



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

13th October 2022

Dear Councillor,

Town Hall, Assets & Services Committee – 20th October 2022

You are summoned to attend a meeting of the Town Hall, Assets & Services Committee, to be held at Congleton Town Hall on **Thursday 20th October 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

Tel: 01260 270350

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 4th August 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

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

04.08.22	THAS/13/2223	Paddling Pool – going forward any marketing material to advertise no parking and to use Town Centre car parks.	In Progress
04.08.22	THAS/13/2223	Library Toilets Cllr Akers Smith to contact the Cheshire East Library Services Team regarding sign posting their public toilets within the library.	Not started

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

8. Paddling Pool Season 2022 (Enclosed)

To receive updates on matters relating to the paddling pool season 2022.

9. Low Carbon Energy Proposal for Congleton Town Hall (Enclosed)

To receive updates on matters relating to the Low Carbon Energy Proposal for Congleton Town Hall.

10. Town Hall Roof Repairs (Enclosed)

To receive updates on matters relating to the Town Hall roof repairs.

11. Streetscape Services Trading Account (Enclosed)

To accept the Streetscape Services Trading account to 31st August 2022 and to note the content of the summary report.

12. Streetscape Services (Enclosed)

To receive the Streetscape Services update and comment accordingly.

13. Congleton Information Centre Trading Account (Enclosed)

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

14. Resolution to exclude members of the press and public from item 15 due to Commercial Sensitivities

15. Public Toilets (Confidential Report)

To receive the update report and agree any additional actions.

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 4th August 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 – 4th August 2022](#)

In attendance:

Committee members: Cllrs

Suzy Firkin - Chair

Suzie Akers Smith

Duncan Amies

Martin Amies

David Brown

Russell Chadwick

Non-Committee Member: Cllr Kay Wesley

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

Congleton Town Council Officers:

- David McGifford – Chief Officer
- Ruth Burgess – Streetscape Development Manager
- Mark Worthington - Town Hall Manager

Minutes

1. Apologies for absence

Apologies for absence were received from:

Committee Members: Cllrs George Hayes, Robert Douglas, and Robert Hemsley.

2. Minutes of Previous Meetings

THAS/11/2223 Resolved 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

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

4. Outstanding Actions

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

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 at the meeting.

7. Town Hall Trading Account

THAS/12/2223 Resolved to accept the Town Hall Trading account to June 2022 and to note the content of the summary report.

8. Town Hall Updates

THAS/13/2223 Resolved to receive the updates on matters relating to the Town Hall.

Action: All Cheshire East Councillors to chase Cheshire East Highways and help on the matter of Town Hall Roof Repairs permit.

Action: Paddling Pool – going forward any marketing material to advertise no parking and to use Town Centre car parks.

Action: Cllr Akers Smith to contact the Cheshire East Library Services Team regarding sign posting their public toilets within the library.

9. Streetscape Trading Account

THAS/14/2223 Resolved to accept the Streetscape Trading account to June 2022 and to note the content of the summary report.

10. Streetscape Services Update

THAS/15/2223 Resolved to receive the update report on Streetscape Services.

Action: To hold a Streetscape Development Working Group Meeting in October 2022.

Action: Streetscape Development Manager to share with Councillors a year of events which Streetscape carry out, to provide more structure to the Council.

Action: Start discussions with St Peter's Church members to see what is feasible regarding the grounds works within the church yard and the next steps for the 2023 season. The Diocese is to be included within these discussions.

Cllrs Suzy Firkin and David Brown: Made comment and thanks to the Streetscape Team for all their hard work and commitment over the year towards the Congleton in Bloom North West Entry and Britain in Bloom Entry for the RHS awards.

11. Congleton Information Centre Trading Account

THAS/16/2223 Resolved 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

THAS/17/2223 Resolved to receive the update report on matters relating to the Congleton Information Centre.

