income	-101100	-16850	-15338	-1512	15.2%	1.5%	
	Net Expenditure over Income	104,057	17,343	17,047	296	16.4%	0.3%	

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

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

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 26th 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.

June/July/Aug 2022	Grand Hall	Bridestones Suite	Spencer Suite
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 17th June 2022. Cheshire East have been contacted to confirm their information is correct. No information has been forthcoming as of 17th June 2022.

Paddling Pool Opening Date

The paddling pool opened on Saturday 28th May and is scheduled to remain open until Sunday 4th 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.
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CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	30 th June 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	9 Streetscape Services Trading Account		
Background	Variance analysis of the Trading Account to 31 st May 2022 to accompany the spreadsheet show as Appendix 9.1		
Updates	<p>This trading account is for 2 months of 2022/23, which equates to 16.67% of the budget.</p> <p><u>Income</u> 27.2% CEC Income is at 28.2% due to receipt of first quarter payment in April. One maintenance contract has ended, other contracts are invoiced quarterly from June.</p> <p><u>Expenditure</u> 15% Most budget lines are as expected, Street Cleansing is at 125.8% for the first quarter, and overall for the year this is due to £2000 spends on fly tipping, the overspend will be reported as required to the Finance and Policy Committee and to Council as it likely that this will increase by the end of the year.</p>		
Decision Requested	To receive the Streetscape Trading Account for Month 2 to 31 st May 2022.		

Congleton Town Council
Management Accounts 2022-23
STREETSCAPE

Appendix 9.1

May-22

Month	2	ANNUAL	BUDGET TO	Actual Spend to	£ VARIANCE	% Of Budget	Variance	NOTES
Percentage	16.7%	BUDGET	M2	M2	AT M2	spent @ M2	%	
STREETSCAPE								
4000 Staff Costs		442,706	73,784	68,062	5,722	15.4%	1.3%	
4004 Agency Staff		6,000	1,000	0	1,000	0.0%	16.7%	
4008 Training		3,000	500	0	500	0.0%	16.7%	
4009 Protective Clothing\H & Safety		4,500	750	823	-73	18.3%	-1.6%	
4013 Office rent		2,000	333	333	0	16.7%	0.1%	
4016 Cleaning Materials		7,500	1,250	351	899	4.7%	12.0%	
4021 Mobile Phones		900	150	190	-40	21.1%	-4.4%	
4025 Insurance		7,000	1,167	0	1,167	0.0%	16.7%	
4041 Property maintenance		1,200	200	0	200	0.0%	16.7%	
4043 Horticultural etc Supplies		19,000	3,167	939	2,228	4.9%	11.8%	
4047 Vehicle maintenance/Serv etc		10,000	1,667	1,662	5	16.6%	0.1%	
4048 Vehicle fuel and oil		14,000	2,333	2,773	-440	19.8%	-3.1%	
4049 Vehicle rental charges		37,000	6,167	5,713	454	15.4%	1.3%	
4050 Street Cleansing		3,000	500	3,774	-3,274	125.8%	-109.1%	Overspent: Unable to forecast for budgeting due to nature of flytipping/ clean ups required
4070 Covid 19 Expenditure		0	0	0	0			No budget set to calculate %
4162 General expenditure		4,000	667	875	-208	21.9%	-5.2%	
4167 Green Initiatives		0	0	0	0			No budget set to calculate %
6000 Central Overheads Reallocated		37,957	6,326	4,512	1,814	11.9%	4.8%	
Streetscape Expenditure		599,763	99,961	90,007	9,953	15.0%	1.7%	
3030 Purchases for recharging		0	0	2,235	-2,235	#DIV/0!	#DIV/0!	
1165 CEC - Income		-380,156	-63,359	-107,048	43,689	28.2%	-11.5%	First quarter received
1167 External work income		-15,000	-2,500	-491	-2,009	3.3%	13.4%	
1040 Other income		0	0	0	0			No budget set to calculate %
1199 Miscellaneous		-900	-150	0	-150	0.0%	16.7%	
Streetscape Income		-396,056	-66,009	-107,539	41,530	27.2%	-10.5%	
Net Expenditure over Income		203,707	33,951	-15,297	49,248	-7.5%	24.2%	

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	30 th June 2022 7.00pm	LOCATION	Town Hall
REPORT FROM	Streetscape Development Manager – Ruth Burgess		
AGENDA ITEM	10		
REPORT TITLE	Streetscape Services Update		

Update

Key Performance Indicator (KPI) Update:

Fly Tipping

We are now working the cost for each specific, please see below for the number of fly tips we have dealt with over the last months February, March, April and May 2022:

Month	2022	costs	2021	2020
February	11	£583.50	10	2
March	25	£997.39	32	0
April	10	£378.85	19	12
May	11	£3290.48	22	40

Total to date for 2022 = £5983.82 (Jan-May)

2021 figures were high March to May due to the first lockdown, and 2020 figures also due to lockdowns in place.

