

## CONGLETON TOWN COUNCIL

### Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 30<sup>th</sup> June 2022

For the papers discussed at the meeting, please see the [Agenda & Papers –30<sup>th</sup> 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 7<sup>th</sup> 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	<b>Town Hall Updates</b> 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.	<b>Market Toilets</b> We currently open, clean and close the toilets. CEC are responsible for maintenance.
THAS/52/2122	<b>Streetscape Services Update</b> Assign costings against each fly tip going forward.	See agenda item 10. With costings
THAS/53/2122	<b>Roundabout Maintenance</b> 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	<b>Citizens Advice Bureau (CAB)</b> 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. <b>Action closed</b>

#### 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 31<sup>st</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> 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)**