



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

2nd March 2023

Dear Councillor,

Town Hall, Assets & Services Committee – 9th March 2023

You are summoned to attend a meeting of the Town Hall, Assets & Services Committee, to be held at Congleton Town Hall on **Thursday 9th March 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

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 12th January 2023](#).

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.

THAS/13/2223	Paddling Pool – going forward any marketing material to advertise no parking and to use Town Centre car parks.	JM Team?	?	Date -end of season review at THAS 22.10 22	In Progress
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	In Progress
THAS/20/2223	Paddling Pool Notes for consideration: • 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
THAS/27/2223	Public Toilets Continue discussions 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.			Date - Update details	In Progress

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 January 2023 and to note the content of the summary report.

8. Paddling Pool Soft Play Path (Enclosed)

To receive the report relating to the Paddling Pool Soft Play Path.

9. Town Hall Decarbonisation Updates (Enclosed)

To receive the report relating to Town Hall Decarbonisation Updates.

10. Town Hall Bookings (Enclosed)

To receive the report relating to Town hall bookings.

11. Town Hall Roof (Enclosed)

To receive the report relating to the Town Hall roof repairs.

12. Streetscape Services Trading Account (Enclosed)

To accept the Streetscape Services Trading account to January 2023 and to note the content of the summary report.

13. Information Centre Management Accounts

To accept the Town Hall Trading account to January 2023 and to note the content of the summary report.

14. Streetscape Update (Enclosed)

To receive the report relating to the Streetscape KPI's and general update information.

15. Resolution to exclude members of the press and public from item 16 due to Commercial sensitivities

16. Town Centre Toilets (Confidential Report)

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

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	9 th March 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 31 st January 2023 to accompany the spreadsheet shown as Appendix 7.1		
Updates	<p>This trading account is for 10 months of 2022/23, which equates to approximately 83% of the budget. Please refer to notes on the account sheets, other points as below:</p> <p><u>Income</u> 87%</p> <ul style="list-style-type: none">○ Grand Hall is at 101%, this is due to a mixture of both Corporate and a number of private bookings.○ Spencer Suite is at 96%, which includes contributions from Citizens Advice Bureau (CAB) room hire.○ Commercial Partner Commission figures include commission to 30th November 2022. Awaiting invoices for December and January 2023.○ Health & Safety budget is 413%, this is due to security costs required at events, a number of these costs are re-charged via the sales ledger. Future years event security will be separated from revenue expenditure. <p><u>Expenditure</u> 85%</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 192%, 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. Council approval has been given to cover these extra Property Maintenance cost with Earmarked reserves which will be completed at year end.○ Gas and Electric have been invoiced to 31st December 2022.○ Waste water has been invoiced to 31st December 2022 and metered to 5th November 2022.		
Decision Requested	To receive the Town Hall Trading Account for Month 10 to 31 st January 2023.		

