

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services Committee Meeting		
MEETING DATE AND TIME	4th August 2022	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM	8		
REPORT TITLE	Town Hall Updates		
Updates	<p><u>Commercial Partner & Rental Area – Food and Friendship Sessions</u></p> <p>A paper was received by the Community and Environment Committee on 28th July 2022 to inform and seek support for a new community initiative planned by our Commercial Partner, Mark’s Events.</p> <p>Mark Bailey, owner of Mark’s Events, is planning to host Food and Friendship events at Congleton Town Hall, the exact branding and details are still being worked on and more details were provided at the Community and Environment Committee meeting on 28th July 2022.</p> <p>The proposal is for an event on a Monday daytime and one evening in the week - either a Tuesday or Thursday, where people who are struggling to afford the cost of cooking fresh food, can enjoy a meal and some activities free of charge in the Town Hall.</p> <p>Plus Dane Housing and Biddulph Rotary have already expressed interest in supporting the venture. Several people have volunteered to help with managing and supporting the sessions and a call is going out for support activities to run alongside the food opportunity – such as debt counselling, health checks and advice sessions.</p> <p>The sessions will be held in the space that was formally known as the Cotton Club, with the potential to expand into the Grand Hall if the sessions attract more people than can be accommodated in the café area.</p> <p>If the Community and Environment Committee is supportive of this project (at the time of writing this report, the Community and Environment meeting hadn’t taken place) an application may be submitted to the Town Council seeking some sponsorship funding and practical assistance in promoting the activities.</p>		

Town Hall Roof

Cheshire East, Ringway Jacobs and Congleton Town Council Councillors, who are also Cheshire East Councillors, were contacted by email on 1st July 2022 to gain information relating to the permits required to carry out work on the Town Hall roof. No replies have been received as of 27th July 2022.

Paddling Pool

Omnify, the online booking system used at the paddling pool, have installed an app onto our existing package called 'Check Ins'. This system should allow us to keep the booking system 'live' throughout the day and remove the need to have a cut off booking time. We are currently working with our mobile phone provider to source a tablet, within budget, for use at the paddling pool by gate security to monitor the 'Check Ins'. It will be recommended that users still book in advance before arriving at the paddling pool.

Town Hall/Paddling Pool Staff

Until recently, the Town Hall has operated with three members of staff on its caretaking team, with a total of 48 contracted hours per week. Total hours for each caretaker were 24 hours, 15 hours and 9 hours. The paddling pool has operated with three members of staff qualified in Pool Plant Operation, this number included an existing member of the caretaking team. The caretaker who was contracted for 24 hours at the Town Hall, was also qualified as a Pool Plant Operator and worked an additional 19 hours per week throughout the summer at the paddling pool. This particular member of staff has recently left Congleton Town Council. After advertising the vacant position, we have been unable to find a suitable replacement. This has left a hole of 24 hours at the Town Hall and 19 hours at the paddling pool to be filled by the existing, small team.

A further member of the caretaking team has since been required to take sickness leave which has stretched the team even further. The remaining member of the caretaking team has kindly agreed to work additional hours while we investigate recruitment options.

We are currently operating with one caretaker and two staff members who are qualified in Pool Plant Operations.

Recruitment agencies have been contacted but have not been able to provide staff who have the relevant Pool Plant qualifications required, existing staff have been approached to undertake training, with no one taking up this offer.

With only five weeks of the paddling pool season remaining, we are looking to finish the season with the existing pool staff and then assess the training and staff required to operate the pool in the 2023 season.

Congleton Town Hall – Decarbonisation Plan

A progress report on the Town Hall decarbonisation strategy has been provided by Thomson Consulting following their site visit on 23rd May 2022. Observations and measurements made during the site visit were used to identify and begin to quantify potential opportunities to reduce greenhouse gas emissions at the site. Based upon the information available from the site visit, opportunities for reducing energy consumption, costs, and carbon emissions at the Town Hall include:

- improve understanding and use of the space heating control system.
- LED lighting to replace T8 fluorescent lamps.
- insulation to space and domestic hot water heat distribution pipework.
- reducing air infiltration - external doors, and internal walls in parts of building.
- replace existing heat destratification in the main hall.

Longer term possibilities include:

- cavity wall insulation in newer offices at rear of building.
- potential to replace existing fan coil units with low temperature units in the main hall.
- air to water source heat pump for DHW heating at the rear of the building.
- internal wall insulation in first/second floor offices of the main building.
- solar glass to replace external plexi-glass over circular windows in the main hall.

Next steps for Thomson Consulting are to:

- refine the potential energy / carbon saving opportunities shown.
- assess the potential for an air to water source heat pump to supply most of domestic hot water to the system the two electrically heated storage tanks (calorifiers) at the rear of the building.
- identify potentially suitable / relevant products for fabric improvements, preferably materials with a low embodied carbon (e.g. hemp, wood, wool, silica based insulation).

	<ul style="list-style-type: none"> estimate heat output from the existing heat emitters (radiators / fan coil units) if supplied with water at a lower temperature than at present (flow temperature: 80°C). <p>A full report will be provided to the Town Hall, Assets and Services Committee on completion.</p> <p><u>Town Hall Hire Charges</u> At the previous Town Hall, Assets and Services Committee meeting <i>THAS/10/2223 Resolved to approve the revised Town Hall, hire charges and delegated the authority to the Chief Officer to ensure consistency in the approach of charges across the 2 categories across the rooms available for hire and to:</i></p> <ul style="list-style-type: none"> <i>Round up figures to the nearest pound where applicable.</i> <i>Expand on the types of uses into the relevant categories to help provide clarity in particular with regard to individual private hire.</i> <p><i>These will be forwarded to the Chair and Committee Members prior to publication.</i></p> <p>We are currently investigating all the different types of uses that can apply to room hire at the town hall and identifying which category they should be allocated to. Once completed, these will be sent to the Chair and Committee Members, then forwarded to Council for final approval, as required through our Financial Regulations.</p> <p><u>Public Toilets - Capital Walk</u> Initial discussions have taken place with the owners of Capital Walk with regards to the potential provision of toilets for public usage, whilst the initial discussions were encouraging there are quite a lot of detail still to be discussed.</p> <p><u>Market Toilets</u> Contact still needs to be made with senior officers of Cheshire East Council with regards to the standard and maintenance of these facilities.</p>
Decision Request	To receive the Town Hall Updates report.