



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

5th January 2023

Dear Councillor,

Town Hall, Assets & Services Committee – 12th January 2023

You are summoned to attend a meeting of the Town Hall, Assets & Services Committee, to be held at Congleton Town Hall on **Thursday 12th January 2023** 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

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AGENDA

1. Apologies for absence

Members are respectfully reminded of the necessity to submit any apologies 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 20th October 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.

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.	Cllr SAS	?	Date - Update details	Not started
20.10.22	THAS/20/2223	Padding Pool Notes for consideration: <ul style="list-style-type: none">• seated position and cover at the entrance for staff• additional session• resin repairs, if possible, to be done earlier• potential snack cabin			Date - Update details	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 30th November 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. Paddling Pool Soft Play Surface (Enclosed)

To receive the report relating to the Paddling Pool Soft Play Surface

10. Town Hall Maintenance Programme (Enclosed)

To receive the report relating to the Town Hall Maintenance Programme

11. Streetscape Services Trading Account (Enclosed)

To accept the Streetscape Services Trading account to 30th November 2022 and to note the content of the summary report.

12. Streetscape Update (Enclosed)

To receive the report relating to the Streetscape KPI's

13. No Mow May – All year around (Enclosed)

To receive the report relating to the No Mow May campaign and to agree all year round campaign

14. Battery/Electric operated machinery and vehicles (Enclosed)

To receive an update report relating to the Battery/Electric operated machinery and vehicles

15. Information Centre Management Accounts

To accept the Town Hall Trading account to 30th November 2022 and to note the content of the summary report.

16. Resolution to exclude members of the press and public from item 17,18 and 19 due to commercial sensitivities

17. Town Hall Bookings December 2023 (Enclosed)

To receive the report relating to Town Hall Bookings December 2023

18. Town Toilets Update (Verbal)

To receive a verbal update from the Chief Officer

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 20th October 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 – 20th October
2022](#)

In attendance:

Committee members: Cllrs

Suzy Firkin - Chair

Suzie Akers Smith

Dawn Allen

Duncan Amies

Martin Amies

Russell Chadwick

George Hayes

Robert Hemsley

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 David Brown and Robert Douglas.

2. Minutes of Previous Meetings

THAS/18/2223 Resolved 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

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

4. Outstanding Actions

See item 15 – Public Toilets.

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/19/2223 Resolved 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

THAS/20/2223 Resolved to receive the updates on matters relating to the paddling pool season 2022 and noted comments for consideration with regards to:

- seated position and cover at the entrance for staff
- additional session
- resin repairs, if possible, to be done earlier
- potential snack cabin

9. Low Carbon Energy Proposal for Congleton Town Hall

THAS/21/2223 Resolved to receive the updates on matters relating to the Low Carbon Energy Proposal for Congleton Town Hall.

10. Town Hall Roof Repairs

THAS/22/2223 Resolved to receive the updates on matters relating to the Town Hall roof repairs.

11. Streetscape Services Trading Account

THAS/23/2223 Resolved to accept the Streetscape Services Trading account to 31st August 2022 and to note the content of the summary report.

12. Streetscape Services

THAS/24/2223 Resolved to receive the Streetscape Services update

13. Congleton Information Centre Trading Account

THAS/25/2223 Resolved to accept the Congleton Information Centre Trading account to 31st August 2022 and to note the content of the summary report.

14. THAS/26/2223 Resolved to exclude members of the press and public from item 15 due to Commercial Sensitivities.

15. Public Toilets

THAS/27/2223 Resolved to receive the update report and agreed that ongoing discussions should continue with the Market area and Capital Walk toilet provision and request when Cheshire East Council are planning to upgrade the park toilets.

Outstanding action Cllr Akers Smith to discuss signposting to the Library toilets with Cheshire East Council.

**Cllr Suzy Firkin
(Chair)**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	12 th January 2023 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 November 2022 to accompany the spreadsheet shown as Appendix 7.1		
Updates	<p>This trading account is for 8 months of 2022/23, which equates to approximately 67% of the budget. Please refer to notes on the account sheets, other points as below:</p> <p><u>Income</u> 56.8%</p> <ul style="list-style-type: none">○ Grand Hall is at 82.8%, this is due to a mixture of both Corporate and a number of private bookings.○ Spencer Suite is at 78%, 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> 62.6%</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 133%, 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, these costs will be covered by moving funds from the Capital Ear Mark Reserve at year end.○ Maintenance Contracts currently at 74% due to whole year invoices and first and second and third quarter invoices being received.○ Gas and Electric have been invoiced to November, water to September		
Decision Requested	To receive the Town Hall Trading Account for Month 8 to 30 th November 2022.		