Congleton Town Council
Management Accounts 2022-23
TOWN HALL

Jan-23

Month	10							
Percentage	83.0%							
		ANNUAL BUDGET	BUDGET TO M10	Actual Spend to M10	£ VARIANCE AT M10	% Of Budget spent @ M10	Variance %	NOTES
TOWN HALL								
4000	Staff Costs (re-allocated)	69,219	57,683	54,994	2,689	79.4%	3.6%	
4008	Training	1,000	833	0	833	0.0%	83.0%	
4009	Protective Clothing\H & Safety	500	417	2,069	-1,652	413.8%	-330.8%	Overspend in part due to security costs, of which a number will be re-charged via sales ledger
4010	Cleaners	6,500	5,417	5,595	-178	86.1%	-3.1%	
4011	Rates	29,078	24,232	27,392	-3,160	94.2%	-11.2%	Paid in full
4012	Water	6,150	5,125	1,898	3,227	30.9%	52.1%	Invoices in for : Waste water to December 22 and metered to 05NOV22
4014	Electricity	24,125	20,104	12,000	8,104	49.7%	33.3%	Invoices to 31st December 22
4015	Gas	16,500	13,750	11,798	1,952	71.5%	11.5%	Invoices to 31st December 23
4016	Cleaning materials	2,000	1,667	1,455	212	72.8%	10.3%	
4017	Refuse Disposal	3,000	2,500	1,659	841	55.3%	27.7%	Paid quarterly, 3 paid to date
4020	Miscellaneous Office Costs	1,500	1,250	1,601	-351	106.7%	-23.7%	
4025	Insurance	9,800	8,167	9,874	-1,707	100.8%	-17.8%	Paid in full for the year
4033	Marketing/Promotions	3,500	2,917	634	2,283	18.1%	64.9%	
4040	Maintenance Contracts	7,750	6,458	6,848	-390	88.4%	-5.4%	
4041	Property Maintenance	15,000	12,500	28,798	-16,298	192.0%	-109.0%	Maintenance programme costs to be covered from this EMR, this will vary
4064	Legal & Professional fees	100	83	4,000	-3,917	4000.0%	-3917.0%	See line 4951
4068	Licences (incl PRS)	3,500	2,917	2,808	109	80.2%	2.8%	
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	4,946	4,093	853	69.0%	14.0%	
	Town Hall Expenditure	205,157	170,964	173,516	-2,552	84.6%	-1.6%	
3020	Catering costs (rechargeable)	0	0	2,984	-2,984	#DIV/0!	#DIV/0!	Awaiting invoices for November/December
	Total Town Hall Expenditure	205,157	170,964	176,500	-5,536	86.0%	-3.0%	
1009	Rent Rec'd - Museum Notional	-4500	-3750	-3750	0	83.3%	-0.3%	
1010	Rent Received - 3rd Party Partnership	-1533	-1278	-1278	1	83.4%	-0.4%	
1011	Rent Received - Internal CTC	-26517	-22098	-22098	1	83.3%	-0.3%	
1013	Letting Income - Grand Hall	-25400	-21167	-25763	4596	101.4%	-18.4%	
1014	Letting Income - Bridestones	-13200	-11000	-5061	-5939	38.3%	44.7%	
1015	Letting Income -Spencer Suite	-4950	-4125	-4727	602	95.5%	-12.5%	
1018	Letting Income - Campbell Suite	0	0	0	0	#DIV/0!	#DIV/0!	
1016	Letting Income - Brasserie, Kitchen and Bar	-15000	-12500	-4000	-8500	26.7%	56.3%	
1021	Letting Income - Internal	-9000	-7500	-7413	-87	82.4%	0.6%	
1022	Letting income - F&F	-1000	-833	-1344	511	134.4%	-51.4%	
1023	Commission- CP	0	0	-5916	5916	#DIV/0!	#DIV/0!	Awaiting December & January commission detail
1035	Service Charges - Brasserie	0	0	-3059	3059	#DIV/0!	#DIV/0!	
1051	Catering Sales (recharges)	0	0	-3098	3098	#DIV/0!	#DIV/0!	
1199	Miscellaneous Income	0	0	-834	834	#DIV/0!	#DIV/0!	
	Total Town Hall Income	-101100	-84250	-88341	4091	87.4%	-4.4%	
	Net Expenditure over Income	104,057	86,714	88,159	-1,445	84.7%	-1.7%	

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services Committee Meeting		
MEETING DATE AND TIME	9 th March 2023	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	Agenda Item 8: Paddling Pool Soft Play Path		
Background	<p>The refurbishment of the paddling pool soft play path was discussed at the Council meeting on 9th February 2023.</p> <p>CTC/43/2223 RESOLVED to approve up to £13,125 for the replacement of the soft play surface at the paddling pool.</p>		
Updates	<p>Works to replace the soft play path around the paddling pool are scheduled to start week commencing 17th April 2023. Works are expected to last 5 days.</p> <p>Job description:</p> <ul style="list-style-type: none">• Full replacement of existing wet pour, soft play path approx. 150sqm• Rip out and dispose of existing soft play surface• Replace with 25mm 2-layer wet pour soft play surface• Base layer will be a 10mm wet pour shock pad in black• Top layer will be a 15mm wet pour soft play surface in 50% yellow, 50% mid grey mix (the grey mix should help to hide stains) <p>The annual plant room service is scheduled for week commencing 24th April 2023 with plant room training for pool staff taking place 3rd & 4th May. This will allow pool staff 3 weeks to familiarise themselves with paddling pool operation before the paddling pool opens on 27th May.</p>		
Decision Request	To receive the report relating to the Paddling Pool Soft Play Path.		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services Committee Meeting		
MEETING DATE AND TIME	9 th March 2023	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	Agenda Item 9: Town Hall Decarbonisation Update		
Background	<p>The Town Hall Decarbonisation Report provided by Tomson Consulting highlighted areas where a number of improvements could be implemented within the Town Hall to reduce the carbon emissions of the building and also help to reduce costs. Officers are identifying the low cost/easy to implement recommendations and putting them into place while researching the more technical recommendations within the report.</p>		