**Cllr Suzy Firkin
(Chair)**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	20 th October 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 August 2022 to accompany the spreadsheet shown as Appendix 7.1		
Updates	<p>This trading account is for 5 months of 2022/23, which equates to 41.6% of the budget. Please refer to notes on the account sheets, other points as below:</p> <p><u>Income</u> 41.2%</p> <ul style="list-style-type: none">○ Grand Hall is at 53.4%, this is due to a mixture of both Corporate and a number of private bookings.○ Spencer Suite is at 48.4%, 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> 38.8%</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 54%, there is due to be more moved onto this budget line, so this will update on the next report. There has been work completed in the Bluey's area, a repair to the boiler and work to the external windows. There is also extra unexpected repairs to the boilers due in, this will be updated next time.○ Maintenance Contracts currently at 71%, % due to whole year invoices and first and second quarter invoices being received.		
Decision Requested	To receive the Town Hall Trading Account for Month 5 to 31 st August 2022.		

Congleton Town Council
Management Accounts 2022-23

Appendix 7.1

TOWN HALL

Aug-22

Month	5		BUDGET TO	Actual Spend	£	% Of Budget	Variance	
Percentage	41.7%	ANNUAL	M5	to M5	VARIANCE	spent @ M5	%	NOTES
		BUDGET			AT M5			
TOWN HALL								
4000	Staff Costs (re-allocated)	69,219	28,841	23,771	5,070	34.3%	7.4%	MW Paddling Pool hours moved out
4008	Training	1,000	417	0	417	0.0%	41.7%	
4009	Protective Clothing/H & Safety	500	208	514	-306	102.8%	-61.1%	New staff uniform, event security
4010	Cleaners	6,500	2,708	2,448	260	37.7%	4.0%	
4011	Rates	29,078	12,116	13,697	-1,581	47.1%	-5.4%	Paid over 10 months not 12
4012	Water	6,150	2,563	1,133	1,430	18.4%	23.3%	Invoiced to July
4014	Electricity	24,125	10,052	3,422	6,630	14.2%	27.5%	Invoiced to July, £4,244 less re-charge out of £823
4015	Gas	16,500	6,875	4,386	2,489	26.6%	15.1%	Invoiced to July
4016	Cleaning materials	2,000	833	557	276	27.9%	13.9%	
4017	Refuse Disposal	3,000	1,250	553	697	18.4%	23.3%	
4020	Miscellaneous Office Costs	1,500	625	685	-60	45.7%	-4.0%	
4025	Insurance	9,800	4,083	9,874	-5,791	100.8%	-59.1%	Insurances paid in full for the year
4033	Marketing/Promotions	3,500	1,458	0	1,458	0.0%	41.7%	
4040	Maintenance Contracts	7,750	3,229	5,503	-2,274	71.0%	-29.3%	Start of 1st & 2nd quarter invoices
4041	Property Maintenance	15,000	6,250	8,095	-1,845	54.0%	-12.3%	
4064	Legal & Professional fees	100	42	0	42	0.0%	41.7%	
4068	Licences (incl PRS)	3,500	1,458	2,808	-1,350	80.2%	-38.5%	
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	2,473	2,070	403	34.9%	6.8%	
	Town Hall Expenditure	205,157	85,482	79,516	5,966	38.8%	2.9%	
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	85,482	80,839	4,643	39.4%	2.3%	
1009	Rent Rec'd - Museum Notional	-4500	-1875	-1875	0	41.7%	0.0%	
1010	Rent Received - 3rd Party Partnership	-1533	-639	-639	0	41.7%	0.0%	
1011	Rent Received - Internal CTC	-26517	-11049	-11049	0	41.7%	0.0%	
1013	Letting Income - Grand Hall	-25400	-10583	-13560	2977	53.4%	-11.7%	
1014	Letting Income - Bridestones	-13200	-5500	-3757	-1743	28.5%	13.2%	
1015	Letting Income - Spencer Suite	-4950	-2063	-2398	336	48.4%	-6.7%	
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	-6250	0	-6250	0.0%	41.7%	
1021	Letting Income - Internal	-9000	-3750	-4761	1011	52.9%	-11.2%	
1022	Letting income - F&F	-1000	-417	-700	283	70.0%	-28.3%	
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	-919	919	#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	-42125	-41652	-473	41.2%	0.5%	
	Net Expenditure over Income	104,057	43,357	39,187	4,170	37.7%	4.0%	