Congleton Town Council
Management Accounts 2022-23

TOWN HALL

Nov-22

Month	8		BUDGET TO	Actual Spend	£	% Of Budget	Variance	
Percentage	66.7%	ANNUAL BUDGET	M8	to M8	VARIANCE AT M8	spent @ M8	%	NOTES
TOWN HALL								
4000	Staff Costs (re-allocated)	69,219	46,146	36,926	9,220	53.3%	13.4%	
4008	Training	1,000	667	0	667	0.0%	66.7%	
4009	Protective Clothing/H & Safety	500	333	636	-303	127.2%	-60.5%	Overspend in part due to security costs at events booked prior to Covid lockdown
4010	Cleaners	6,500	4,333	4,439	-106	68.3%	-1.6%	
4011	Rates	29,078	19,385	21,914	-2,529	75.4%	-8.7%	Will balance off when all 10 instalments paid
4012	Water	6,150	4,100	1,509	2,591	24.5%	42.2%	Invoices to September
4014	Electricity	24,125	16,083	10,184	5,899	42.2%	24.5%	Invoices to November
4015	Gas	16,500	11,000	7,093	3,907	43.0%	23.7%	Invoices to November
4016	Cleaning materials	2,000	1,333	1,250	83	62.5%	4.2%	
4017	Refuse Disposal	3,000	2,000	1,106	894	36.9%	29.8%	Paid quarterly
4020	Miscellaneous Office Costs	1,500	1,000	1,288	-288	85.9%	-19.2%	
4025	Insurance	9,800	6,533	9,874	-3,341	100.8%	-34.1%	Paid in full for the year
4033	Marketing/Promotions	3,500	2,333	384	1,949	11.0%	55.7%	
4040	Maintenance Contracts	7,750	5,167	5,783	-616	74.6%	-7.9%	
4041	Property Maintenance	15,000	10,000	19,946	-9,946	133.0%	-66.3%	£11,000 due back in at year end from EMR
4064	Legal & Professional fees	100	67	4,000	-3,933	4000.0%	-3933.3%	See line 4951
4068	Licences (incl PRS)	3,500	2,333	2,808	-475	80.2%	-13.5%	
4168	Other Expenditure	0	0	1,140	-1,140	#DIV/0!	#DIV/0!	See line 4951
4951	Tfr From EMR	0	0	5,140	5,140	#DIV/0!	#DIV/0!	£4,000 and £1,140 professional fees
6000	Central Overheads Reallocated	5,935	3,957	3,283	674	55.3%	11.4%	
	Town Hall Expenditure	<u>205,157</u>	<u>136,771</u>	<u>128,423</u>	<u>8,348</u>	<u>62.6%</u>	<u>4.1%</u>	
3020	Catering costs (rechargeable)	0	0	1,323	-1,323	#DIV/0!	#DIV/0!	Awaiting invoices
	Total Town Hall Expenditure	<u>205,157</u>	<u>136,771</u>	<u>129,746</u>	<u>7,025</u>	<u>63.2%</u>	<u>3.5%</u>	
1009	Rent Rec'd - Museum Notional	-4500	-3000	-3000	0	66.7%	0.0%	
1010	Rent Received - 3rd Party Partnership	-1533	-1022	-1022	0	66.7%	0.0%	
1011	Rent Received - Internal CTC	-26517	-17678	-17678	0	66.7%	0.0%	
1013	Letting Income - Grand Hall	-25400	-16933	-21031	4098	82.8%	-16.1%	
1014	Letting Income - Bridestones	-13200	-8800	-4662	-4138	35.3%	31.4%	
1015	Letting Income - Spencer Suite	-4950	-3300	-3863	563	78.0%	-11.3%	
1018	Letting Income - Campbell Suite	0	0	0	0	#DIV/0!	#DIV/0!	
1016	Letting Income - Brasserie, Kitchen and Bar	-15000	-10000	-2000	-8000	13.3%	53.4%	Due from November 2022
1021	Letting Income - Internal	-9000	-6000	-6347	347	70.5%	-3.8%	
1022	Letting income - F&F	-1000	-667	-844	177	84.4%	-17.7%	
1023	Commission- CP	0	0	-5268	5268	#DIV/0!	#DIV/0!	Awaiting information for October & November
1035	Service Charges - Brasserie	0	0	-1912	1912	#DIV/0!	#DIV/0!	
1051	Catering Sales (recharges)	0	0	-2595	2595	#DIV/0!	#DIV/0!	
1199	Miscellaneous Income	0	0	-467	467	#DIV/0!	#DIV/0!	
	Total Town Hall Income	<u>-101100</u>	<u>-67400</u>	<u>-70689</u>	<u>3289</u>	<u>69.9%</u>	<u>-3.2%</u>	
	Net Expenditure over Income	<u>104,057</u>	<u>69,371</u>	<u>59,057</u>	<u>10,314</u>	<u>56.8%</u>	<u>9.9%</u>	

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services Committee Meeting		
MEETING DATE AND TIME	12th January 2023	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	Agenda Item 8: Town Hall Updates		
Update	<p><u>Town Hall Roof repairs</u></p> <p>Cheshire East Highways confirmed on 13/10/22 that S171 pavement closure permits will be required to allow work to go ahead for repairs to the Town Hall roof.</p> <ul style="list-style-type: none">• 23/11/22 Vertex Access confirmed a date to start repairs of 14th & 15th January 2023 (weather permitting) Vertex Access would complete/submit S171 paperwork on 23/11/22• 29/11/22 CTC Officers contacted Cheshire East Highways to clarify if S171 permit application has been received. No application has been made by Vertex Access as of 29/11/22• 05.12.22 Vertex Access sent copy of the S171 permit application to CTC for work to be carried out on weekend of 14th & 15th January 2023 <p><u>Low Carbon Energy Report</u></p> <p>Tomson Consulting were selected to provide a Decarbonization Programme for the Town Hall. Following their site visit and subsequent report, short term proposals highlighted in the report have been assessed and work has started to implement these recommendations. Works include:</p> <ul style="list-style-type: none">• Improved understanding and use of the space heating control system. The Heating Management System is supplied and installed by TREND.• Replacement of T8 fluorescent lamps as and when required with LED lighting• Insulation to space and domestic hot water heat distribution pipework where possible <p>A TREND engineer visited the Town Hall on 29.11.22 to research options for better control and understanding of how we use the Heating Management System. This meeting was also attended by Paul Williams who has extensive experience in this field and is on board to offer CTC practical advice in a voluntary role. Recommendations included understanding the separate zones in which the system could be operated and adjustments to the default settings of the software.</p> <ul style="list-style-type: none">• Move the temperature sensor in the Main Hall to a correct position, ie not above a radiator. Impact - to obtain an accurate reading of the actual temperature in the Hall - it currently represents a higher reading than actual, attempting to lower the		

heating demand

Cost - to be provided by our preferred contractor - relatively low.