<p>Updates</p>	<p>Improvements recommended in the Tomson Consulting Town Hall Decarbonisation Report are being researched and implemented where possible. The first areas addressed were the domestic hot water heaters and relocation of the space temperature sensor in the main hall. All work was completed on time and within the quoted figures provided.</p> <p>In addition, the ongoing work of insulating heating and hot water pipework is close to completion, facilitated by the inhouse teams.</p> <p>Hot Water Heaters</p> <p>The hot water heaters were previously switched on 24 Hrs a day, every day. The hot water heaters provide hot water for the commercial kitchen and main hall toilets.</p> <p>New timers were installed to enable improved control of the water heating to match the demands of the users, significantly reducing the electricity consumption.</p> <p>Based on the current heating demand of 3 hours per day for both cylinders, the projected savings are:</p> <table data-bbox="376 999 1444 1229"> <tr> <td>Annual savings in kWh of electricity</td><td>approximately 70,000 kWh pa</td></tr> <tr> <td>Annual commercial saving</td><td>approximately £185 pa</td></tr> <tr> <td>Annual carbon footprint reduction range</td><td>between 13,700 and 15,000 Kg pa</td></tr> <tr> <td>Payback period</td><td>between 3.5 and 2.5 years</td></tr> </table> <p><u>Space temperature sensor in the main hall</u></p> <p>This sensor was incorrectly placed above a radiator, providing instruction to the heating system to shut down. This resulted in the heating being switched to manual permanently to bypass the temperature sensor to heat the building. This work is in preparation for the next phase of updating the heating control software and re-commissioning the heating controls.</p>	Annual savings in kWh of electricity	approximately 70,000 kWh pa	Annual commercial saving	approximately £185 pa	Annual carbon footprint reduction range	between 13,700 and 15,000 Kg pa	Payback period	between 3.5 and 2.5 years
Annual savings in kWh of electricity	approximately 70,000 kWh pa								
Annual commercial saving	approximately £185 pa								
Annual carbon footprint reduction range	between 13,700 and 15,000 Kg pa								
Payback period	between 3.5 and 2.5 years								

	<p><u>General heating and hot water pipe insulation</u></p> <p>The Streetscape team have been working through the Town Hall insulating exposed pipework to improve general efficiency and reduce heat losses. Pipework in one area of corridor remains uninsulated, this work is scheduled to be completed in the next couple of weeks.</p> <table border="1" data-bbox="379 510 1444 689"> <tr> <td data-bbox="379 510 909 600">Cost to implement</td><td data-bbox="909 510 1444 600">£ 86.10 (may increase due to the need for additional insulation)</td></tr> <tr> <td data-bbox="379 600 909 689">Annual carbon footprint reduction range</td><td data-bbox="909 600 1444 689">Difficult to estimate as no baseline is available</td></tr> </table> <p>Commercial savings are based on the current price per kWh paid by the Town Hall, uplifted to reflect the expected price change due in 2023. Estimating the CO2 savings based on kWh reductions is not an exact science, hence a range has been provided based on factors published by the Carbon Trust.</p> <p>The payback period range is based on the difference between the price per kWh paid today, and the expected price change due in 2023.</p>	Cost to implement	£ 86.10 (may increase due to the need for additional insulation)	Annual carbon footprint reduction range	Difficult to estimate as no baseline is available
Cost to implement	£ 86.10 (may increase due to the need for additional insulation)				
Annual carbon footprint reduction range	Difficult to estimate as no baseline is available				
<p>Decision Request</p>	<p>To receive the report relating to Town Hall Decarbonisation Update.</p>				