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services Committee Meeting		
MEETING DATE AND TIME	20th October 2022	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM	8		
REPORT TITLE	Paddling Pool Season 2022		
Background	<p>The paddling pool was open during the 2022 season for 15 weeks, from Saturday 28th May to Sunday 4th September, details below:</p> <ul style="list-style-type: none"> • Pool open Wednesday, Thursday, Friday, Saturday, Sunday and Bank Holidays during the period mentioned above • 2 x sessions per day 10am – 1pm and 2pm – 5pm • Pool closed between 1pm – 2pm for cleaning and maintenance • Capacity of 140 people per session • Free booking, online only • Maximum of 8 people per booking • 1 x member of qualified pool staff on site during opening hours • 1 x member of gate security to check bookings (see invoice Appendix 8.1) 		
Update	<p>Due to the capacity of 140 bathers and operating with two sessions per day, the pool plant and automatic chemical dosing system have operated faultlessly throughout the season, leading to improved water quality and no closures for maintenance. Feedback from users at the pool was that the reduced capacity makes for a more enjoyable atmosphere around the pool. Users felt the booking system was easy to use and preferred this system as it guaranteed entry on busier days. Other points raised by pool users are below:</p> <ul style="list-style-type: none"> • Inadequate parking • Possibility of shorter sessions/more sessions per day • On-site shop • Negative comments on social media about the booking system <p>This is the first, full season where the Omnify online booking system has been in operation (pool only open for 4 weeks during 2021 season due to Covid restrictions).</p>		

The chart below shows the booking information for the 2022 season. Over 15,000 accounts are registered on the site with over 8,000 bookings during the season:

<u>Total Clients</u>	<u>Active Clients</u>	<u>Inactive Clients</u>	<u>Leads</u>
(Total number of clients, including leads)	(Clients that have made bookings in the last 90 days)	(Clients that have not made bookings in the last 90 days)	(Clients that have not made any bookings on our Service Store)
15,385	8,179	5,368	1,838

The booking system has previously operated with a spreadsheet system whereby booking sheets were printed off at the beginning of each session. This meant there needed to be a cut off time for bookings and did not allow for 'on the day' bookings. To improve the booking process, a tablet was purchased which made the booking system 'live'. This allowed the pool staff to check in attendees on arrival and also allow places to be booked throughout the day, even after the start of a session.

The chart below shows booking information logged by the Omnify booking system for the period between 18th August and 4th September:

Bookings	Check Ins	Not Checked In
(Number of attendees)	(Attendees who turned up)	(Attendees who didn't turn up)
3602	1845	1757

	<p>Analysing information available from the booking system, there are three main areas which cause problems for people trying to book slots at the paddling pool:</p> <ul style="list-style-type: none"> • Almost 49% of people who book a slot at the pool fail to attend on the day. • Most users who do not attend, do not cancel their booking. • Due to demand, users are booking random slots as they become available 'just in case' the weather is good. These bookings are usually for groups of 8 people with the intention of attending as a group. On the day they turn up in a group of less than 8 people (usually just 2 people), but don't cancel the unwanted spaces <p>Pool operations are a vast improvement on previous years, although more thoughtful use of the booking system would improve the user experience further. An increase in the number of Congleton Town Council (CTC) staff trained in the relevant paddling pool qualification and having paddling pool responsibilities as part of their job descriptions, will be a major factor in delivering a successful pool season in 2023.</p> <p>Potential improvements for next year:</p> <ul style="list-style-type: none"> • Soft play surface/path around the pool is starting to crack. This may deteriorate further over Winter. • Improvement to the entrance for gate security/tickets/shop. • Tree Maintenance.
Next Steps	<p>To provide an operational plan for the committee to consider at the next meeting on 12th January 2023, these will include:</p> <ul style="list-style-type: none"> - Opening hours / sessions. - Training of casual staff and CTC employees for the supervision of the pool. - Operational costs. - Additional services.
Decision Requested	<p>To receive the update report relating to the 2022 paddling pool season and to approve the balance due of £9207.00 on the GT Security Ltd invoice 2295 (Appendix 8.1), which is in accordance with the approved budgets (Approved at THAS/25/2122) for the Pool expenditure for 2022, and to recommend this to the Finance and Policy committee for retrospective payment approval.</p>

Phone: 07541-377-052

E-mail:

Invoice No:

2295

Invoice date:

03/10/2022

Due date:

31/10/2022

Reference:

Appendix 8.1

United Kingdom

To:

congleton Town council

congleton town council

Town Hall, High Street

Congleton

CW12 1BN

United Kingdom

Deliver to:

congleton Town council

congleton town council

Town Hall, High Street

Congleton

CW12 1BN

United Kingdom

Sales person:

Contact name:

Mark Worthington

Delivery date:**Payment terms:**

Delivery method: PO No 710/2223

Delivery terms:

congleton paddling pool 28th May - 4th sept 2022

Qty.	Description	Unit Price		Net Amount	VAT %	VAT
511.5	SIA STAFF hours covered by staff	£15.00		£7,672.50	20%	£1,534.50

VAT Code	VAT %	VAT Net	VAT
Q	20%	£7,672.50	£1,534.50

Net amount: £7,672.50

VAT Total: £1,534.50

Total: £9,207.00

Payments:	£0.00
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Balance:	£9,207.00
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Budget Code - 201- 4162
Pool G. EXP

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services Committee Meeting		
MEETING DATE AND TIME	20 th October 2022	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM	9		
REPORT TITLE	Low Carbon Energy Proposal for Congleton Town Hall		
Background	As part of the initiative to reduce the carbon footprint and overall energy usage, Low Carbon Energy proposals were received from three companies identified as being able to provide services to create a Net Zero Roadmap for Congleton Town Hall. From the proposals received, Tomson Consulting were selected to provide a Decarbonisation Programme for the Town Hall.		
Update			
The aims of this project are to:			
<ul style="list-style-type: none">• identify practical and potentially cost-effective opportunities to reduce carbon emissions associated with electricity and heating fuel consumption at the Town Hall.• appraise potential opportunities against site-specific requirements, the listed status and unique appearance of the Town Hall, potential energy and carbon savings and the estimated cost-benefit of improvements.• identify at a high level the potential costs, financial and environmental benefits of carbon reduction measures.• understand what, if any, measures could be applicable for financial support through the Public Sector Decarbonisation Fund (PSDCF), or similar.			
Working with Tomson Consulting, Officers have provided electricity/gas/water billing and consumption information for one year, along with scale drawings and occupancy information for the various rooms around the Town Hall. During 2021, energy consumption at the Town Hall cost £26,005 per year and resulted in the emission of 96.1 tonnes CO ₂ e per year. Electricity consumption at the Town Hall comprised approximately 58% of costs (gas and electric) and 21% of greenhouse gas emissions, whilst natural gas consumption comprised approximately 42% of cost and 78% of greenhouse gas emissions.			
Tomson Consulting completed a site visit of the Town Hall on 23 rd May 2022. The purpose of the site visit was to assess the existing type and condition of building fabrics, space and domestic hot water heating systems, lighting, and lighting controls.			

Observations and measurements will be used to identify and start to quantify potential opportunities to reduce greenhouse gas emissions. Following the site visit, a DRAFT summary progress update has been provided which details initial findings and identifies opportunities to reduce carbon emissions.

Timescale	Description
Short Term	<ul style="list-style-type: none"> • Improve understanding and use of the space heating control system
	<ul style="list-style-type: none"> • LED lighting to replace T8 fluorescent lamps
	<ul style="list-style-type: none"> • PIR sensors throughout in appropriate areas
	<ul style="list-style-type: none"> • Replacement of existing PL CFL luminaires with LED – throughout with PIR/DALI controls (as appropriate)
	<ul style="list-style-type: none"> • Improvements to chiller/cooling systems
	<ul style="list-style-type: none"> • Insulation to space and domestic hot water heat distribution pipework
Medium Term	<ul style="list-style-type: none"> • Reducing air infiltration - external doors, and internal walls in parts of building (e.g. first/second floor offices)
	<ul style="list-style-type: none"> • Reducing air infiltration – windows
	<ul style="list-style-type: none"> • Replace existing heat destratification in the main hall
Longer term & deep retro-fit	<ul style="list-style-type: none"> • Reduction in air infiltration / air flow through main stair well
	<ul style="list-style-type: none"> • Cavity wall insulation in newer offices at rear of building
	<ul style="list-style-type: none"> • Potential to replace existing fan coil units with low temperature units in main hall
	<ul style="list-style-type: none"> • Air to water source heat pump for DHW heating at rear of building (currently 2 electric calorifiers)
	<ul style="list-style-type: none"> • Air to water source heating for main hall - to be investigated more
	<ul style="list-style-type: none"> • Internal wall insulation in first/second floor offices of main building
	<ul style="list-style-type: none"> • Secondary glazing units - ideally throughout, priority areas would be offices
	<ul style="list-style-type: none"> • Any potential to retro fit roof insulation in between sarking/felt and external slates
	<ul style="list-style-type: none"> • Roof insulation over offices in main building
	<ul style="list-style-type: none"> • Internal roof insulation - Bridestones Suite
	<ul style="list-style-type: none"> • Solar glass to replace external plexi-glass over circular windows in main hall
	<ul style="list-style-type: none"> • Any opportunities for solar PV on invisible parts of the roof