- Adjust the temperature stats on the 2 banks of hot water air heaters in the Main Hall to match the desired temperature in the Hall - this will stop them blowing "cold or cooler" air into the hall when the wall mounted radiators are on full heat. The 2 banks of air heaters should be isolated / switched off each evening at close of business to avoid them coming on overnight and consuming electricity when not needed. The control using the local thermostats will also reduce electricity usage throughout the day - we need to confirm the kW rating of each heater.

Impact - A reduction in electricity consumption when not needed, and avoidance of "draughts" for people using the hall when the hall is at temperature.

Cost - None - can be performed as part of day to day housekeeping and as part of the end of day checklists.

- Change the variable temperature (VT) and constant temperature (CT) pumps to variable speed pumps instead of the existing fixed speed units.

Impact - As the pumps in both heating circuits are set to high speed, when local radiator valves (TRV's) close due to the space reaching temperature, the pumps continue to pump hot water into the system which is not needed. Using variable speed pumps will deliver the correct amount of heating water as the space heating demands, and reduce electricity consumption at the pump itself as well as increasing pumps life and avoiding air cavitation.

The use of variable speed pumps will also, when combined with alterations to the Trend heating strategy, enable the Boilers to be sequenced, ie 1 acting a prime and the other as secondary when needed as opposed to both being on full all the time in the heating season.

Cost - to be provided by our preferred contractor.

- Change settings on the existing VT and CT pumps such that 1 pump in each pair is set to high speed and the second is set to mid speed, with the pumps being selected via the existing manual controls as Winter (high speed) and Summer (mid speed) as a short term measure until Item 3) above is implemented.

Impact - A short term measure to move towards a variable speed pump regime.

Cost - to be provided by our preferred contractor to change the fixed speed setting in the pumps; relatively low.

- Bleed the existing radiators in the Main Hall at balcony level as some appear to contain air, particularly on the museum side of the Hall.

Impact - will heat the radiators correctly, and avoid further cavitation in the pumps - this is a result of the pumps operating on high speed all the time, even when not needed.

Cost - Minimal, to be provided by existing staff.

- Domestic Hot Water cylinders - the 2 cylinders which serve the Brasserie area are permanently on, and heating 24 * 7; there are 2 * 3 kW heaters in each cylinder. This means the hot water is being permanently heated all day and night, every day. The installation of a timer per cylinder will reduce unnecessary heating at the weekends, overnight, and when the Brasserie is not in use. Impact - a direct reduction in electricity usage due to timed activation; and when combined with insulation of existing pipework will reduce the heating load. Cost - to be provided by our preferred contractor - relatively low to purchase and install timers.
- Replacement of T8 fluorescent lamps as and when required with LED lighting
- Insulation to space and domestic hot water heat distribution pipework where possible

Officers will be working through these recommendations and procuring quotes where required.

Congleton Information Centre Footfall

Manual footfall counters will be in use in Congleton Information Centre from January 2023 to record footfall and monitor footfall patterns. Records will be kept of weekly/monthly footfall and updated to Committee. Once this data has been collected, if a more accurate, automated system is required, this can be researched and installed.

Congleton Park Storage Facility

Storage for equipment at the Town Hall has always been at a premium. With 300 chairs, 60 tables, a 12 piece stage, event lighting and only one storage room, it is a continuous task to keep everything safely stored and still available to easily access for events. We are also looking into options for a trolley to move tables which reduce space further. This issue is compounded by the fact that event equipment including signs, cones, Christmas decorations, banners etc are regularly moved around the Town Hall to fit in with events. A storage shed was purchase in 2019 to help with the issue of storage, however, due to the growing number of events and equipment, we are rapidly running out of space.

As solution to this problem could be to use an existing storage unit at Congleton Park. The unit is the property of Cheshire East but for equal use by Congleton Town Council and Friends of Congleton Park. Currently the unit is used to store equipment of Friends of Congleton Park and other local community groups only. CTC currently have no items stored in the unit. The plan would be to create a 'T' shaped partition to the front and down the centre of the unit and create two separate storage areas within the unit. One area for Congleton Town Council, one area for Friends of Congleton Park and other local community groups. Double doors would be at the front of each area to gain access. This would give ample storage for events equipment and Town Hall equipment which are not used on a regular basis. We have received written permission from ANSA Environmental Services and Cheshire East Council to create a partition within the unit. The costing process for this project is underway and Committee will be updated.

Decision Request	To receive the report relating to Town Hall updates.
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CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services Committee Meeting		
MEETING DATE AND TIME	12 th January 2023	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	Agenda Item 9: Paddling Pool Soft Play Surface		
Background	<p>The pathway around the paddling pool edge and leading to the toilet facilities is made from a wet pour rubber, anti-slip surface. Wet pour is an impact absorbing rubber crumb safety surface. The rubber granules are mixed with a polyurethane resin and laid in the desired colour to a thickness of, in this case, 15mm.</p> <p>The existing wet pour pathway was installed in 2017 and is beyond any agreed guarantee. The pathway is started to show signs of wear including a split in the wet pour surface which continues around the circumference of the paddling pool pathway. On inspection in December the pathway surface had deteriorated further and will continue to do so throughout the Winter months.</p>		
Update	<p>Three companies have been contacted to provide quotes to replace, or partially replace, the damaged wet pour surface around the paddling pool edge and leading to the toilet facilities.</p> <p>Pictures below highlight the issue where the wet pour surface needs to be replaced.</p> <div style="display: flex; justify-content: space-around;"></div>		

Picture below, taken during the 2017 install, shows the surface of the pathway on which the wet pour surface will be poured. The picture also indicates why the damage to the path surface (reflective cracking) is located in the same place around the circumference of the paddling pool.