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services Committee Meeting																						
MEETING DATE AND TIME	9th March 2023	LOCATION	Congleton Town Hall																				
REPORT FROM	Town Hall Manager – Mark Worthington																						
AGENDA ITEM REPORT TITLE	Agenda Item 10: Town Hall Bookings																						
Updates	<p>Town Hall room bookings for January, February and March 2023 are listed in the table below. These figures include the long-term agreements with the Citizens Advice Bureau for this period and five NHS Blood Donation sessions. The new community rate pricing structure has encouraged long-term bookings with a weekly exercise class in the Grand Hall, with further interest from a local Yoga instructor for a weekly class. We are currently discussing a 6-month agreement with a company that provides back-to-work services to hire the Spencer Suite one day a week for the next six months. This booking could generate additional income from the Spencer Suite of £4,680 over the six-month period. Due to further bookings and cancellations, these figures may vary.</p> <table><tr><th>Jan/Feb/March 2023**</th><th>Grand Hall</th><th>Bridestones Suite</th><th>Spencer Suite</th></tr><tr><td>Total number of bookings</td><td>45</td><td>14</td><td>26</td></tr><tr><td>Average bookings per week</td><td>3.4</td><td>1.07</td><td>2</td></tr><tr><td>Income to date</td><td>£31,542</td><td>£5,816</td><td>£5,143</td></tr><tr><td>Total budgeted income for 2022/23</td><td>£25,400</td><td>£13,200</td><td>£4,950</td></tr></table> <p><u>** January and February are actual figures, March awaiting invoicing this figure may vary once month end completed.</u></p>			Jan/Feb/March 2023**	Grand Hall	Bridestones Suite	Spencer Suite	Total number of bookings	45	14	26	Average bookings per week	3.4	1.07	2	Income to date	£31,542	£5,816	£5,143	Total budgeted income for 2022/23	£25,400	£13,200	£4,950
Jan/Feb/March 2023**	Grand Hall	Bridestones Suite	Spencer Suite																				
Total number of bookings	45	14	26																				
Average bookings per week	3.4	1.07	2																				
Income to date	£31,542	£5,816	£5,143																				
Total budgeted income for 2022/23	£25,400	£13,200	£4,950																				
Decision Request	To receive the report relating to Town Hall Room Bookings.																						

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services Committee Meeting		
MEETING DATE AND TIME	9th March 2023	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	Agenda Item 11: Town Hall Roof Updates		
Background	Following a drone survey of the Town Hall roof, various areas were highlighted as requiring localised repairs. Initial repair work started on these areas on 14 th & 15 th January 2023 where a pavement closure on High Street was put into place to assist with the high level works at the front of the Town Hall.		
Updates	<p>Repair works carried out on 14th & 15th January 2023 were carried out using rope access and were concentrated above the following areas:</p> <ul style="list-style-type: none">• Museum (slate replacement. Issue appears resolved)• Bridestones Suite entrance (slate and gutter/valley issues. Issue appears resolved)• Commercial Kitchen (slate replacement. Issue appears resolved)• Top Offices - front of Town Hall. One section of repairs in this area was resolved with replacement tiles. The more serious issue of water ingress in this area could not be repaired at the time due to the scale of work involved. Assessment of the area indicated the issues were being caused by poor/missing and saturated mortar on the clock tower in the area of the leak. The repair work can be carried out using rope access and will involve replacing mortar where the clock tower merges with the roof. A further replacement closure will be required at the front of the Town Hall to complete this work and a report is in progress to clarify works required and costs involved. <p>Roof repairs to the rear of the Town Hall will also require a pavement closure and be carried out using rope and cherry picker access. At the time of writing we are waiting for a date for these repairs. On completion of repair work to the roof and clarity of any costs involved, work will be identified and costed out for improvements to the Grand Hall i.e. decoration, floor sanding and polishing, carpeting etc. We anticipate some of these projects could involve considerable costs due to scaffolding and access.</p>		
Decision Request	To 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	9 th March 2023 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	12 Streetscape Services Trading Account		
Background	Variance analysis of the Trading Account to 31 st January 2023 to accompany the spreadsheet show as Appendix 9.1.		
Updates	<p>This trading account is for 10 months of 2022/23, which equates to approximately 93% of the budget. Please refer to notes in the accounts' sheets, other points below:</p> <p><u>Income</u> 109% Cheshire East Council Income is at 113% as the full amount due has been received. Post budget setting the new agreement for the Sweeper was approved, the difference in the expected budgeted income and actual takes this into account.</p> <p><u>Expenditure</u> 97% Most budget lines are as expected.</p> <ul style="list-style-type: none">○ As previously reported, Agency Staff costs are overbudget these costs ended from 31st December 2022 for 2022-2023.○ Steet Cleansing is now at 228%. £4,874 on fly tipping and asbestos removal and from the original £2,500 budget spends are £1,963.○ General Expenditure and Protective Clothing is higher than expected spends, so will be monitored. A full check on each nominal line is completed at the end of each month.○ Costs are now being incurred for the Sweeper lease, these are currently approximately £26,000 to 31st January 2023, this includes leasing, fuel (approximated) and repair costs.		
Decision Requested	To receive the Streetscape Trading Account for Month 10 to 31 st January 2023.		

