



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

29th June 2023

Dear Councillor,

Town Hall, Assets & Services Committee – 6th July 2023

You are summoned to attend a meeting of the Town Hall, Assets & Services Committee, to be held at Congleton Town Hall on **Thursday 6th July 2023** commencing at **7.00 pm**.

- **The Public and Press are welcome to attend the meeting, please note** - There will be 15 minutes at each meeting to receive any questions from Members of the Public, either verbally or at the meeting, including those which have been received in writing 7 days prior to the meeting.
- There may be confidential items towards the end of the meeting which the law requires the Council to make a resolution to exclude the public and press in accordance with Section 100 (B) (2) of the Local Government Act 1972.

Yours sincerely,

David McGifford
Chief Officer



Congleton
beartown
where friends are made

Congleton Town Council, Town Hall, High Street, Congleton, Cheshire CW12 1BN

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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 9th March 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

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

Paddling Pool and Toilets updates agenda items.

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

8. Paddling pool update (Enclosed)

To receive an update on the paddling pool operations and discuss the current issues.

9. Public Toilets update (Enclosed)

To receive an update on the provision of public Toilets.

10. Town Hall Decarbonisation Updates (Enclosed)

To receive the report relating to Town Hall Decarbonisation.

11. Town Hall Maintenance programme and report (Enclosed)

To receive the maintenance programme and updates.

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. Streetscape operational updates (Enclosed)

To receive the report relating to the Streetscape operations.

14. Information centre updates (Enclosed)

To receive the report relating to Information Centre.

15. Information Centre Management Accounts (Enclosed)

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

Cllrs: Suzie Akers Smith (Chair), Liz Wardlaw (Vice Chair),

Robert Brittain, Russell Chadwick, Mark Edwardson, Suzy Firkin, Amanda Martin,
Susan Mead, Heather Pearce, Glen Williams.

Ex Officio Members: Rob Moreton (Mayor), Kay Wesley (Deputy Mayor)

Ccs: Appointed Member – Mr G Baxendale, Mr D A Parker, Mr D Murphy, Mr B Edwards,
Mr E Clarke (Honorary Burgess)
Other members of the Council
Press (3), Congleton Library, Congleton Information Centre

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 9th March 2023

For the papers discussed at the meeting, please see the [Agenda & Papers – 9th March 2023](#)

In attendance:

Committee members: Cllrs

Suzy Firkin - Chair

Suzie Akers Smith

David Brown

Duncan Amies

Martin Amies

Russell Chadwick

Robert Hemsley

Robert Douglas

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 Robert Hemsley, George Hayes.

2. Minutes of Previous Meetings

THAS/41/2223 Resolved to approve and sign the [minutes of the meeting of the Town Hall, Assets and Services Committee held on 12th January 2023.](#)

3. Declarations of Interest

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

4. Outstanding Actions

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: <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
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

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/42/2223 Resolved 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

THAS/43/2223 Resolved to receive the updates on matters relating to the paddling pool Soft play surface.

Action – To consider opening times and session for 2024

9. Town Hall Decarbonisation Updates

THAS/44/2223 Resolved to receive the updates on matters relating to the Town Hall Decarbonisation.

10. Town Hall Bookings

THAS/45/2223 Resolved to receive the Town Hall Booking update

11. Town Hall Roof

THAS/46/2223 Resolved to receive the Town Hall Roof update

12. Streetscape Services Trading Account

THAS/47/2223 Resolved to accept the Streetscape Services Trading account to January 2023 and to note the content of the summary report.

13. Congleton Information Centre Trading Account

THAS/48/2223 Resolved to accept the Congleton Information Centre Trading account to January 2023 and to note the content of the summary report

14. Streetscape update

THAS/49/2223 Resolved to receive the Streetscape Services update

Action: To start consultation with local residents around the idea of a Community Allotment project for the green space at the top of Town Woods - 'Hillfields' site.