Each company has provided two quotes, Quote A to completely replace the wet pour surface over both the pathway surface and the surface/edge of the paddling pool, and Quote B to cut away the wet pour surface along the joint of the two concrete surfaces and replace wet pour over the surface/edge of paddling pool only.

	Quote A (full replacement)	Quote B (partial replacement)
Company A	£13,125 + VAT	£4,250 + VAT
Company B	£14,000 + VAT	£5,000 + VAT
Company C	£15,488 + VAT	£5,235 + VAT

Work will involve removing the existing 15mm wet pour surface and replacing with a 25mm wet pour surface. The surface will be laid in two stages, a 10mm subbase of wet pour, followed by a 15mm top layer of wet pour. This will prevent the top layer from

	splitting in the same area as the existing wet pour surface. Regarding Quote B, each company add the caveat that with this type of repair, there is always a chance the joint could split between the new and old wet pour surfaces and/or along the same joint between the concrete surfaces.
Decision Request	To receive the report and to agree for Company A to carry out work at the Paddling Pool to replace the existing wet pour surface as detailed in their quote.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services Committee Meeting		
MEETING DATE AND TIME	12th January 2023	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	Agenda Item 10: Town Hall Maintenance Programme		
Background	<p>During 2021 a Maintenance and Asset Programme was developed by Officers to detail ongoing maintenance projects required around the Town Hall and other assets. The purpose of the programme was to highlight short, medium and long term projects and to ensure adequate budgets would be in place when these projects were to be funded. Initial discussions around the programme led to the drone survey of the Town Hall roof and the subsequent repairs.</p>		
Update	<p>As part of the process to make the Town Hall more energy efficient, options for heating the building have been researched. The current gas boilers were installed in 2009, the annual maintenance of these boilers is increasing year on year. Quotes to replace the boilers with similar gas boilers are in the region of X. To replace the existing gas boilers with a hybrid system of air source heating and backup gas boiler would be in the region of Y.</p> <p>The Grand Hall has received only selective decoration to the lower areas in the last five years. It is believed the ceiling and higher walls have not been decorated since possibly 1996. Roof repairs are scheduled for January 2023 which will resolve the issues in the Grand Hall with water ingress. The Grand Hall is the main internal feature of the building and, due to the scale of the room, would require a substantial budget to undertake the complete package of work listed below to improve the Grand Hall and implement low energy heating systems.</p> <ul style="list-style-type: none">• Scaffold• Decoration to ceilings and walls and woodwork• Installation of new destratification units• Installation of new convector fans• Energy efficient lighting• Balcony carpets• Wooden floor sanding and polishing (£7000)• Stage replacement (£9323) <p>The Maintenance Programme was a useful exercise to identify and prioritise areas of work required. Short term work, at the less expensive end of the range, can be completed throughout the year within the agreed maintenance budget. Longer term, more expensive projects such as replacement boilers, Grand Hall decoration etc, will require advanced budgeting and clear direction as to which areas of the Maintenance Programme are a priority.</p>		

Decision Request	To receive the Town Hall Maintenance Programme report and agree prioritisation of work and budgeting for works.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	12 th January 2023 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 30 th November 2022 to accompany the spreadsheet show as Appendix 9.1.		
Updates	<p>This trading account is for 8 months of 2022/23, which equates to approximately 67% of the budget. Please refer to notes in the accounts' sheets, other points below:</p> <p><u>Income</u> 81.8% Cheshire East Council Income is at 84.53% due to receipt of first three (of four) payments.</p> <p><u>Expenditure</u> 75% 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 227% which covers 8% for the first full quarter, this is due to £4908 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. A full check on each nominal line was completed and some purchases moved to the correct nominal code.</p> <p>Costs are now being incurred for the Sweeper lease, these are currently £19603 to November 2022, this includes leasing, fuel (approximated) and repair costs. Notes have been made on the accounts' sheet.</p>		
Decision Requested	To receive the Streetscape Trading Account for Month 8 30 th November 2022.		