Congleton Town Council
Management Accounts 2022-23
STREETSCAPE
Jan-23

Month	10		BUDGET TO	Actual Spend	£ VARIANCE	% Of Budget	Variance	
Percentage	83.0%	ANNUAL BUDGET	M10	to M10	AT M10	spent @ M10	%	NOTES
STREETSCAPE								
4000 Staff Costs		442,706	368,922	394,415	-25,493	89.1%	-6.1%	
4004 Agency Staff		6,000	5,000	34,606	-29,606	576.8%	-493.8%	Long-term sickness, agency costs stopped DEC22
4008 Training		3,000	2,500	900	1,600	30.0%	53.0%	
4009 Protective Clothing\H & Safety		4,500	3,750	5,082	-1,332	112.9%	-29.9%	
4013 Office rent		2,000	1,667	1,667	-0	83.4%	-0.4%	
4016 Cleaning Materials		7,500	6,250	5,249	1,001	70.0%	13.0%	
4021 Mobile Phones		900	750	823	-73	91.4%	-8.4%	
4025 Insurance		7,000	5,833	7,053	-1,220	100.8%	-17.8%	Paid in full for the year
4041 Property maintenance		1,200	1,000	859	141	71.6%	11.4%	
4043 Horticultural etc Supplies		19,000	15,833	16,755	-922	88.2%	-5.2%	
4047 Vehicle maintenance/Serv etc		10,000	8,333	8,522	-189	85.2%	-2.2%	
4048 Vehicle fuel and oil		14,000	11,667	15,881	-4,214	113.4%	-30.4%	Higher fuel costs
4049 Vehicle rental charges		37,000	30,833	51,822	-20,989	140.1%	-57.1%	Include sweeper costs £21,880
4050 Street Cleansing		3,000	2,500	6,837	-4,337	227.9%	-144.9%	Fly tipping/collections £4874. Previous noted amount £1,963 is general expenditure
4162 General expenditure		4,000	3,333	4,713	-1,380	117.8%	-34.8%	
6000 Central Overheads Reallocated		37,957	31,631	26,561	5,070	70.0%	13.0%	
Streetscape Expenditure		599,763	499,803	581,745	-81,943	97.0%	-14.0%	
3030 Purchases for recharging		0	0	6,860	-6,860	#DIV/0!	#DIV/0!	
1165 CEC - Income		-380,156	-316,797	-428,192	111,395	112.6%	-29.6%	Paid in full for 22-23
1167 External work income		-15,000	-12,500	-5,226	-7,274	34.8%	48.2%	
1040 Other income		0	0	0	0			
1199 Miscellaneous		-900	-750	-1,307	557	145.2%	-62.2%	
Streetscape Income		-396,056	-330,047	-434,725	104,678	109.8%	-26.8%	
Net Expenditure over Income		203,707	169,756	153,880	15,876			

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services						
MEETING DATE AND TIME	9 th March 2023 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 January 2023 to accompany the spreadsheet show as Appendix 11.1.						
Updates	<p>This trading account is for 10 months of 2022/23, which equates to approximately 83% 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 10 Update</u></p> <p>Support Grant income: Second payment received, the total due is £32,467 not the budgeted £36,074.</p> <p>Income also includes Citizens Advice Bureau (CAB) contribution towards reception duties.</p> <p>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: 372%</p> <p>Other Income: 102%</p> <p><u>Expenditure</u></p> <p>Direct Expenditure 399%</p> <p>Other Expenditure: 90%</p> <p><u>Summary of Direct Sales</u></p> <table><tr><td>Direct Sales</td><td>£119,448</td></tr><tr><td>Direct Expenditure</td><td>£106,415</td></tr></table>			Direct Sales	£119,448	Direct Expenditure	£106,415
Direct Sales	£119,448						
Direct Expenditure	£106,415						
Decision Requested	To receive the Congleton Information Centre Trading Account for Month 10 to 31 st January 2023.						

Congleton Town Council
Management Accounts 2022-23
CONGLETON INFORMATION CENTRE
Jan-23

