



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

28th July 2022

Dear Councillor,

Town Hall, Assets & Services Committee – 4th August 2022

You are summoned to attend a meeting of the Town Hall, Assets & Services Committee, to be held at Congleton Town Hall on **Thursday 4th August 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 30th June 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

Progress on outstanding actions are included within the update reports in agenda items 8,10 and 12.

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

10. Streetscape Services Update (Enclosed)

To receive the Streetscape Services update and comment accordingly.

11. Congleton Information Centre Trading Account (Enclosed)

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

12. Congleton Information Centre Updates (Enclosed)

To receive updates on matters relating to the Congleton Information Centre.

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 30th June 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 –30th June 2022](#)

In attendance:

Committee members: Cllrs

Suzy Firkin - Chair
George Hayes – Vice Chair
Duncan Amies
Martin Amies
David Brown
Robert Hemsley

Ex-Officio Members: Cllr Margaret Gartside (Town Mayor)

Congleton Town Council Officers:

- David McGifford – Chief Officer
- Mark Worthington - Town Hall Manager

Minutes

1. Apologies for absence

Apologies for absence were received from:

Committee Members: Cllrs Suzie Akers Smith, Russell Chadwick and Robert Douglas.

2. Minutes of Previous Meetings

THAS/01/2223 Resolved 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

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

4. Outstanding Actions

THAS/02/2223 Resolved to receive the updates on the following outstanding actions – whilst advising escalating issues within THAS/50/2122 to senior levels at Cheshire East Council (CEC).

<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. Action closed

5. Questions from Members of the Public

There were no questions raised by members of the public.

6. Urgent Items

Members were made aware of a recent meeting with CEC regarding the skatepark.

7. Town Hall Trading Account

THAS/03/2223 Resolved to accept the Town Hall Trading account to 31st May 2022 and to note the content of the summary report.

8. Town Hall Updates

THAS/04/2223 Resolved to receive the updates on matters relating to the Town Hall.

Action: Re issue on the Town Hall roof repairs – Town Hall Manager to forward relevant communications to Cllr George Hayes for him to follow up within CEC.

Action: Re Paddling Pool - Town Hall Manager to investigate how the booking system can be adapted to allow “on the day” bookings.

9. Streetscape Trading Account

THAS/05/2223 Resolved to accept the Streetscape Trading account to 31st May 2022 and to note the content of the summary report.

10. Streetscape Services Update

THAS/06/2223 Resolved to receive the update report on Streetscape Services.

Action: Fly Tipping - Streetscape Development Manger to follow up initial communication with CEC on increase in costs associated to increased levels of fly tipping and to review risk to staff with regards to potential asbestos within the fly tipping

Action: To arrange a working group meeting to undertake a review of current vehicle usage and future types and quantities of vehicles.

Action: “No Mow May” - To establish if this is a contractual obligation with CEC ahead of a more general review of the challenges and impact of “No Mo May”.

11. Congleton Information Centre Trading Account

THAS/07/2223 Resolved 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

THAS/08/2223 Resolved to receive the update report on matters relating to Congleton Information Centre.

Action: To look at simplistic methods to capture footfall as a Key Performance Indicator (KPI).

General action: On all updates and trading accounts, where applicable, create more effective visuals for statistics for the course of the year (KPI).

13. THAS/09/2223 Resolved to exclude members of the press and public from item 14 due to Commercial Sensitivities

14. Review of Town Hall Hire Charges

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:

- Round up figures to the nearest pound where applicable.
- Expand on the types of uses into the relevant categories to help provide clarity in particular with regard to individual private hire.

These will be forwarded to the Chair and Committee Members prior to publication.