15. THAS/50/2223 Resolved to exclude members of the press and public from item 16 due to Commercial Sensitivities.

16. Town Centre Toilets

THAS/51/2223 Resolved to receive the verbal update report and agreed that ongoing discussions should continue with the Capital Walk toilet provision

**Cllr Suzy Firkin
(Chair)**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services										
MEETING DATE AND TIME	6 th July 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 May 2023 to accompany the spreadsheet shown as Appendix 7.1. Future Bookings information Appendix 7.2										
Updates	<p>This trading account is for 2 months of 2023/024, which equates to approximately 16.5% of the budget. Please refer to notes on the account sheets, other points as below:</p> <p><u>Income</u> 14.2%</p> <ul style="list-style-type: none">○ Nothing additional to note to date <p><u>Expenditure</u> 16.2%</p> <ul style="list-style-type: none">○ Gas and Electric and Water have been invoiced to 30th April 2023. <p><u>Future Bookings</u> Appendix 7.2 shows the current confirmed bookings from the financial year 2023-2024. This sheet refers to chargeable sales income not internal income budgets.</p> <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>Budget</td><td>£80,200</td></tr><tr><td>Total Income to date</td><td>£12,666</td></tr><tr><td>Total Confirmed bookings</td><td>£16,679</td></tr><tr><td>Cumulative v budget</td><td>£-50,855</td></tr></table>			Budget	£80,200	Total Income to date	£12,666	Total Confirmed bookings	£16,679	Cumulative v budget	£-50,855
Budget	£80,200										
Total Income to date	£12,666										
Total Confirmed bookings	£16,679										
Cumulative v budget	£-50,855										
Decision Requested	To receive the Town Hall Trading Accounts for Month 2 to 31 st May 2023.										

Congleton Town Council
Management Accounts 2023-2024

TOWN HALL

May-23

Month	2		BUDGET TO M2	Actual Spend to M2	£ VARIANCE AGAINST TOTAL BUDGET AT M2	% Of Budget spent @ M2	Variance %	NOTES
Percentage	16.6%	ANNUAL BUDGET						
TOWN HALL								
4000	Staff Costs (re-allocated)	70,592	11,765	11,932	-167	16.9%	-0.3%	Includes overtime cover
4008	Training	1,000	167	0	167	0.0%	16.6%	
4009	Protective Clothing/H & Safety	500	83	498	-415	99.6%	-83.0%	New starters uniform etc
4010	Cleaners	7,500	1,250	1,215	35	16.2%	0.4%	
4011	Rates	30,500	5,083	4,990	93	16.4%	0.2%	
4012	Water	6,150	1,025	1,127	-102	18.3%	-1.7%	
4014	Electricity	17,500	2,917	120	2,797	0.7%	15.9%	Awaiting correction to bill & Accrual due to be posted (To be completed in June figures)
4015	Gas	24,700	4,117	3,219	898	13.0%	3.6%	
4016	Cleaning materials	2,100	350	381	-31	18.1%	-1.5%	Top up of supplies
4017	Refuse Disposal	3,200	533	0	533	0.0%	16.6%	Awaiting 1st quarter invoice
4020	Miscellaneous Office Costs	1,500	250	569	-319	37.9%	-21.3%	Amount of £132.51 due to be journalled out, will be completed in June figures
4025	Insurance	11,700	1,950	2,725	-775	23.3%	-6.7%	Critical Illness cover, main insurance will be posted in June figures
4033	Marketing/Promotions	3,500	583	0	583	0.0%	16.6%	
4040	Maintenance Contracts	8,500	1,417	2,684	-1,267	31.6%	-15.0%	First quarter invoices
4041	Property Maintenance	20,000	3,333	4,218	-885	21.1%	-4.5%	
4068	Licences (incl PRS)	3,500	583	670	-87	19.1%	-2.5%	Wedding license year 3 and premises license
6000	Central Overheads Reallocated	5,913	986	936	50	15.8%	0.8%	
	Town Hall Expenditure	218,355	36,393	35,284	1,109	16.2%	0.4%	
3020	Catering costs	0	0	0	0			Recharged to customers
3021	Security Supplies	0	0	805	-805			Recharged to customers
		0	0	805	805			
	Total Town Hall Expenditure	218,355	36,393	36,089	1,109	16.5%	0.1%	
1009	Rent Rec'd - Museum Notional	-4500	-750	-750	0	16.7%	-0.1%	
1010	Rent Received - 3rd Party Partnership	-1533	-256	-256	1	16.7%	-0.1%	
1011	Rent Received - Internal CTC	-26517	-4420	-4420	1	16.7%	-0.1%	
1013	Letting Income - Grand Hall	-30000	-5000	-4911	-89	16.4%	0.2%	
1014	Letting Income - Bridestones	-13200	-2200	-272	-1928	2.1%	14.5%	
1015	Letting Income - Spencer Suite	-7000	-1167	-885	-282	12.6%	4.0%	
1018	Letting Income - Campbell Suite	0	0	0	0			
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-2000	-3000	1000	25.0%	-8.4%	
1021	Letting Income - Internal	-9000	-1500	-265	-1235	2.9%	13.7%	
1022	Letting income - F&F	-1000	-167	-333	166	33.3%	-16.7%	
1023	Commission- CP	-8000	-1333	0	-1333	0.0%	16.6%	Awaiting figures
1024	Letting Income - Security	0	0	-821	821			
1035	Service Charges - Brasserie	-3600	-600	0	-600	0.0%	16.6%	Invoiced at quarter end
1051	Catering Sales (recharges)	0	0	-648	648	#DIV/0!	#DIV/0!	
1059	Miscellaneous Income	0	0	0	0			
	Total Town Hall Income	-116350	-19392	-16561	-2831	14.2%	2.4%	
	Net Expenditure over Income	102,005	17,001	19,528	-1,722	19.1%	-2.5%	