Month 10
 Percentage 83.0%

	ANNUAL BUDGET	BUDGET TO M10	Actual Spend to M10	£ VARIANCE AT M10	% Of Budget spent @ M10	Variance %
CONGLETON INFORMATION CENTRE						
3000 Stock at 1st April	0	0	0	0	0.0%	0.0%
3041 3rd Party ticket resales	21,000	17,500	98,869	-81,369	470.8%	-387.8%
3042 Books, Maps, Guides resale	3,300	2,750	953	1,797	28.9%	54.1%
3043 Souvenirs for resale	1,250	1,042	1,480	-438	118.4%	-35.4%
3044 Stamps for resale	0	0	430	-430	430000.0%	-429917.0%
3046 Local Produce for resale	650	542	3,969	-3,427	610.6%	-527.6%
3047 Theatre gift cards for resale	0	0	14	-14	14000.0%	-13917.0%
3048 Food & Drink for resale	475	396	700	-304	147.4%	-64.4%
3049 CTC Merchandise	0	0	0	0	0.0%	83.0%
3999 Stock at 31st March 2022	0	0	0	0	0.0%	83.0%
Direct Expenditure	26,676	22,230	106,415	-84,185	398.9%	-315.9%
4000 Staff costs	59,272	49,393	54,569	-5,176	92.1%	-9.1%
4011 Rates	4,725	3,938	4,582	-645	97.0%	-14.0%
4013 Rent Payable	7,500	6,250	6,250	0	83.3%	-0.3%
4026 Computer/ICT costs	240	200	39	161	16.3%	66.8%
4162 General Expenditure	2,000	1,667	1,854	-187	92.7%	-9.7%
6000 Central Overheads Reallocated	5,082	4,235	3,556	679	70.0%	13.0%
Indirect Expenditure	78,819	65,683	70,850	-5,168	89.9%	-6.9%
1041 Third Party Ticket Sales	-24,000	-20,000	-108,110	88,110	450.5%	-367.5%
1042 Books, Maps, Guides sales	-2,300	-1,917	-2,000	83	87.0%	-4.0%
1043 Souvenir sales	-3,000	-2,500	-2,060	-440	68.7%	14.3%
1044 Stamp Sales	-1,100	-917	-461	-456	41.9%	41.1%
1045 Photocopy sales	-500	-417	-302	-115	60.4%	22.6%
1046 Local Produce for resale	0	0	-3,960	3,960	#DIV/0!	#DIV/0!
1047 Theatre gift cards	-300	-250	-28	-222	9.3%	73.7%
1048 Food and Drink sales	-900	-750	-1,030	280	114.4%	-31.4%
1049 CTC Merchandise sales	0	0	-1,497	1,497	#DIV/0!	#DIV/0!
Income	-32,100	-26,750	-119,448	92,698	372.1%	-289.1%
1168 CEC Support Grant CIV	-36,074	-30,062	-32,467	2,405	90.0%	-7.0%
1031 CAB Reception Contribution	0	0	-4,167	4,167	#DIV/0!	#DIV/0!
Other Income	-36,074	-30,062	-36,634	6,572	101.6%	-18.6%
Total Income	-68,174	-56,812	-156,082	99,270		
Net Expenditure over Income	37,321	31,100	21,183	9,917		

Paid in full for the year

Higher bank fees due to one off high ticket sales in Oct/Nov

Total amount due £32,467

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services																																																																																																										
MEETING DATE AND TIME	9 th March 2023 7.00pm	LOCATION	Town Hall																																																																																																								
REPORT FROM	Streetscape Development Manager – Ruth Burgess																																																																																																										
AGENDA ITEM REPORT TITLE	14. 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, plus the total year:</p> <table><tr><td></td><td>2019</td><td>2020</td><td>2021</td><td>2022</td><td>2023</td></tr><tr><td>January</td><td>4</td><td>4</td><td>4</td><td>16</td><td>30</td></tr><tr><td>February</td><td>10</td><td>2</td><td>10</td><td>11</td><td>21</td></tr><tr><td>March</td><td>4</td><td>0</td><td>32</td><td>24</td><td></td></tr><tr><td>April</td><td>10</td><td>12</td><td>19</td><td>10</td><td></td></tr><tr><td>May</td><td>5</td><td>40</td><td>22</td><td>11</td><td></td></tr><tr><td>June</td><td>4</td><td>22</td><td>2</td><td>8</td><td></td></tr><tr><td>July</td><td>8</td><td>21</td><td>0</td><td>13</td><td></td></tr><tr><td>August</td><td>5</td><td>18</td><td>10</td><td>26</td><td></td></tr><tr><td>September</td><td>6</td><td>6</td><td>14</td><td>23</td><td></td></tr><tr><td>October</td><td>5</td><td>3</td><td>10</td><td>8</td><td></td></tr><tr><td>November</td><td>4</td><td>4</td><td>17</td><td>25</td><td></td></tr><tr><td>December</td><td>5</td><td>4</td><td>10</td><td>30</td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Total</td><td>70</td><td>136</td><td>150</td><td>205</td><td>51</td></tr><tr><td></td><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>£12,300.87</td><td>£ 4,377.78</td></tr></table> <p><u>Vehicle Usage</u></p> <p>Showing Mileage and Carbon Emissions See Appendix 1.</p> <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 and the new equipment is now fully installed and ready to use in Congleton Park, a grand opening organised by Cathy will be announced soon</p>						2019	2020	2021	2022	2023	January	4	4	4	16	30	February	10	2	10	11	21	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	30								Total	70	136	150	205	51							Total Cost	2324.16	5380.52	2481.45	£12,300.87	£ 4,377.78
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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.