**Cllr Suzy Firkin
(Chair)**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	4 th August 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 30 th June 2022 to accompany the spreadsheet shown as Appendix 7.1		
Updates	<p>This trading account is for 3 months of 2022/23, which equates to 25% of the budget. Please refer to notes on the account sheets, other points as below:</p> <p><u>Income</u> 24.7%</p> <ul style="list-style-type: none">○ Grand Hall is at 36.7%, this is due to a mixture of both Corporate and a number of private bookings.○ Spencer Suite is at 31.6%, which includes contributions from Citizens Advice Bureau (CAB) room hire.○ Commercial Partner Commission has now started to be invoiced for events from end of April 2022. <p><u>Expenditure</u> 28.8%</p> <ul style="list-style-type: none">○ Insurance showing as 100.85%, this is due to both insurances being paid in full.○ Property Maintenance currently at 57.1% as there has been work completed in the area formerly known as “The Cotton Club” and a repair to the boiler.○ Maintenance Contracts currently at 52.2% due to whole year invoices and first quarter invoices being received.○ 4168 Other Expenditure: This is for the Memorial Plaques in the Town Hall Foyer, funds have been moved in from Reserves to cover this cost.		
Decision Requested	To receive the Town Hall Trading Account for Month 3 to 30 th June 2022.		

Congleton Town Council
Management Accounts 2022-23

Appendix 7.1

TOWN HALL
Jun-22

Month	3	ANNUAL	BUDGET TO	Actual Spend to	£ VARIANCE	% Of Budget	Variance	NOTES
Percentage	25.0%	BUDGET	M3	M3	AT M3	spent @ M3	%	
TOWN HALL								
4000	Staff Costs (re-allocated)	69,219	17,305	16,936	369	24.5%	0.5%	
4008	Training	1,000	250	0	250	0.0%	25.0%	
4009	Protective Clothing/H & Safety	500	125	430	-305	86.0%	-61.0%	New staff uniform, event security
4010	Cleaners	6,500	1,625	1,641	-16	25.2%	-0.2%	
4011	Rates	29,078	7,270	8,219	-950	28.3%	-3.3%	Paid over 10 months not 12
4012	Water	6,150	1,538	385	1,153	6.3%	18.7%	Invoiced to May
4014	Electricity	24,125	6,031	2,763	3,268	11.5%	13.5%	Invoiced to May, £3,586 less re-charge out of £823
4015	Gas	16,500	4,125	2,355	1,770	14.3%	10.7%	Invoiced to May
4016	Cleaning materials	2,000	500	220	280	11.0%	14.0%	
4017	Refuse Disposal	3,000	750	0	750	0.0%	25.0%	
4020	Miscellaneous Office Costs	1,500	375	258	117	17.2%	7.8%	
4025	Insurance	9,800	2,450	9,874	-7,424	100.8%	-75.8%	Insurances paid in full for the year
4033	Marketing/Promotions	3,500	875	0	875	0.0%	25.0%	
4040	Maintenance Contracts	7,750	1,938	4,046	-2,109	52.2%	-27.2%	Start of 1st quarter invoices
4041	Property Maintenance	15,000	3,750	8,572	-4,822	57.1%	-32.1%	Costs incurred in Cotton Club area
4064	Legal & Professional fees	100	25	0	25	0.0%	25.0%	
4068	Licences (incl PRS)	3,500	875	646	229	18.5%	6.5%	
4168	Other Expenditure	0	0	1,140	-1,140	#DIV/0!	#DIV/0!	Memorial plaques in foyer
4951	Tfr From EMR	0	0	1,140	1,140	#DIV/0!	#DIV/0!	Transfer from Cenotaph EMR for plaques
6000	Central Overheads Reallocated	5,935	1,484	1,315	169	22.2%	2.8%	
	Town Hall Expenditure	205,157	51,289	57,660	-6,371	28.1%	-3.1%	
3020	Catering costs (rechargeable)	0	0	1,323	-1,323	#DIV/0!	#DIV/0!	No budget set to calculate %
	Total Town Hall Expenditure	205,157	51,289	58,983	-7,694	28.8%	-3.8%	
1009	Rent Rec'd - Museum Notional	-4500	-1125	-1125	0	25.0%	0.0%	
1010	Rent Received - 3rd Party Partnership	-1533	-383	-383	-0	25.0%	0.0%	
1011	Rent Received - Internal CTC	-26517	-6629	-6629	-0	25.0%	0.0%	
1013	Letting Income - Grand Hall	-25400	-6350	-9318	2968	36.7%	-11.7%	
1014	Letting Income - Bridestones	-13200	-3300	-2029	-1271	15.4%	9.6%	
1015	Letting Income - Spencer Suite	-4950	-1238	-1565	328	31.6%	-6.6%	
1018	Letting Income - Campbell Suite	0	0	0	0	#DIV/0!	#DIV/0!	No budget set to calculate %
1016	Letting Income - Brasserie, Kitchen and Bar	-15000	-3750	0	-3750	0.0%	25.0%	
1021	Letting Income - Internal	-9000	-2250	-1430	-820	15.9%	9.1%	
1022	Letting income - F&F	-1000	-250	-167	-83	16.7%	8.3%	
1023	Commission- CP	0	0	-1994	1994	#DIV/0!	#DIV/0!	No budget set to calculate %
1035	Service Charges - Brasserie	0	0	0	0	#DIV/0!	#DIV/0!	No budget set to calculate %
1051	Catering Sales (recharges)	0	0	-371	371	#DIV/0!	#DIV/0!	No budget set to calculate %
1199	Miscellaneous Income	0	0	0	0	#DIV/0!	#DIV/0!	No budget set to calculate %
	Total Town Hall Income	-101100	-25275	-25011	-264	24.7%	0.3%	
	Net Expenditure over Income	104,057	26,014	33,972	-7,958			