Next Steps	<p>Next steps are to:</p> <ul style="list-style-type: none"> • refine the potential energy / carbon saving opportunities shown above. • 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). • 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). • identify innovative solar glass type PV systems which could be relevant as a replacement to the plexi-glass cladding around the Main Hall windows. • obtain indicative cost estimates for different interventions. • prioritise the interventions by: <ul style="list-style-type: none"> - Potential carbon and cost reduction. - Ease of implementation (integration with existing equipment, fabric, listed status). - Existing previous examples of where the same / similar interventions have been successfully implemented in Listed Buildings. - Timing and time required to implement. - Potential eligibility for funding through the Public Sector Decarbonisation Fund or other sources. • develop a timeline for implementation showing the cumulative carbon and cost savings over an agreed time period (e.g., 5 years) compared to the Business As Usual scenario. • start to explore different funding/ grant opportunities
Decision Request	<p>To receive the report relating to the Low Carbon Energy Report for Congleton Town Hall</p>

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services Committee Meeting		
MEETING DATE AND TIME	20th October 2022	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM	10		
REPORT TITLE	Town Hall Roof Repairs		
Background	Repairs/investigations to the Town Hall roof are still on hold as we continue to wait for information relating to permits required for pavement closures below the area where work will be taking place.		
Update	<p>Cheshire East Highways have advised that Ringway Jacobs are responsible for issuing pavement closure permits. Both Cheshire East Highways and Ringway Jacobs have received copies of the risk assessment provided by Vertex Access, (the company who will be carrying out the roof repairs), highlighting the method statements of how they propose to carry out the work above the pavements.</p> <p>11th May 2022 - Cheshire East Highways, Ringway Jacobs emailed for clarification of requirement for pavement closure permit.</p> <p>26th May 2022 - Cheshire East Highways, Ringway Jacobs emailed for clarification of requirement for pavement closure permit.</p> <p>17th June 2022 – Cheshire East Highways, Ringway Jacobs emailed for clarification of requirement for pavement closure permit.</p> <p>1st July 2022 - Cheshire East Highways, Ringway Jacobs, Congleton Town Council’s Cheshire East Councillors emailed for clarification of requirement for pavement closure permit.</p> <p>26th July 2022 – Congleton Town Council’s Cheshire East Councillors emailed for update.</p> <p>10th October 2022 - Cheshire East Highways, Ringway Jacobs emailed for clarification of requirement for pavement closure permit.</p> <p>12th October 2022 – Contact has been made Cheshire East Highways to arrange a site visit to discuss permit requirements.</p>		

	<p>13th October 2022 – Spoken to relevant department at Cheshire East. No site visit required. Roofing repair company must work within the following requirements:</p> <ul style="list-style-type: none"> • Company carrying out the roof repairs will need to apply for a S171 permit to close the pavement. • Work to be carried out early on a Sunday morning. • Pavement below work area to be closed. • Barriers and signs to close pavement and to direct pedestrians to opposite side of the road (provided and installed by roofing company). • Banks person to be monitoring pavement area to guide pedestrians to other side of the road (provided by roofing company). <p>13th October 2022 – Vertex Access informed of the requirement for them to apply for a S171 permit. Vertex Access will keep us updated throughout the process.</p>
Decision Requested	The receive the report relating to Town Hall roof repairs.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	20 th October 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	11 Streetscape Services Trading Account		
Background	Variance analysis of the Trading Account to 31 st August 2022 to accompany the spreadsheet show as Appendix 11.1		
Updates	<p>This trading account is for 5 months of 2022/23, which equates to 41.6% of the budget. Please refer to notes in the accounts' sheets, other points below:</p> <p><u>Income</u> 54.5% Cheshire East Council Income is at 56.3% due to receipt of first and second payments.</p> <p><u>Expenditure</u> 46.2% Most budget lines are as expected. Agency Staff costs are overbudget, this has been presented to Council on 29th September 2022 who approved continued spend on this budget line to cover staff sickness. Steet Cleansing is now at 193% which covers 8% for the first full quarter, this is due to £4343 on fly tipping and asbestos removal. The overspend has been reported to Council on 29th September 2022, who approved continued spend on this budget line. General Expenditure and Protective Clothing is higher than expected spends, so will be monitored.</p> <p>Costs are now being incurred for the Sweeper lease, these are currently £8507.52 to August 2022 which 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 5 to 31 st August 2022.		