The May 2022 figures – these figures are considerably high due to numerous flytips which contained asbestos, this is something we cannot collect.

24.5.2022	Link Road	Congleton	3 x full vans of asbestos, bricks, rubble removed by contractor 4.5 tonne	£ 1,800.00
11.5.2022	Mow lane	Astbury	2 x visits for asbestos and rubble contractor	£ 800.00
11.5.2022	Moorhead lane	Brereton	1 x visit for asbestos and rubble contractor	£ 400.00

Job Tickets – Received from the public for both Grounds Maintenance and Street Cleansing Enquiries – months February, March, April and May 2022

- 45 job tickets for street cleansing and grounds maintenance issue

Vehicle Usage

Showing Mileage and Carbon Emissions

See Appendix 11.1.

Street Sweeper

We now have our new street sweeper, which is out every weekday and covers any weekend before an event takes place. We have two staff trained to use this machine and the sweeper has also been liveried up with the Town Council logo and contact number.

The sweeper we have sourced also runs on bio-fuel, so we are currently looking at options to source/purchase this going forward.

No Mow May

As you are all aware, we have received a lot of calls regarding “No Mow May” and the consequences of tidying up after the month had finished and trying to get back on top of our schedules again so children can run around the open spaces safely with short grass. We have and still are receiving a high number of emails and phone calls both to myself direct, The Congleton Information Centre and to Cheshire East Council which are being then directed to myself. All areas have now been cut, but as you can imagine there is a lot of mown grass left which will blow out into the road etc, we will be following strimming all areas to ensure no glyphosate is used, however where we have seen fit and feasible, we have left some swaths of long grass (see image below). This gives a year-round balance of being able to play safely in short grass, as well as watching and playing near local wildlife in the longer grass.



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 11.1

Streetscape Vehicle Mileage

February 2022

Vehicle	Vehicle usage	Vehicle usage (exc w/ends)	Average mileage per day	Manual odo reading	Estimated consumption	Mileage this month	CO2 emissions (kg)
JY18 XXC, Ford Transit - Rob Simon	67.9%	95.0%	8.7	476.7 miles	25.0 mpg	243.7 miles	118.7
YJ18 YBC, Ford Transit Andy	60.7%	75.0%	11.9	717.8 miles	25.0 mpg	333.5 miles	162.4
YJ18 YFA, Ford Transit Chris	60.7%	70.0%	19.3	799.9 miles	25.0 mpg	541.2 miles	263.7
YJ18 XWB, Ford Transit Dave and Jim	53.6%	75.0%	7.0	512.7 miles	25.0 mpg	196.2 miles	95.7
YJ18 YCZ, Ford Transit Mick	71.4%	80.0%	4.5	314.5 miles	25.0 mpg	126.9 miles	61.9
YJ18 XZV, Ford Transit Noel	71.4%	100.0%	22.6	959.0 miles	25.0 mpg	634.1 miles	309.0
YJ18 XZF, Ford Transit Terry	3.6%	5.0%	0.0	1235.6 miles	25.0 mpg	0.1 miles	0.0
MA18 EEP, Peugeot Partner	64.3%	85.0%	9.5	572.4 miles	25.0 mpg	267.1 miles	130.2

March 2022

Quartix

Vehicle	Vehicle usage	Vehicle usage (exc w/ends)	Average mileage per day	Manual odo reading	Estimated consumption	Mileage this month	CO2 emissions (kg)
JY18 XXC, Ford Transit - Rob Simon	74.2%	91.3%	8.6	476.7 miles	25.0 mpg	266.3 miles	129.7
YJ18 YBC, Ford Transit Andy	83.9%	100.0%	23.9	717.8 miles	25.0 mpg	739.9 miles	360.5
YJ18 YFA, Ford Transit Chris	83.9%	95.7%	32.6	799.9 miles	25.0 mpg	1012.2 miles	493.4
YJ18 XWB, Ford Transit Dave and Jim	67.7%	91.3%	9.6	512.7 miles	25.0 mpg	296.9 miles	144.7
YJ18 YCZ, Ford Transit Mick	80.6%	91.3%	4.3	314.5 miles	25.0 mpg	131.9 miles	64.3
YJ18 XZV, Ford Transit Noel	74.2%	100.0%	22.9	959.0 miles	25.0 mpg	708.7 miles	345.5
YJ18 XZF, Ford Transit Terry	0.0%	0.0%	0.0	1235.6 miles	25.0 mpg	0.0 miles	0.0
MA18 EEP, Peugeot Partner	71.0%	91.3%	15.9	572.4 miles	25.0 mpg	492.3 miles	239.9