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.

	<p>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.</p> <p><u>Congleton Town Hall – Decarbonisation Plan</u></p> <p>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:</p> <ul style="list-style-type: none"> • 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. <p>Longer term possibilities include:</p> <ul style="list-style-type: none"> • 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. <p>Next steps for Thomson Consulting are to:</p> <ul style="list-style-type: none"> • 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).
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	<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></p> <p>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.</p> <p>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></p> <p>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></p> <p>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.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	4 th August 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 30 th June 2022 to accompany the spreadsheet show as Appendix 9.1		
Updates	<p>This trading account is for 3 months of 2022/23, which equates to 25% of the budget. Please refer to notes in the accounts sheets, other points below:</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> 26.2% Most budget lines are as expected. Steet Cleansing is now at 159.8% for the first full quarter, this is due to £2800 spends on fly tipping and £535 on asbestos removal, 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> <p>Costs are now being incurred for the Sweeper, these are currently £3,326 to June 2022 and are posted to Vehicle Rental Charges 4049, notes have been made on the accounts sheet.</p>		
Decision Requested	To receive the Streetscape Trading Account for Month 3 to 30 th June 2022.		

Congleton Town Council
Management Accounts 2022-23
STREETSCAPE
Jun-22

Appendix 9.1

Month	3	ANNUAL	BUDGET TO	Actual Spend to	£ VARIANCE	% Of Budget	Variance	NOTES
Percentage	25.0%	BUDGET	M3	M3	AT M3	spent @ M3	%	
STREETSCAPE								
4000 Staff Costs		442,706	110,677	104,378	6,299	23.6%	1.4%	
4004 Agency Staff		6,000	1,500	1,871	-371	31.2%	-6.2%	Agency Staff now in place
4008 Training		3,000	750	900	-150	30.0%	-5.0%	
4009 Protective Clothing/H & Safety		4,500	1,125	1,451	-326	32.2%	-7.2%	
4013 Office rent		2,000	500	500	0	25.0%	0.0%	
4016 Cleaning Materials		7,500	1,875	598	1,277	8.0%	17.0%	
4021 Mobile Phones		900	225	288	-63	32.0%	-7.0%	
4025 Insurance		7,000	1,750	7,053	-5,303	100.8%	-75.8%	Both insurances now paid in full for the year
4041 Property maintenance		1,200	300	0	300	0.0%	25.0%	
4043 Horticultural etc Supplies		19,000	4,750	6,067	-1,317	31.9%	-6.9%	
4047 Vehicle maintenance/Serv etc		10,000	2,500	2,021	479	20.2%	4.8%	
4048 Vehicle fuel and oil		14,000	3,500	4,321	-821	30.9%	-5.9%	Increase in costs
Vehicle rental charges		37,000	9,250	12,355	-3,105	33.4%	-8.4%	Sweeper costs posted here £3.326.32 to June 22 [24.4% spend on original lease vehicles]
4049 Street Cleansing		3,000	750	4,793	-4,043	159.8%	-134.8%	Overspent: Unable to forecast for budgeting due to nature of flytipping/ clean ups required.
4050 Covid 19 Expenditure		0	0	0	0			No budget set to calculate %
4162 General expenditure		4,000	1,000	2,271	-1,271	56.8%	-31.8%	
4167 Green Initiatives		0	0	0	0			No budget set to calculate %