Congleton Town Council
Management Accounts 2022-23

STREETSCAPE
Nov-22

Month	8		BUDGET TO	Actual Spend	£ VARIANCE	% Of Budget	Variance	NOTES
Percentage	66.7%	ANNUAL BUDGET	M8	to M8	AT M8	spent @ M8	%	
STREETSCAPE								
4000 Staff Costs		442,706	295,137	293,363	1,774	66.3%	0.4%	
4004 Agency Staff		6,000	4,000	27,314	-23,314	455.2%	-388.5%	
4008 Training		3,000	2,000	900	1,100	30.0%	36.7%	
4009 Protective Clothing\H & Safety		4,500	3,000	5,076	-2,076	112.8%	-46.1%	
4013 Office rent		2,000	1,333	1,333	0	66.7%	0.1%	
4016 Cleaning Materials		7,500	5,000	3,009	1,991	40.1%	26.6%	
4021 Mobile Phones		900	600	692	-92	76.9%	-10.2%	
4025 Insurance		7,000	4,667	7,053	-2,386	100.8%	-34.1%	Paid in full for the year
4041 Property maintenance		1,200	800	682	118	56.8%	9.9%	
4043 Horticultural etc Supplies		19,000	12,667	16,074	-3,407	84.6%	-17.9%	
4047 Vehicle maintenance/Serv etc		10,000	6,667	7,305	-638	73.1%	-6.4%	
4048 Vehicle fuel and oil		14,000	9,333	13,770	-4,437	98.4%	-31.7%	Higher fuel costs
4049 Vehicle rental charges		37,000	24,667	40,349	-15,682	109.1%	-42.4%	Include sweeper costs £16,579
4050 Street Cleansing		3,000	2,000	6,837	-4,837	227.9%	-161.2%	Flytipping/collections £3900 & £1008
4162 General expenditure		4,000	2,667	4,478	-1,811	112.0%	-45.3%	Increase in costs in certain areas
6000 Central Overheads Reallocated		37,957	25,305	21,382	3,923	56.3%	10.4%	
Streetscape Expenditure		<u>599,763</u>	<u>399,842</u>	<u>449,617</u>	<u>-49,775</u>	<u>75.0%</u>	<u>-8.3%</u>	
3030 Purchases for recharging		<u>0</u>	<u>0</u>	<u>3,581</u>	<u>-3,581</u>	<u>#DIV/0!</u>	<u>#DIV/0!</u>	
1165 CEC - Income		-380,156	-253,437	-321,144	67,707	84.5%	-17.8%	3 receipts to date
1167 External work income		-15,000	-10,000	-2,529	-7,471	16.9%	49.8%	
1040 Other income		0	0	0	0			
1199 Miscellaneous		-900	-600	-450	-150	50.0%	16.7%	
Streetscape Income		<u>-396,056</u>	<u>-264,037</u>	<u>-324,123</u>	<u>60,086</u>	<u>81.8%</u>	<u>-15.1%</u>	
Net Expenditure over Income		<u>203,707</u>	<u>135,805</u>	<u>129,075</u>	<u>6,730</u>			

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services																																																																																																											
MEETING DATE AND TIME	12 th January 2023 7.00pm	LOCATION	Town Hall																																																																																																									
REPORT FROM	Streetscape Development Manager – Ruth Burgess																																																																																																											
AGENDA ITEM REPORT TITLE	12 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 fly tip; please see below for the number of fly tips we have dealt with over the last months October, November and December:</p> <table border="1"><thead><tr><th>Month</th><th>2022</th><th>Costs</th><th>2021</th><th>2020</th></tr></thead><tbody><tr><td>October</td><td>8</td><td>£819.17</td><td>10</td><td>3</td></tr><tr><td>November</td><td>25</td><td>£1004.63</td><td>17</td><td>4</td></tr><tr><td>December</td><td>13</td><td>559.24</td><td>10</td><td>4</td></tr></tbody></table> <p>The total year :</p> <table border="1"><thead><tr><th></th><th>2019</th><th>2020</th><th>2021</th><th>2022</th></tr></thead><tbody><tr><td>January</td><td>4</td><td>4</td><td>4</td><td>16</td></tr><tr><td>February</td><td>10</td><td>2</td><td>10</td><td>11</td></tr><tr><td>March</td><td>4</td><td>0</td><td>32</td><td>24</td></tr><tr><td>April</td><td>10</td><td>12</td><td>19</td><td>10</td></tr><tr><td>May</td><td>5</td><td>40</td><td>22</td><td>11</td></tr><tr><td>June</td><td>4</td><td>22</td><td>2</td><td>8</td></tr><tr><td>July</td><td>8</td><td>21</td><td>0</td><td>13</td></tr><tr><td>August</td><td>5</td><td>18</td><td>10</td><td>26</td></tr><tr><td>September</td><td>6</td><td>6</td><td>14</td><td>23</td></tr><tr><td>October</td><td>5</td><td>3</td><td>10</td><td>8</td></tr><tr><td>November</td><td>4</td><td>4</td><td>17</td><td>25</td></tr><tr><td>December</td><td>5</td><td>4</td><td>10</td><td>13</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Total Qty</td><td>70</td><td>136</td><td>150</td><td>188</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Total Cost</td><td>2324.16</td><td>5380.52</td><td>2481.45</td><td>£11,422.03</td></tr></tbody></table> <p><u>Vehicle Usage</u></p> <p>Showing Mileage and Carbon Emissions See Appendix 1.</p>			Month	2022	Costs	2021	2020	October	8	£819.17	10	3	November	25	£1004.63	17	4	December	13	559.24	10	4		2019	2020	2021	2022	January	4	4	4	16	February	10	2	10	11	March	4	0	32	24	April	10	12	19	10	May	5	40	22	11	June	4	22	2	8	July	8	21	0	13	August	5	18	10	26	September	6	6	14	23	October	5	3	10	8	November	4	4	17	25	December	5	4	10	13						Total Qty	70	136	150	188						Total Cost	2324.16	5380.52	2481.45	£11,422.03
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	<p><u>Inclusive Play equipment – Congleton Park</u></p> <p>With thanks to Cathy and Congleton Partnership we have been successful in the completion of the funding for an inclusive play equipment in the park - The kit is due to be ready w/c 23rd January, with the installation commencing asap after this date</p> <p><u>Streetscape Works Schedule</u></p> <p>Streetscape services are performed in accordance with a yearly schedule. To view the full calendar year of works, please see our Town Council website where we have produced a full years calendar for each site in Congleton.</p> <p><u>https://www.congleton-tc.gov.uk/your-council/streetscape-services/</u></p> <p><u>Staffing</u></p> <p>We currently have 1 member of staff on long term sick with a decision on his return imminent.</p>
<p>Financial Considerations</p>	<p>None currently.</p>
<p>Environmental Considerations</p>	<p>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.</p>
<p>Equality Considerations</p>	
<p>Decision Requested</p>	<p>To receive the update report.</p>