April 2022

Quartix

Vehicle	Vehicle usage	Vehicle usage (exc w/ends)	Average mileage per day	Manual odo reading	Estimated consumption	Mileage this month	CO2 emissions (kg)
JY18 XXC, Ford Transit - Rob Simon	70.0%	85.7%	8.2	476.7 miles	25.0 mpg	245.0 miles	119.5
YJ18 YBC, Ford Transit Andy	73.3%	81.0%	8.3	717.8 miles	25.0 mpg	248.7 miles	121.1
YJ18 YFA, Ford Transit Chris	46.7%	47.6%	9.2	799.9 miles	25.0 mpg	276.6 miles	134.8
YJ18 XWB, Ford Transit Dave and Jim	63.3%	90.5%	9.0	512.7 miles	25.0 mpg	270.8 miles	131.9
YJ18 YCZ, Ford Transit Mick	73.3%	85.7%	3.8	314.5 miles	25.0 mpg	113.2 miles	55.2
YJ18 XZV, Ford Transit Noel	70.0%	100.0%	25.4	959.0 miles	25.0 mpg	763.3 miles	372.0
YJ18 XZF, Ford Transit Terry	3.3%	4.8%	0.0	1235.6 miles	25.0 mpg	0.1 miles	0.0
MA18 EEP, Peugeot Partner	60.0%	76.2%	12.1	572.4 miles	25.0 mpg	364.1 miles	177.4

May 2022

Quartix

Vehicle	Vehicle usage	Vehicle usage (exc w/ends)	Average mileage per day	Manual odo reading	Manual reading date	Estimated consumption	Mileage this month	CO2 emissions (kg)
JY18 XXC, Ford Transit - Rob Simon	74.2%	90.9%	10.8	476.7 miles	30/05/2018	25.0 mpg	333.9 miles	162.7
YJ18 YBC, Ford Transit Andy	77.4%	81.8%	17.2	717.8 miles	30/05/2018	25.0 mpg	533.6 miles	260.0
YJ18 YFA, Ford Transit Chris	77.4%	90.9%	29.6	799.9 miles	30/05/2018	25.0 mpg	918.8 miles	447.8
YJ18 XWB, Ford Transit Dave and Jim	64.5%	90.9%	7.4	512.7 miles	30/05/2018	25.0 mpg	229.0 miles	111.5
YJ18 YCZ, Ford Transit Mick	87.1%	90.9%	3.0	314.5 miles	30/05/2018	25.0 mpg	92.9 miles	45.3
YJ18 XZV, Ford Transit Noel	74.2%	100.0%	23.2	959.0 miles	30/05/2018	25.0 mpg	718.0 miles	350.0
YJ18 XZF, Ford Transit Terry	0.0%	0.0%	0.0	1235.6 miles	15/06/2018	25.0 mpg	0.0 miles	0.0
MA18 EEP, Peugeot Partner	61.3%	86.4%	12.8	572.4 miles	30/05/2018	25.0 mpg	396.5 miles	193.2

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	30 th June 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	11 Congleton Information Centre Trading Account		
Background	Variance analysis of the Trading Account to 31 st May 2022 to accompany the spreadsheet show as Appendix 11.1		
Updates	<p>This trading account is for 2 months of 2022/23, which equates to 16.67% of the budget.</p> <p>The budgets for direct sales and direct expenditure this year are based on actual figures from 2021-22 (There were no set budgets in 2021-22) which was the first year of trading as the Congleton Information Centre. The budget will be monitored by the RFO during the year for future budget setting.</p> <p><u>Income</u> Support Grant income 45%, due to first payment received, second payment will be invoiced in September. Income also includes Citizens Advice Bureau (CAB) contribution towards reception duties. Direct Sales income: 26.4%.</p> <p><u>Expenditure</u> Direct Expenditure 31.2%</p> <p><u>Summary</u> Direct Sales £8,336 - 26.4% Direct Expenditure £8,468 - 31.2%</p>		
Decision Requested	To receive the Congleton Information Centre Trading Account for Month 2 to 31 st May 2022.		