Town Hall Summary 23-24

This sheet refers to chargeable sales income not internal income budgets.

	12 mth Budget	April	Actual	May	Actual	June	Actual	July	Actual	August	Actual	September	Actual
Letting Income - Grand Hall	30,000	2,500	3,347	5,000	4,911	7,500		10,000		12,500		15,000	
Letting Income - Bridestones	13,200	1,100	129	2,200	272	3,300		4,400		5,500		6,600	
Letting Income -Spencer Suite	7,000	583	585	1,167	885	1,750		2,333		2,917		3,500	
Commissions	8,000	667	-	1,333	3,000	2,000		2,667		3,333		4,000	
Lighting /equip	1,000	83	333	167	333	250		333		417		500	
Lettings income grant CTC	9,000	750	265	1,500	265	2,250		3,000		3,750		4,500	
Cp rental income	12,000	1,000	2,000	2,000	3,000	3,000		4,000		5,000		6,000	
Totals	80,200	6,683	6,659	13,367	12,666	20,050	-	26,733	-	33,417	-	40,100	-
Variance		-	24	-	701	-	7,384	-	14,067	-	20,751	-	27,434
Current bookings value Confirmed							2,660		3,978		2,468		1,136
Current bookings value Provisional													
Total future bookings			-	-	-	-	2,660	-	3,978	-	2,468	-	1,136
Cumulative													
		October	Actual	November	Actual	December	Actual	January	Actual	February	Actual	March	Actual
Letting Income - Grand Hall		17,500		20,000		22,500		25,000		27,500		30,000	
Letting Income - Bridestones		7,700		8,800		9,900		11,000		12,100		13,200	
Letting Income -Spencer Suite		4,083		4,667		5,250		5,833		6,417		7,000	
Commissions		4,667		5,333		6,000		6,667		7,333		8,000	
Lighting /equip		583		667		750		833		917		1,000	
Lettings income grant CTC		5,250		6,000		6,750		7,500		8,250		9,000	
Cp rental income		7,000		8,000		9,000		10,000		11,000		12,000	
Totals		46,783	-	53,467	-	60,150	-	66,833	-	73,517	-	80,200	-
Variance		-	34,117	-	40,801	-	47,484	-	54,167	1,000	-	60,851	-
Current bookings value Confirmed			2,422		1,371		731		-		701		1,212
Current bookings value Provisional													
Total future bookings		-	2,422	-	1,371	-	731	-	-	-	701	-	1,212
Cumulative													50,855
SUMMARY													12,666
Total future bookings													16,679