However you will notice over the next month a large presence of the streetscape team carry out a lot of winter work and maintenance on the site, which will include hedge cutting where necessary, crown lifting of trees, bramble and weed clearance as well a lot of strimming.

Community Allotments

To transform the site at the top of Congleton Park Town Wood from a dilapidated under-used open Green Space into a community garden through the involvements of local business, volunteers and community groups.

- We are proposing that's over a 3 year period we would transform the site into a community Allotment / Garden in which a variety of horticulture programme and events can be delivered.
- These programmes will provide meaningful opportunities and a sense of purpose to those who join us and use the service.
- Furthermore, there will be many environmental projects and schedule put in place to deliver a range of food growing and cooking initiatives to help with the current climate and financial crisis.
- The proposal will involve extensive clearance of the site which will be developed into a positive asset for the community.

Please see power point.

Private Works

The Streetscape team now have many contracts for Private works across the local area, Streetscape Services provides professional gardening and trade services including: garden maintenance, landscaping, hedge cutting, painting, restoration works and much more.

The team are a reliable team, which takes pride in what they do and what they achieve. This is shown through the many awards and compliments we have received. They also pride themselves on providing a high-quality job and excellent customer service.

All Our customers appreciate the attractive, clean and blossoming town we currently have and now we are spreading our services further into other communities. We are currently working with the following companies:

- Holmes Chapel PC
- Church Lawton PC
- Hassall PC
- Prestbury PC
- Somerford PC

	<ul style="list-style-type: none"> • Cranage PC • Astbury PC • Congleton Cricket Club • Congleton Football Club • Stocks Pavilion • Premier Estates <p><u>Staffing</u></p> <p>We currently have all members of streetscape staff in work</p>
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

January 2023

Quartix

Vehicle	Average mileage per day	Mileage this month	CO2 emissions (kg)	Estimated closing mileage
JY18 XXC, Ford Transit - Rob Simon	7.9	244.0 miles	119.0	15931.0 miles
YJ18 YBC, Ford Transit Andy	15.5	481.4 miles	234.5	28622.7 miles
YJ18 YFA, Ford Transit Chris	9.6	297.0 miles	144.7	34296.5 miles
YJ18 XWB, Ford Transit Dave and Jim	8.7	270.8 miles	131.9	14248.0 miles
YJ18 YCZ, Ford Transit Mick	8.2	254.5 miles	124.1	8497.8 miles
YJ18 XZV, Ford Transit Noel	20.9	649.2 miles	316.5	34455.6 miles
MA18 EEP, Peugeot Partner	10.9	338.8 miles	165.1	17177.8 miles


Monthly mileage for Congleton TC. Month ending 28 February 2023

28 days in the month, 20 week days

Vehicle	Mileage this month	CO2 emissions (kg)	Estimated closing mileage
JY18 XXC, Ford Transit - Rob Simon	160.0 miles	78.0	16091.4 miles
YJ18 YBC, Ford Transit Andy	0.0 miles	0.0	28622.7 miles
YJ18 YFA, Ford Transit Chris	0.8 miles	0.3	34297.1 miles
YJ18 XWB, Ford Transit Dave and Jim	184.5 miles	90.0	14431.9 miles
YJ18 YCZ, Ford Transit Mick	151.2 miles	73.7	8648.9 miles
YJ18 XZV, Ford Transit Noel	667.4 miles	325.4	35122.4 miles
MA18 EEP, Peugeot Partner	420.6 miles	205.0	17598.5 miles



CONGLETON TOWN COUNCIL



PROPOSAL FOR COMMUNITY ALLOTMENT



Primary goal

TRANSFORMING & IMPROVING THE ENVIRONMENT,
SUPPORTING WELLBEING & ENGAGING OUR COMMUNITY





PROPOSAL OVERVIEW

Congleton Community Allotment is a community project developed by Congleton Town Council in partnership with Congleton Community Partnership and Food and Friendship Group at Congleton Town Hall.