Appendix 1

October Monthly Mileage



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 - Rob Simon	77.4%	7.9	11.3	244.0 miles	119.0	15344.3 miles
YJ18 YBC, Ford Transit Andy	74.2%	18.4	25.7	572.2 miles	279.0	27156.6 miles
YJ18 YFA, Ford Transit Chris	58.1%	25.5	37.3	790.8 miles	385.4	32230.0 miles
YJ18 XWB, Ford Transit Dave and Jim	48.4%	7.1	10.5	220.7 miles	107.5	13594.2 miles
YJ18 YCZ, Ford Transit Mick	80.6%	6.1	8.7	187.9 miles	91.7	7927.9 miles
YJ18 XZV, Ford Transit Noel	67.7%	20.6	30.2	639.3 miles	311.7	32313.9 miles
YJ18 XZF, Ford Transit Terry	0.0%	0.0	0.0	0.0 miles	0.0	13522.7 miles
MA18 EEP, Peugeot Partner	71.0%	13.7	19.6	424.9 miles	207.2	16160.3 miles

November Monthly Mileage



Monthly mileage for Congleton TC. Month ending 30 November 2022

30 days in the month, 22 week days

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 - Rob Simon	76.7%	6.8	9.0	205.2 miles	100.0	15549.4 miles
YJ18 YBC, Ford Transit Andy	86.7%	15.5	19.5	464.8 miles	226.5	27621.5 miles
YJ18 YFA, Ford Transit Chris	86.7%	34.3	46.2	1031.0 miles	502.5	33261.0 miles
YJ18 XWB, Ford Transit Dave and Jim	66.7%	7.0	9.6	212.0 miles	103.4	13806.1 miles
YJ18 YCZ, Ford Transit Mick	90.0%	6.0	8.0	181.0 miles	88.2	8108.8 miles
YJ18 XZV, Ford Transit Noel	76.7%	26.9	36.4	806.3 miles	392.9	33120.0 miles
YJ18 XZF, Ford Transit Terry	0.0%	0.0	0.0	0.0 miles	0.0	13522.7 miles
MA18 EEP, Peugeot Partner	60.0%	12.1	15.9	363.8 miles	177.4	16524.5 miles
AJ13 YBX, Toro Gm3400 Andy	6.7%	0.4	0.6	13.0 miles	6.4	0.0 miles
AJ13 YBY, Toro Lt3340 Pete	3.3%	0.0	0.0	0.1 miles	0.0	0.0 miles

December Monthly Mileage



Monthly mileage for Congleton TC. Month ending 31 December 2022

31 days in the month, 22 week days

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 - Rob Simon	41.9%	3.9	5.3	121.2 miles	59.0	15670.0 miles
YJ18 YBC, Ford Transit Andy	48.4%	14.1	18.0	436.7 miles	212.8	28057.8 miles
YJ18 YFA, Ford Transit Chris	45.2%	19.6	27.5	607.7 miles	296.1	33868.2 miles
YJ18 XWB, Ford Transit Dave and Jim	35.5%	4.4	6.2	137.3 miles	67.0	13942.8 miles
YJ18 YCZ, Ford Transit Mick	58.1%	2.8	3.8	86.0 miles	41.8	8194.5 miles
YJ18 XZV, Ford Transit Noel	45.2%	13.4	18.6	415.3 miles	202.3	33535.1 miles
YJ18 XZF, Ford Transit Terry	0.0%	0.0	0.0	0.0 miles	0.0	13522.7 miles
MA18 EEP, Peugeot Partner	41.9%	7.9	11.2	245.9 miles	119.8	16770.0 miles
AJ13 YBX, Toro Gm3400 Andy	3.2%	0.0	0.0	0.1 miles	0.0	0.0 miles
AJ13 YBY, Toro Lt3340 Pete	6.5%	0.0	0.0	0.0 miles	0.0	0.0 miles

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	12 th January 2023 7.00pm	LOCATION	Town Hall
REPORT FROM	Ruth Burgess and David McGifford		
AGENDA ITEM	13		
REPORT TITLE	No Mow May – ALL YEAR ROUND		
Background	<p>In 2022 Congleton Town Council and the Streetscape Team embraced the No Mow May campaign. Cheshire East Council, who contract CTC to carry out the work, also embraced the campaign.</p> <p>For the month of May the team only cut grass in play areas– either official or well used- unofficial play areas, in formal area such as the cenotaph and community garden, or where not to cut would have caused health and safety issues. This was part of a national campaign to give wildlife a greater chance by allowing spring flowers, food for insects and bees, to flourish to help combat the nature emergency. This is followed with less frequent cuts throughout the year.</p> <p>This paper has been written to inform members of some of the issues created by No Mow May and to confirm on how the Town Council will proceed in 2023 this report was also taken to Community and Environment Committee.</p>		
Further information	<p>Along with any new scheme the team faced several issues, which we looked at for the following season.</p> <ol style="list-style-type: none"> 1. The Streetscape Manager, CTC office staff and Cheshire East Council received a number of email and telephone complaints from local people about long grass and accusing the Councils of cost-cutting. In 2023 there is going to be more publicity and education around why No Mow May is important and how it doesn't actually save any money but it is about saving nature! 2. There was an expectation from many people that within the first couple of days in June all the long grass would be cut across the town. The Town Council Streetscape team is responsible for 179,016 sq m of public amenity open space and 120,732 sq m of playing fields. It takes around three weeks with the equipment and staff that CTC has to get around all the areas. With the grass being extra-long and extra thick and lush it is more problematic to cut. It is harder on the machines and contains more wildlife which is removed where possible. It also creates more of a mess as the mowers do not collect up the cuttings. In many cases two cuts were needed as the grass was too long to go straight to mowing. Again expectations need to be managed. 3. CTC's commitment to the Nature Emergency does not stop with No Mow May. Where the Streetscape team has seen fit and feasible the team will leave some swathes of long grass (see image below) this is then left all year round, making a balance of being able to play safely in short grass as well as watching and playing near local wildlife in the longer grass. 		