Congleton Town Council
Management Accounts 2022-23
STREETSCAPE



Appendix 11.1

Aug-22

Month	5							
Percentage	41.7%							
	ANNUAL BUDGET	BUDGET TO M5	Actual Spend to M5	£ VARIANCE AT M5	% Of Budget spent @ M5	Variance %	NOTES	
STREETSCAPE								
4000 Staff Costs	442,706	184,461	183,277	1,184	41.4%	0.3%		
4004 Agency Staff	6,000	2,500	13,511	-11,011	225.2%	-183.5%	2 Agency Staff in place	
4008 Training	3,000	1,250	900	350	30.0%	11.7%		
4009 Protective Clothing/H & Safety	4,500	1,875	2,878	-1,003	64.0%	-22.3%		
4013 Office rent	2,000	833	833	0	41.7%	0.1%		
4016 Cleaning Materials	7,500	3,125	994	2,131	13.3%	28.4%		
4021 Mobile Phones	900	375	444	-69	49.3%	-7.6%		
4025 Insurance	7,000	2,917	7,053	-4,136	100.8%	-59.1%	Both insurances now paid in full for the year	
4041 Property maintenance	1,200	500	0	500	0.0%	41.7%		
4043 Horticultural etc Supplies	19,000	7,917	7,737	180	40.7%	1.0%		
4047 Vehicle maintenance/Serv etc	10,000	4,167	4,279	-112	42.8%	-1.1%		
4048 Vehicle fuel and oil	14,000	5,833	8,918	-3,085	63.7%	-22.0%	Increase in costs	
4049 Vehicle rental charges	37,000	15,417	23,369	-7,952	63.2%	-21.5%	Sweeper costs posted here £8628 August 22	
4050 Street Cleansing	3,000	1,250	5,802	-4,552	193.4%	-151.7%	Overspent: Unable to forecast for budgeting due to nature of flytipping/ clean ups required,	
4162 General expenditure	4,000	1,667	3,575	-1,908	89.4%	-47.7%		
6000 Central Overheads Reallocated	37,957	15,815	13,626	2,189	35.9%	5.8%		
Streetscape Expenditure	599,763	249,901	277,196	-27,295	46.2%	-4.5%		
3030 Purchases for recharging	0	0	2,235	-2,235	#DIV/0!	#DIV/0!		
1165 CEC - Income	-380,156	-158,398	-214,096	55,698	56.3%	-14.6%	2 quarters received, including Sweeper contribution	
1167 External work income	-15,000	-6,250	-1,651	-4,599	11.0%	30.7%		
1040 Other income	0	0	0	0			No budget set to calculate %	
1199 Miscellaneous	-900	-375	-225	-150	25.0%	16.7%		
Streetscape Income	-396,056	-165,023	-215,972	50,949	54.5%	-12.8%		
Net Expenditure over Income	203,707	84,878	63,459	21,419				