6000 Central Overheads Reallocated		37,957	9,489	8,409	1,080	22.2%	2.8%	
Streetscape Expenditure		599,763	149,941	157,276	-7,335	26.2%	-1.2%	
3030 Purchases for recharging		0	0	2,235	-2,235	#DIV/0!	#DIV/0!	
1165 CEC - Income		-380,156	-95,039	-107,048	12,009	28.2%	-3.2%	First quarter received, including Sweeper contribution
1167 External work income		-15,000	-3,750	-611	-3,139	4.1%	20.9%	
1040 Other income		0	0	0	0			No budget set to calculate %
1199 Miscellaneous		-900	-225	-225	0	25.0%	0.0%	
Streetscape Income		-396,056	-99,014	-107,884	8,870	27.2%	-2.2%	
Net Expenditure over Income		203,707	50,927	51,627	-700			

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services																																						
MEETING DATE AND TIME	4 th August 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></p> <p>We are now working the cost for each specific flytip, please see below for the number of fly tips we have dealt with over the last months June and July</p> <table><tr><td>Month</td><td>2022</td><td>costs</td><td>2021</td><td>2020</td></tr><tr><td>February</td><td>11</td><td>£583.50</td><td>10</td><td>2</td></tr><tr><td>March</td><td>25</td><td>£997.39</td><td>32</td><td>0</td></tr><tr><td>April</td><td>10</td><td>£378.85</td><td>19</td><td>12</td></tr><tr><td>May</td><td>11</td><td>£3290.48</td><td>22</td><td>40</td></tr><tr><td>June</td><td>8</td><td>£290.48</td><td>2</td><td>22</td></tr><tr><td>July</td><td>10</td><td>£363.10</td><td>0</td><td>21</td></tr></table> <p><u>Please note</u> - 2021 figures where high March to May due to the first lockdown, and 2020 figures also due to lockdowns in place.</p> <p><u>Job Tickets</u> – Received from the public for both Grounds Maintenance and Street Cleansing Enquiries – months June and July 2022</p> <ul style="list-style-type: none">• 17 job tickets for street cleansing and grounds maintenance issue <p><u>Vehicle Usage</u></p> <p>Showing Mileage and Carbon Emissions</p> <p>See Appendix 10.1</p> <p><u>Vehicles</u></p> <p>Following on from the previous Town Hall, Assets and Services meeting, it was suggested that a working group meeting to be set up to discuss the changeover to more sustainable vehicles.</p> <p><u>Please note</u> - The Town Council Vehicles are currently all leased, the lease has expired but we are on a rolling 3-month lease with the Company. We are on their wating list for when the new Electric Transit Vans become available, we decided this was the best option instead of tying the Council up for a 4-year contract. We are in constant contact with our current supplier as well as being in Contact with Cheshire East Council regarding providing us with electric points within our depots and working areas.</p> <p>Should we reconsider the need for a working group meeting.</p>				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	June	8	£290.48	2	22	July	10	£363.10	0	21
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Bench Refurbishment Scheme

There are many dedicated memorial benches throughout Congleton which are sited in either the parks, Town Centre, Community Garden, or roadsides. The Streetscape team are going to be bringing in a bench at a time through the year to our Polly Tunnel area, they will then strip the bench, sand and re-varnish, and give them the care that is needed to ensure the benches are long lasting – throughout the winter we will be able to work on more benches.