4. Congleton Town Council remains committed to making our grounds maintenance practices more sustainable and more wildlife friendly. We have identified areas where we will let the grass grow longer, trial new planting such as meadow creation and perennial planting, let hedges grow thicker, plant more trees, and let some areas naturally regenerate. We will also be composting more and leaving deadwood in areas where it is appropriate to create habitat piles. We also now have electrical equipment instead of petrol-fuelled equipment.

The changes we are making support Cheshire East Council’s Environment Strategy to address and adapt to climate change and aid nature recovery also the declaration that Congleton Town Council signed up to in November 2019 declaring a climate emergency. We aim to reduce waste, reduce our carbon footprint and improve habitats for wildlife. We understand that in some places this is quite a change, however we are ensuring that there is still plenty of space for everybody to continue to have fun, exercise, relax and enjoy all the benefits of our open spaces.

For 2023 it would help if more of the public could be made aware of the thought process behind No Mow May as We will not be stop cutting in May as we will have plenty of areas which we stop cutting all year instead.

For further information and list of sites please see our website

<https://www.congleton-tc.gov.uk/sustainable-outdoor-environment/>

Financial Considerations	No Mow May is has not been a money-saving exercise as the staff that would be cutting grass where switched to other grounds duties. It did create issues in June with the need for increased hours and spare parts for the mowers to cope with the thick long grass.
Environmental Considerations	No Mow May is about the addressing the nature emergency.
Equality and Inclusivity considerations	This policy is applied across the town without prejudice.
PROPOSALS	To continue to support No Mow May but all year round not just May in 2023, but to increase the publicity and public education around the project in order to reduce the amount of time spent dealing with complaints.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	12 th January 2023 7.00pm	LOCATION	Town Hall
REPORT FROM	Streetscape Development Manager – Ruth Burgess		
AGENDA ITEM REPORT TITLE	14 Battery/ electric operated machinery and vehicles		

Update

Battery/ electric operated machinery and vehicles

We are currently investigating reducing one of our fleet to purchase an electric powered caddy for the use in the park, instead of the Transit van. We have also now purchased a full team set of battery handheld grounds tools, (Hedge cutters, blowers etc) the team will be reporting back on the usage and efficiency of the new tools.

*Costings to be provided at the meeting

Park Vehicle

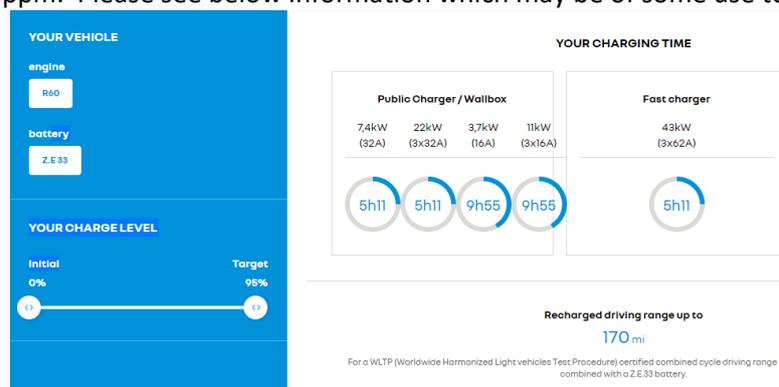
Currently a West Wallasey Transit van is used with in the park carrying out Grounds and Cleansing activities. We are working with local companies to find the best solution for an Electric Utility vehicle which is also road worthy to take waste to Brunswick Depot.

Remaining fleet

Current vehicle – small box van :

To confirm our current lease company can supply the Renault Kangoo ZE 33 – Business + model at a monthly rate of between £425.00 - £450.00.

This is based on 36 months/10,000 miles per annum and the excess mileage is 12 ppm. Please see below information which may be of some use to you.



Current Ford Transit tipper vans x 6

A like for like electric vehicle is currently not on the market, we are on a waiting list with our current lease company unfortunately many other customers of theirs are also on their waiting list too, Ruth Burgess has met with the rep to discuss the current rolling contract, and they have advised that if we request a new rolling contract until electric vehicles come available they this would be a new contract

	which would be at the new inflated rate, we are currently on a lower rate from when we originally signed the contract (18/04/18)
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 1