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services																	
MEETING DATE AND TIME	20 th October 2022 7.00pm	LOCATION	Town Hall															
REPORT FROM	Streetscape Development Manager – Ruth Burgess																	
AGENDA ITEM REPORT TITLE	12 Streetscape Services																	
Update	<p>Key Performance Indicator (KPI) Update:</p> <p><u>Fly Tipping</u></p> <p>We are now working the cost for each specific fly tip; please see below for the number of fly tips we have dealt with over the last months June and July:</p> <table><tr><th>Month</th><th>2022</th><th>Costs</th><th>2021</th><th>2020</th></tr><tr><td>August</td><td>26</td><td>£1079.68</td><td>10</td><td>18</td></tr><tr><td>September</td><td>22</td><td>£975.67</td><td>14</td><td>6</td></tr></table> <p><u>Job Tickets</u></p> <p>Received from the public for both Grounds Maintenance and Street Cleansing Enquiries – months August and September 2022:</p> <p>X 8 job tickets for street cleansing and grounds maintenance issues.</p> <p><u>Vehicle Usage</u></p> <p>Showing Mileage and Carbon Emissions See Appendix 12.1</p> <p><u>Bench Refurbishment Scheme</u></p> <p>The Park benches are now nearly all complete from their refurbishment works, which has included sanding down, varnishing and painting. Some benches have required new slats, which have also been installed. If there are any benches that require attention that you may notice as you walk around Congleton, please let us know, as our next areas will be the Community Garden and open spaces.</p> <div></div>			Month	2022	Costs	2021	2020	August	26	£1079.68	10	18	September	22	£975.67	14	6
Month	2022	Costs	2021	2020														
August	26	£1079.68	10	18														
September	22	£975.67	14	6														

St Peter's Church Closed Churchyard

The Chief Officer and Streetscape Development Manager have met with the Church Warden who has been tasked with ongoing maintenance of St Peter's Church grounds. From the meeting we have agreed a slightly different maintenance schedule which works for both parties involved. The Church will be seeking further guidance on a new contract agreement with the Diocese of Chester. We are also going to be undertaking an initial costing exercise for the grounds maintenance of the whole site, this will be in two stages, an initial clear, cut back and levelling of the Georgian Section, then the next stage would be the yearly on-going maintenance of the whole area.

Congleton in Bloom will be holding a volunteer session at St Peter's to help their volunteers on the many aspects of work which is required around the gravestones.



Grave Yard Section



Victorian Section

Staffing

We currently have one member of the streetscape team on long term sick, because of this we have an additional agency staff member to help cover the work schedules.

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	Part of the St Peter's Project is to improve accessibility.
Decision Requested	To receive the update report.

Appendix 12.1

August 2022

Streetscape Vehicle Mileage

Quartix						
Vehicle	Vehicle usage	Average mileage per day	Average mileage per day (exc W/Ends)	Mileage this month	CO2 emissions (kg)	Estimated closing mileage
JY18 XXC, Ford Transit -	90.3%	12.8	16.2	396.8 miles	193.5	14663.1 miles
YJ18 YBC, Ford Transit	71.0%	14.9	17.8	461.8 miles	225.1	26137.4 miles
YJ18 YFA, Ford Transit Chris	67.7%	25.3	33.7	785.9 miles	383.0	30720.3 miles
YJ18 XWB, Ford Transit	61.3%	8.6	11.5	267.8 miles	130.5	13113.7 miles
YJ18 YCZ, Ford Transit Mick	96.8%	5.3	6.8	164.1 miles	79.9	7564.3 miles
YJ18 XZV, Ford Transit Noel	74.2%	25.0	33.6	774.1 miles	377.3	31069.6 miles
YJ18 XZF, Ford Transit Terry	0.0%	0.0	0.0	0.0 miles	0.0	13522.7 miles
MA18 EEP, Peugeot Partner	74.2%	11.3	15.2	350.6 miles	171.0	15543.2 miles

September 2022

Quartix						
Vehicle	Vehicle usage	Average mileage per day	Average mileage per day (exc W/Ends)	Mileage this month	CO2 emissions (kg)	Estimated closing mileage
JY18 XXC, Ford Transit -	86.7%	14.6	19.5	439.9 miles	214.4	15102.5 miles
YJ18 YBC, Ford Transit	76.7%	14.8	17.7	444.8 miles	216.8	26582.3 miles
YJ18 YFA, Ford Transit	70.0%	23.9	31.9	716.0 miles	348.9	31436.3 miles
YJ18 XWB, Ford Transit	56.7%	8.7	11.8	259.9 miles	126.8	13373.5 miles
YJ18 YCZ, Ford Transit	100.0%	5.8	7.6	174.4 miles	85.0	7738.3 miles
YJ18 XZV, Ford Transit	73.3%	20.2	27.5	605.0 miles	294.8	31675.0 miles
YJ18 XZF, Ford Transit	3.3%	0.0	0.0	0.0 miles	0.0	13522.7 miles
MA18 EEP, Peugeot Partner	46.7%	6.3	8.4	190.4 miles	92.7	15734.0 miles