St Peters Church Close Churchyard

Due to the church yard being a closed burial ground, the local Council has a duty to help out with the grounds maintenance where a Church of England churchyard is closed to further burials in accordance with an Order in Council under the Burial Act 1853. Responsibility for maintenance may at the request of the Church be transferred to the relevant local authority. The transfer is compulsory, not dependent on the condition of the churchyard in question, and not dependent on the local authority's ability to meet the additional maintenance costs.

As part of the agreement, which is sent over from the Diocese Chester, they require the Closed Graveyard section to be maintained three times a year, and the Victorian section once a year.



Grave Yard Section



Victorian Section

There has been a lot of ongoing public comments about both areas, with regards to the lack of maintenance. The Chief Officer has requested that costings are developed for full maintenance of these areas, which in the case of the Victorian section, will need significant costs to get it into an adequate condition so that regular maintenance can take place.

Staffing

We currently have one member of the streetscape team on long term sick, as a result of this we have an additional agency staff to help cover the work over our busy season.

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

June 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	83.3%	100.0%	13.5	476.7 miles	25.0 mpg	404.3 miles	197.0
YJ18 YBC, Ford Transit Andy	80.0%	100.0%	16.5	717.8 miles	25.0 mpg	496.3 miles	241.7
YJ18 YFA, Ford Transit Chris	66.7%	77.3%	19.3	799.9 miles	25.0 mpg	580.6 miles	283.0
YJ18 XWB, Ford Transit Dave and Jim	76.7%	100.0%	9.7	512.7 miles	25.0 mpg	291.9 miles	142.3
YJ18 YCZ, Ford Transit Mick	96.7%	95.5%	3.5	314.5 miles	25.0 mpg	106.9 miles	52.0
YJ18 XZV, Ford Transit Noel	73.3%	100.0%	19.9	959.0 miles	25.0 mpg	596.6 miles	290.8
YJ18 XZF, Ford Transit Terry	3.3%	4.5%	0.0	1235.6 miles	25.0 mpg	0.4 miles	0.3
MA18 EEP, Peugeot Partner	46.7%	59.1%	9.1	572.4 miles	25.0 mpg	274.2 miles	133.7

July 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	71.0%	85.7%	12.9	476.7 miles	25.0 mpg	400.8 miles	195.4
YJ18 YBC, Ford Transit Andy	64.5%	81.0%	14.6	717.8 miles	25.0 mpg	452.2 miles	220.3
YJ18 YFA, Ford Transit Chris	67.7%	81.0%	23.3	799.9 miles	25.0 mpg	723.1 miles	352.4
YJ18 XWB, Ford Transit Dave and Jim	58.1%	81.0%	8.1	512.7 miles	25.0 mpg	251.2 miles	122.5
YJ18 YCZ, Ford Transit Mick	77.4%	85.7%	3.8	314.5 miles	25.0 mpg	119.3 miles	58.2
YJ18 XZV, Ford Transit Noel	58.1%	85.7%	20.7	959.0 miles	25.0 mpg	642.8 miles	313.3
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	58.1%	85.7%	13.1	572.4 miles	25.0 mpg	406.2 miles	198.1
AJ13 YBX, Toro Gm3400 Andy	22.6%	33.3%	1.4	0.0 miles	25.0 mpg	42.9 miles	20.9
AJ13 YBY, Toro Lt3340 Pete	25.8%	38.1%	2.1	0.0 miles	25.0 mpg	65.6 miles	31.9

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	4 th August 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 30 th June 2022 to accompany the spreadsheet show as Appendix 11.1		
Updates	<p>This trading account is for 3 months of 2022/23, which equates to 25% 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.</p> <p>Direct Sales income: 38.4%</p> <p><u>Expenditure</u> Direct Expenditure 40.5%</p> <p><u>Summary</u> Direct Sales £12,327 Direct Expenditure £10,805</p>		
Decision Requested	To receive the Congleton Information Centre Trading Account for Month 3 to 30 th June 2022.		