Streetscape Vehicle Mileage

Quartix

Vehicle	Vehicle usage	Estimated consumption	Mileage this month	CO2 emissions (kg)	Estimated closing mileage
JY18 XXC, Ford Transit - Rob Simon	67.7%	25.0 mpg	237.3 miles	115.8	12317.6 miles
YJ18 YBC, Ford Transit Andy	83.9%	25.0 mpg	710.6 miles	346.3	22796.1 miles
YJ18 YFA, Ford Transit Chris	32.3%	25.0 mpg	103.7 miles	50.7	25755.1 miles
YJ18 XWB, Ford Transit Dave and Jim	61.3%	25.0 mpg	227.7 miles	111.0	11302.1 miles
YJ18 YCZ, Ford Transit Mick	71.0%	25.0 mpg	140.4 miles	68.3	6691.7 miles
YJ18 XZV, Ford Transit Noel	67.7%	25.0 mpg	657.7 miles	320.5	26104.4 miles
YJ18 XZF, Ford Transit Terry	0.0%	25.0 mpg	0.0 miles	0.0	13522.1 miles
MA18 EEP, Peugeot Partner	58.1%	25.0 mpg	368.5 miles	179.6	12957.7 miles
AJ13 YBX, Toro Gm3400 Andy	22.6%	25.0 mpg	0.1 miles	0.0	0.0 miles
AJ13 YBY, Toro Lt3340 Pete	22.6%	25.0 mpg	0.1 miles	0.0	0.0 miles

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services						
MEETING DATE AND TIME	12 th January 2023 7.00pm	LOCATION	Congleton Town Hall				
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)						
AGENDA ITEM REPORT TITLE	15 Congleton Information Centre Trading Account						
Background	Variance analysis of the Trading Account to 30 th November 2022 to accompany the spreadsheet show as Appendix 11.1.						
Updates	<p>This trading account is for 8 months of 2022/23, which equates to approximately 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>Month 8 Update</u></p> <p>Support Grant income: Second payment received. Income also includes Citizens Advice Bureau (CAB) contribution towards reception duties. There have been 3 major ticket events during the last couple of months which have contributed toward the higher than expected Direct Sales Income and Direct Expenditure.</p> <p><u>Income</u></p> <p>Direct Sales income: 305.8% Other Income: 99.2%</p> <p><u>Expenditure</u></p> <p>Direct Expenditure 347.7% Other Expenditure: 68.5%</p> <p><u>Summary of Direct Sales</u></p> <table><tr><td>Direct Sales</td><td>£98,157</td></tr><tr><td>Direct Expenditure</td><td>£92,756</td></tr></table>			Direct Sales	£98,157	Direct Expenditure	£92,756
Direct Sales	£98,157						
Direct Expenditure	£92,756						
Decision Requested	To receive the Congleton Information Centre Trading Account for Month 8 to 30 th November 2022.						

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

Month 8
 Percentage 66.7%

	BUDGET TO M8	Actual Spend to M8	£ VARIANCE AT M8	% Of Budget spent @ M8	% Of Budget spent @ M7	Variance %	
CONGLETON INFORMATION CENTRE							
3000 Stock at 1st April	0	0	0	0	0.0%	66.7%	
3041 3rd Party ticket resales	21,000	14,000	86,600	-72,600	412.4%	-345.7%	3 big ticketed events in October & November
3042 Books, Maps, Guides resale	3,300	2,200	918	1,282	27.8%	38.9%	
3043 Souvenirs for resale	1,250	833	1,462	-629	117.0%	-50.3%	
3044 Stamps for resale	0	0	376	-376	376000.0%	-375933.3%	
3046 Local Produce for resale	650	433	2,780	-2,347	427.7%	-361.0%	
3047 Theatre giftcards for resale	0	0	14	-14	14000.0%	-13933.3%	
3048 Food & Drink for resale	475	317	606	-289	127.6%	-60.9%	
3049 CTC Merchandise	0	0	0	0	0.0%	66.7%	
3999 Stock at 31st March 2022	0	0	0	0	0.0%	66.7%	
Direct Expenditure	26,676	17,784	92,756	-74,972	347.7%	-281.0%	
4000 Staff costs	59,272	39,515	39,869	-354	67.3%	-0.6%	
4011 Rates	4,725	3,150	4,582	-1,432	97.0%	-30.3%	Paid in full for the year
4013 Rent Payable	7,500	5,000	5,000	0	66.7%	0.0%	
4026 Computer/ICT costs	240	160	39	121	16.3%	50.5%	
4162 General Expenditure	2,000	1,333	1,664	-331	83.2%	-16.5%	
6000 Central Overheads Reallocated	5,082	3,388	2,863	525	56.3%	10.4%	
Indirect Expenditure	78,819	52,546	54,017	-1,471	68.5%	-1.8%	
1041 Third Party Ticket Sales	-24,000	-16,000	-88,869	72,869	370.3%	-303.6%	3 big ticketed events in October & November approx £35000
1042 Books, Maps, Guides sales	-2,300	-1,533	-1,699	166	73.9%	-7.2%	
1043 Souvenir sales	-3,000	-2,000	-1,578	-422	52.6%	14.1%	
1044 Stamp Sales	-1,100	-733	-345	-388	31.4%	35.3%	
1045 Photocopy sales	-500	-333	-260	-73	52.0%	14.7%	
1046 Local Produce for resale	0	0	-3,104	3,104	#DIV/0!	#DIV/0!	
1047 Theatre gift cards	-300	-200	-28	-172	9.3%	57.4%	
1048 Food and Drink sales	-900	-600	-850	250	94.4%	-27.7%	
1049 CTC Merchandise sales	0	0	-1,424	1,424	#DIV/0!	#DIV/0!	
Income	-32,100	-21,400	-98,157	76,757	305.8%	-239.1%	
1168 CEC Support Grant CIV	-36,074	-24,049	-32,467	8,418	90.0%	-23.3%	Will double check amount, both payments received
1031 CAB Reception Contribution	0	0	-3,333	3,333	#DIV/0!	#DIV/0!	
Other Income	-36,074	-24,049	-35,800	11,751	99.2%	-32.5%	
Total Income	-68,174	-45,449	-133,957	88,508			