Congleton Town Council
Management Accounts 2022-23
CONGLETON INFORMATION CENTRE
May-22

Appendix 11.1

Month	2							
Percentage	16.7%							
		ANNUAL BUDGET	BUDGET TO M2	Actual Spend to M2	£ VARIANCE AT M2	% Of Budget spent @ M2	Variance %	NOTES
CONGLETON INFORMATION CENTRE								
3000 Stock at 1st April		0	0	0	0	0.0%	16.7%	
3041 3rd Party ticket resales		21,000	3,500	7,116	-3,616	33.9%	-17.2%	
3042 Books, Maps, Guides resale		3,300	550	340	210	10.3%	6.4%	
3043 Souvenirs for resale		1,250	208	29	179	2.3%	14.4%	
3044 Stamps for resale		0	0	193	-193			No budget set to calculate %
3046 Local Produce for resale		650	108	439	-331	67.5%	-50.8%	
3047 Theatre giftcards for resale		0	0	14	-14			No budget set to calculate %
3048 Food & Drink for resale		475	79	205	-126	43.2%	-26.5%	
3049 CTC Merchandise		0	0	0	0	0.0%	16.7%	
3999 Stock at 31st March 2022		0	0	0	0	0.0%	16.7%	
Direct Expenditure		26,676	4,446	8,336	-3,890	31.2%		
4000 Staff costs		59,272	9,879	10,072	-193	17.0%	-0.3%	
4011 Rates		4,725	788	0	788	0.0%	16.7%	
4013 Rent Payable		7,500	1,250	1,250	0	16.7%	0.0%	
4026 Computer/ICT costs		240	40	0	40	0.0%	16.7%	
4162 General Expenditure		2,000	333	133	200	6.7%	10.1%	
6000 Central Overheads Reallocated		5,082	847	604	243	11.9%	4.8%	
Indirect Expenditure		78,819	13,137	12,059	1,078	15.3%	1.4%	
1041 Third Party Ticket Sales		-24,000	-4,000	-6,913	2,913	28.8%	-12.1%	
1042 Books, Maps, Guides sales		-2,300	-383	-338	-45	14.7%	2.0%	
1043 Souvenir sales		-3,000	-500	-475	-25	15.8%	0.9%	
1044 Stamp Sales		-1,100	-183	-65	-118	5.9%	10.8%	
1045 Photocopy sales		-500	-83	-60	-23	12.0%	4.7%	
1047 Theatre gift cards		-300	-50	0	-50	0.0%	16.7%	
1048 Food and Drink sales		-900	-150	-260	110	28.9%	-12.2%	
1049 CTC Merchandise sales		0	0	-357	357			No budget set to calculate %
Income		-32,100	-5,350	-8,468	3,118	26.4%	-9.7%	
1168 CEC Support Grant CIV		-36,074	-6,012	-16,234	10,222	45.0%	-28.3%	Support grant paid over 2 instalments
1031 CAB Reception Contribution		0	0	-833	833	#DIV/0!	#DIV/0!	
Total Income		-68,174	-11,362	-25,535	14,173	37.5%	-20.8%	

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services Committee Meeting		
MEETING DATE AND TIME	30th June 2022	LOCATION	Congleton Town Hall
REPORT FROM	Chief Officer		
AGENDA ITEM	12		
REPORT TITLE	Congleton Information Centre Update Report		
Updates	<p>Since transferring over from Cheshire East Council, the Congleton Information Centre has continued to provide services aligned to the three-year service level agreement, as well as becoming the reception for the Town Council.</p> <p>Layout - The layout of the area is quite dated, and we have approached a local architectural company to redesign the layout of the room, produce plans, secure licences and planning applications, the quote provided was £7k. Due to these costs, we are investigating shop fitting options to redesign the Information Centre to allow for improved reception and customer services.</p> <p>Ticketing – The online ticketing system is being utilised for the Paddling Pool and will also be explored as an option to use for ticketed events at the Town Hall.</p> <p>Key Performance Indicators (KPIs) – As well as merchandise and ticketing income, we will also be looking to install a footfall counter in the entrance to the Information Centre.</p> <p>New member of staff - Following a request for a reduction in hours by a member of the team, we have now employed Natasha who will be predominantly working weekends.</p>		
Decision Request	To receive the updates report.		