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

Appendix 11.1

Month	3							
Percentage	25.0%							
		ANNUAL BUDGET	BUDGET TO M3	Actual Spend to M3	£ VARIANCE AT M3	% Of Budget spent @ M3	Variance %	NOTES
CONGLETON INFORMATION CENTRE								
3000 Stock at 1st April		0	0	0	0	0.0%	25.0%	
3041 3rd Party ticket resales		21,000	5,250	9,372	-4,122	44.6%	-19.6%	
3042 Books, Maps, Guides resale		3,300	825	340	485	10.3%	14.7%	
3043 Souvenirs for resale		1,250	313	29	284	2.3%	22.7%	
3044 Stamps for resale		0	0	193	-193			No budget set to calculate %
3046 Local Produce for resale		650	163	628	-466	96.6%	-71.6%	
3047 Theatre giftcards for resale		0	0	14	-14			No budget set to calculate %
3048 Food & Drink for resale		475	119	229	-110	48.2%	-23.2%	
3049 CTC Merchandise		0	0	0	0	0.0%	25.0%	
3999 Stock at 31st March 2022		0	0	0	0	0.0%	25.0%	
Direct Expenditure		26,676	6,669	10,805	-4,136	40.5%	-15.5%	
4000 Staff costs		59,272	14,818	14,938	-120	25.2%	-0.2%	
4011 Rates		4,725	1,181	0	1,181	0.0%	25.0%	
4013 Rent Payable		7,500	1,875	1,875	0	25.0%	0.0%	
4026 Computer/ICT costs		240	60	0	60	0.0%	25.0%	
4162 General Expenditure		2,000	500	265	235	13.3%	11.8%	
6000 Central Overheads Reallocated		5,082	1,271	1,126	145	22.2%	2.8%	
Indirect Expenditure		78,819	19,705	18,204	1,501	23.1%	1.9%	
1041 Third Party Ticket Sales		-24,000	-6,000	-10,217	4,217	42.6%	-17.6%	
1042 Books, Maps, Guides sales		-2,300	-575	-542	-33	23.6%	1.4%	
1043 Souvenir sales		-3,000	-750	-763	13	25.4%	-0.4%	
1044 Stamp Sales		-1,100	-275	-95	-180	8.6%	16.4%	
1045 Photocopy sales		-500	-125	-91	-34	18.2%	6.8%	
1047 Theatre gift cards		-300	-75	0	-75	0.0%	25.0%	
1048 Food and Drink sales		-900	-225	-338	113	37.6%	-12.6%	
1049 CTC Merchandise sales		0	0	-281	281			No budget set to calculate %
Income		-32,100	-8,025	-12,327	4,302			£1,522 income over expenditure for Direct Sales
1168 CEC Support Grant CIV		-36,074	-9,019	-16,234	7,216	45.0%	-20.0%	Support grant paid over 2 instalments
1031 CAB Reception Contribution		0	0	-1,250	1,250	#DIV/0!	#DIV/0!	No budget set to calculate %
Other Income		-36,074	-9,019	-17,484	8,466			
Total Income		-68,174	-17,044	-29,811	12,768			

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services Committee Meeting		
MEETING DATE AND TIME	4 th August 2022	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	12 Congleton Information Centre Updates		
Updates	<p><u>Actions from the last meeting</u></p> <ol style="list-style-type: none"> 1. Footfall counter – no progress 2. Shopfitters to provide re design of the centre – no progress 		
Decision Request	To receive the update		