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	20 th October 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	13 Congleton Information Centre Trading Account		
Background	Variance analysis of the Trading Account to 31 st August 2022 to accompany the spreadsheet show as Appendix 13.1		
Updates	<p>This trading account is for 5 months of 2022/23, which equates to 41.6% 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></p> <p>Support Grant income, first payment received, second payment was invoiced in September. Income also includes Citizens Advice Bureau (CAB) contribution towards reception duties.</p> <p>Direct Sales income: 75.8% Other Income: 50%</p> <p><u>Expenditure</u></p> <p>Direct Expenditure 81.4% Other Expenditure: 38.8%</p> <p><u>Summary</u></p> <p>Direct Sales £24,345 Direct Expenditure £21,716</p>		
Decision Requested	To receive the Congleton Information Centre Trading Account for Month 5 to 31 st August 2022.		

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

Appendix 13.1

Month 5
 Percentage 41.7%

CONGLETON INFORMATION CENTRE

	ANNUAL BUDGET	BUDGET TO M5	Actual Spend to M5	£ VARIANCE AT M5	% Of Budget spent @ M5	Variance %	NOTES
3000 Stock at 1st April	0	0	0	0	0.0%	41.7%	
3041 3rd Party ticket resales	21,000	8,750	18,552	-9,802	88.3%	-46.6%	
3042 Books, Maps, Guides resale	3,300	1,375	597	778	18.1%	23.6%	
3043 Souvenirs for resale	1,250	521	749	-228	59.9%	-18.2%	
3044 Stamps for resale	0	0	193	-193			No budget set to calculate %
3046 Local Produce for resale	650	271	1,181	-910	181.7%	-140.0%	
3047 Theatre giftcards for resale	0	0	14	-14			No budget set to calculate %
3048 Food & Drink for resale	475	198	430	-232	90.5%	-48.8%	
3049 CTC Merchandise	0	0	0	0	0.0%	41.7%	
3999 Stock at 31st March 2022	0	0	0	0	0.0%	41.7%	
Direct Expenditure	26,676	11,115	21,716	-10,601	81.4%	-39.7%	
4000 Staff costs	59,272	24,697	25,160	-463	42.4%	-0.7%	
4011 Rates	4,725	1,969	0	1,969	0.0%	41.7%	
4013 Rent Payable	7,500	3,125	3,125	0	41.7%	0.0%	
4026 Computer/ICT costs	240	100	0	100	0.0%	41.7%	
4162 General Expenditure	2,000	833	452	381	22.6%	19.1%	
6000 Central Overheads Reallocated	5,082	2,118	1,824	294	35.9%	5.8%	
Indirect Expenditure	78,819	32,841	30,561	2,280	38.8%	2.9%	
1041 Third Party Ticket Sales	-24,000	-10,000	-18,624	8,624	77.6%	-35.9%	
1042 Books, Maps, Guides sales	-2,300	-958	-930	-28	40.4%	1.3%	
1043 Souvenir sales	-3,000	-1,250	-1,019	-231	34.0%	7.7%	
1044 Stamp Sales	-1,100	-458	-183	-275	16.6%	25.1%	
1045 Photocopy sales	-500	-208	-129	-79	25.8%	15.9%	
1046 Local Produce for resale	0	0	-1,353	1,353	#DIV/0!	#DIV/0!	
1047 Theatre gift cards	-300	-125	0	-125	0.0%	41.7%	
1048 Food and Drink sales	-900	-375	-564	189	62.7%	-21.0%	
1049 CTC Merchandise sales	0	0	-1,543	1,543			No budget set to calculate %
Income	-32,100	-13,375	-24,345	10,970	75.8%	-34.1%	£2,629 income over expenditure for Direct Sales
1168 CEC Support Grant CIV	-36,074	-15,031	-16,234	1,203	45.0%	-3.3%	Support grant paid over 2 instalments first one received
1031 CAB Reception Contribution	0	0	-2,083	2,083	#DIV/0!	#DIV/0!	No budget set to calculate %
Other Income	-36,074	-15,031	-18,317	3,286	50.8%	-9.1%	
Total Income	-68,174	-28,406	-42,662	14,256			