The aim is to provide opportunities for volunteers to take practical action to help the community and the local environment.





To transform the site at the top of Congleton Park Town Wood from a dilapidated under-used open Green Space into a community garden through the involvements of local business, volunteers and community groups.

- We are proposing that's over a 3 year period we would transform the site into a community Allotment / Garden in which a variety of horticulture programme and events can be delivered.
- These programmes will provide meaningful opportunities and a sense of purpose to those who join us and use the service.
- Furthermore, there will be many environmental projects and schedule put in place to deliver a range of food growing and cooking initiatives to help with the current climate and financial crisis.
- The proposal will involve extensive clearance of the site which will be developed into a positive asset for the community.





The project has been assessed by both the Streetscape Grounds Maintenance Team who will be carrying our majority of the hard landscaping and the Food Friendship Group who will be supporting the project regarding the food and cooking initiatives.

All activities undertaken through the project will be risk assessed and covered by Congleton Town Council Public Liability and Employers Liability Insurance.

It is initially envisioned that this plan will help transform the site into a community Garden for families and will also provide opportunities for volunteers to gain experience and skills in a variety of environmental subjects including:

Gardening

Wildflower upkeep

Horticultural Therapy

Workshops in cooking and growing food

And much much more.....



Proposed Programme Schedule

YEAR 1



Initial works will involve extensive clearance of the site which Streetscape Services will undertake, primarily through their labour with support from local grounds contractors and Ansa Environmental Services at Cheshire East Council.

Practical work would include:

Site Clearance

- Removal of rubble and debris from site
- Clearing of ground cover growth on the south west corner of the green space
- Restoration of existing paths and entrances

Site Maintenance

- Extensive pruning of established trees
- Extensive pruning of hedges at entrances
- Connection of Water Supply (from Congleton Park)

Site Development

- Construction of raised beds for purpose of growing foods for all abilities
- Construction of allotment plots
- Construction of extra path ways
- Construction of parking area
- Look into signage
- Construction of portable small building for securing tools and equipment.
- Ensure site design is inclusive to families and volunteers with limited mobility

Proposed Programme Schedule

YEAR 2



During the second year we hope to be delivering a number of horticultural projects, these include:

- Delivering workshops to participants as they develop new skills and learn in a “hands on “ way about horticulture and managing projects about climate and nature.
- We would also work with local community Cafes and Restaurants on building up skills on how to create a variety of tasty and healthy meals using the food which has been grown at the community allotments.
- We have an award winning Café in the park “Stock at the Pavilion” who have offered to support in all areas, from growing and using the produce in their menus, to teaching cookery skills and providing recipes using the ingredients harvested.

Proposed Programme Schedule

YEAR 3



By year 3 we envisage the site to :

- Be fully developed as a community allotment and garden
- Become a known workshop facility for local residents, providing a wealth of opportunities for our residents not just training wise but also beneficial for the financial crisis and hard times which some families may have, this will help them to save money by growing their own food for the community to share and cook together.
- In addition we would seek to hold a number of community events and activities (e.g family/children events) which will involve the wider community of the Congleton area.

Overview – What we will do



The project will follow all good environmental practises including recycling all waste, growing produce and maintaining a safe and tidy space.

In addition to the practical work, we will undertake the following additional tasks :

- Preparation of risk assessments to cover work on site
- Identify client group and potential volunteers
- Engage with local community groups and other allotments groups
- Secure funding and grants for the project
- Design a programme of workshops for the community
- Publicise the project to raise awareness of the positive impacts of the project
- Establish a management team

Support from outside bodies



In order for us to achieve this programme / project we will require assistance from Cheshire East Council for the following :

- Approval to use the land available and to change its use from an open green space to a community allotment
- To advise on issues they may see with the project and land in question.
- To provide plans or services of the site to enable us to carry out the work in a safe environment
- To support and provide guidance on any budgets or grants which we would help towards the project, including S106 money, climate emergency funding pots etc.

SITE PLANS



Location: entrance at the side of Hillfields
Close, Congleton CW121NW



SITE PLANS

Image 3 shows current 15ft gate entrance to sit, There is currently 3 pedestrian access onto site as well. ✨

Access 1. Side of 19 and 21 Eardley Crescent ✨

Access 2. To left of 1 Eardley Crescent then onto the Park Wood path ✨

Access 3. Through the top of Congleton Park Town Woods ✨





Thank you



Ruth Burgess

Streetscape Development Manager

Ruth.Burgess@congleton-tc.gov.uk