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services Committee Meeting		
MEETING DATE AND TIME	6th July 2023	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	8: Paddling Pool Update		
Background	<p>The paddling pool was passed from Congleton Borough Council to the Town Council just prior to Cheshire East Council being formed as a result of the Local Government Reorganisation process. When the handover took place the Town Council continued to operate the pool on the same basis as it did under Congleton Borough Council, with an officer of the council supervising the pool with the support of seasonal workers which were predominantly students.</p> <p>Due to the shortage of seasonal staff, a formal training course was organised in August 2021 for town council staff, during that course it was identified that the Pool Operating Procedure (POP) the council had inherited was insufficient and out of date. As a result the council invested in updating the POP, provided by an outside company that specialises in pool facilities and pool plant operations, with one of the outcomes of the report stating that the capacity for the area should be 140 users at any one time.</p> <p>Leading up to the reopening of the pool in August 2021 there were concerns about managing the demand for the pool, and it was at that point that we agreed to trial a booking system as we were aware that other similar facilities were doing the same. This was trialled for the last 4 weeks of the season as covid restrictions were being lifted, in reality there was very little demand during that period.</p> <p>Despite not being able to recruit seasonal workers, the pool reopened in May 2022 with a senior member of staff and a casual stalwart. The booking system was used during the whole of this season on the basis of 2 sessions per day, 10am – 1pm and 2pm – 5pm, with a capacity of 140 per session. There were minimal complaints during the 2022 paddling pool season and the staff found it to be far more manageable than before and users said it was a vast improvement which was echoed by some residents on Park Road due to the reduction of vehicular movements, litter being left by people in the queue as well as it being generally quieter.</p>		

Update

Following on from that “successful” season we have managed to convince staff to have more flexibility within their contracts which includes being trained in Active IQ Level 3 Award in Small Pools to supervise the paddling pool, this would help up us to increase experience in monitoring the water quality and managing the water pumping and draining systems, without this we cannot operate the pool. We also invested heavily in improving the area around the pool and in the equipment that pumps the water and necessary chemicals into the pool.

Issues were being highlighted by residents that the pool area was rarely full yet they could not gain entry, as a result we reviewed the figures which showed a high level of people that had booked basically did not show up despite us making it clear through the booking system that if they were unable to attend that they would be expected to cancel thus releasing their places for another resident which is done automatically on the system.

Period	Total Bookings	Total Bookings Attended	Total No Shows
27/05/23 to 25/06/23 (4 weeks)	7071	4330	2741

As a response to these issues we are highlighting these figures on a daily basis in an attempt to encourage people to cancel, as well as letting residents know where the problem lies We have also introduced an additional session, so we now have 3 sessions where up to an additional 140 people can use the pool each day. Pool sessions are now 9:30am – 11:30am, 12:30pm-2:30pm and 3:30pm – 5:30pm.

We are being asked why people can't just turn up and come in if some that have booked don't turn up, it seems a very reasonable question but how do you control how many people will turn up at the paddling pool, if we do, what will the reaction be if they can't come in as the pool is again at full capacity– we have been there before.

As an example, on Friday 23rd June, a person had booked 5 people to attend a session and turned up as a two, when asked if they had managed to cancel the other 3 places he / she basically turned round and was very dismissive to the member of staff. This is not an isolated incident of people arriving at the pool with fewer in their party than having booked for.

Northwich have a similar pool to ourselves, similar capacity and a similar booking system and they are experiencing the same issues from members of the public as we are.

Since we started to receive complaints we have:

- Increased the capacity by 50% per day

	<ul style="list-style-type: none"> • Started educating those that are not turning up to cancel and if possible and necessary prevent frequent abusers of the system from booking in the future. • Started to look at an alternative booking system • Looking at a safe and controllable way to allow entry into the pool area to ensure the capacity is utilised, we are currently discussing this matter with Cheshire East Highways as we have major concerns about lengthy queues on the pavement outside of the pool. • All measures to be introduced are to be designed for the residents to have a safe enjoyable experience and staff protected from abuse, we cannot operate a paddling pool without staff. <p>Ultimately we see the pool as an asset for the town and we want it to be available to as many residents and visitors as we can but ultimately they have a significant part to play in that ambition.</p>
<p>Proposal</p>	<p>To receive the Paddling Pool Updates report and have an open discussion to progress the points raised within the report.</p>

CONGLETON TOWN COUNCIL

COMMITTEE REPORT

MEETING DATE AND TIME	6 th June 2023 7.00 pm	LOCATION	Town Hall
REPORT FROM	Chief Officer		
AGENDA ITEM REPORT TITLE	9 Town Centre public toilet provision		
Background	<p>The provision of public toilets in Congleton has become an ongoing issue since the sale and re development of the former Capitol Walk shopping mall. During this process the public toilets maintained by Congleton Town Council were closed and in effect demolished. Based upon their lease they were entitled to do so as the area where the toilets were situated was within their ownership and not in Cheshire East's ownership as thought.</p> <p>There are complications within the lease which actually shows that the area above those toilets is in the ownership of Cheshire East Council. Discussions have taken place with the owner of Capital Walk about the reinstatement of those toilets, those conversations are ongoing.</p> <p>Following the closure alternatives were considered with the most obvious council provision being in the market area which is owned and managed by Cheshire East Council, however these were only open for 2 days a week. The town council agreed with CEC to open these toilets for 7 days a week based on the fact that we would open, clean and close the toilets on the other 5 days. Whilst it is a provision for the public to use it is known that they are in poor condition. Following discussions with the developer of the Market Quarter there is a possibility that we could work together to improve this facility, conversations are ongoing. Recent discussions have also taken place with the library about the public use of their toilets, we were advised that members of the public do actually come into library and use them but are reluctant to physically signpost this fact however an informal agreement has been made with the town council to "softly" promote this through normal communications such as Bear Necessities.</p>		
Financial	We do have a reserve of £24,011 for toilets which could be used for both public or our own town hall toilets which are also in need of refurbishment		
Environmental	An environmental appraisal would need to be undertaken when considering any refurbishment of existing or development of new facilities		
Equality	An equality and diversity appraisal would need to be undertaken when considering any refurbishment of existing or development of new facilities		
Proposal	To note this report and to provide input for alternative options other than those mentioned within the report		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services Committee Meeting		
MEETING DATE AND TIME	6th July 2023	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	10: Town Hall Decarbonisation Report		
Background	<p>As part of the initiative to reduce the carbon footprint and overall energy usage at the Town Hall, Officers worked with Tomson Consulting during 2022 to create a Town Hall Decarbonisation Report to highlight areas for improvement and options to investigate. A site visit of the Town Hall was completed by Tomson Consulting during 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 were used to identify and start to quantify potential opportunities to reduce greenhouse gas emissions. Following the site visit a summary progress update was provided which detailed initial findings and identified opportunities to reduce carbon emissions around the Town Hall.</p> <p>The aims of the project were to:</p> <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 <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 identified the low cost/easy to implement recommendations and have put these into place while researching the more technical recommendations within the report.</p>		

Update	<p>Improvements recommended in the Tomson Consulting Town Hall Decarbonisation Report are being researched and implemented where possible and we are also working alongside a local independent decarbonisation expert who has kindly offered their time and expertise on a voluntary basis.</p> <p>Work implemented since receiving the report are below:</p> <ul style="list-style-type: none">• Improve understanding and use of the space heating control system. Currently the Grand Hall acts as the temperature control for the entire building• relocation of the space temperature sensor in the main hall. This was providing the heating system with an inaccurate gauge of the Grand Hall temperature• insulating heating and hot water pipework around the Town Hall, facilitated by the inhouse teams• Timers installed to the water heaters which provide hot water for the Commercial kitchen and main hall toilets. The new timers enable improved control of the water heating to match the demands of the users, significantly reducing the electricity consumption as previously, the water heaters operated 24 hours per day• Installation of LED lighting as this need to be replaced <p>Research into other possibilities to reduce the carbon footprint is ongoing and include the projects below:</p> <p>Central heating re-configuration</p> <p>The gas fired central heating system is currently run in a 100% manual mode with no effective control in different locations around the Town Hall building; resulting in some areas being overheated (the Offices) and other areas feeling cool (the Main Hall) as well as impacting significantly the purchase of gas. The space temperature sensor in the Main Hall has now been moved to a correct location and is providing a more accurate reading for the entire space. The building services contractor has visited site and has confirmed that the 3-way control valve and isolating valves are functioning, and hence the heating system can be reconfigured to better serve the whole building. It is proposed to add an additional space temperature sensor in the offices in a location to be decided to enable dual heating zone control, reducing operating costs and improving comfort. The price estimate to reconfigure and re-commission the heating control software is £3,700.00 plus vat. The installation of a second temperature sensor is awaited.</p> <p>Congleton Museum Solar power</p> <p>A quotation has been received to install Solar Panels on the roof of the Museum with a view to powering the existing air conditioning units. This is a practical solution to reduce electricity consumption particularly in the summer months when cooling is a requirement.</p> <p>Due to the use of slate roofing tiles on the roof, an additional quotation is being sought for a roofing contractor to provide scaffolding and to remove the existing tiles and</p>
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	<p>replace after the installation of the panels. The quotation for the solar panels install and commission is £12,000 plus VAT. The quotation for scaffolding and tile removal / replacement is awaited.</p> <p>Paddling Pool solar power</p> <p>There is an opportunity to provide solar power to the paddling pool pump house, either by mounting on the small paddling pool building itself, or by taking a feed from a potential new installation on the roof of the Visyon building owned by Cheshire East. This opportunity is in early days discussions with Visyon / Cheshire East.</p> <p>Replacement heating system for the Town Hall</p> <p>Whilst it is accepted that this project would be a longer-term activity due to the commercial scale to install an Air Source Heat pump or similar system, the drive towards nett zero means that current Government guidelines indicate that domestic gas boilers for new build houses will be phased out from 2025, and banned from 2035, with the same timeline being applied to commercial locations should suitable alternatives be available. This may make future repairs more difficult, and certainly, any plan to replace with new boilers in the medium term is more challenging.</p> <p>Secondary glazing to the front elevation windows</p> <p>The eight windows to the front elevation of the town are known to be draughty and cold, resulting in significant heat loss. Three companies have been approached who have experience in secondary internal glazing to listed buildings, quotation estimates in the region of £25,000 to £30,000 plus vat have been received, and a confirmed quotation of £26,000 plus vat has been received following a site survey and measurement. Due to the need for a frame to be installed to hold the secondary glazing, the existing wooden window sills will need to be skimmed to lower them by approximately 10mm to enable the existing external windows to be opened when the secondary glazing is opened. An additional feasibility quotation is being sought from a local provider to complete the skimming work. An approach will also need to be made to establish if listed building consent is required prior to the works being commenced.</p>
<p>Decision Request</p>	<p>To receive the report relating to Town Hall Decarbonisation.</p>

CONGLETON TOWN COUNCIL

THAS

MEETING DATE AND TIME	6 th June 2023 7.00 pm	LOCATION	Town Hall
REPORT FROM	Chief Officer		
AGENDA ITEM REPORT TITLE	11 Town Hall Maintenance programme and report		
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. 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>		
Update	<p>Initial discussions around the Maintenance Programme led to the drone survey of the Town Hall roof and the subsequent ongoing repairs. The drone survey of the Town Hall roof highlighted numerous areas where localised repairs would be required. Initial repair work started on these areas on 14th & 15th 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. 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.</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. 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		

	<ul style="list-style-type: none"> • Balcony carpets • Wooden floor sanding and polishing (£7000) • Stage replacement (£9323)
Financial	To be in accordance with allocated budgets and financial regulations
Environmental	To assess via the procurement process environmental impact and benefits
Equality	Where applicable in the procurement of services this is taken into consideration
Proposal	To receive the report relating to Town Hall Maintenance Programme and updated information relating to Town Hall roof repairs.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	6 th July 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 May 2023 to accompany the spreadsheet show as Appendix 12.1.		
Updates	<p>This trading account is for 2 months of 2023/24, which equates to approximately 16.5% of the budget.</p> <p>There are no notes or issues to dates.</p> <p><u>Income</u> 24.5%</p> <ul style="list-style-type: none">○ Cheshire East Council Income at 25% as first quarter received. <p><u>Expenditure</u> 15.6%</p> <p>Most budget lines are as expected, nothing additional to note.</p>		
Decision Requested	To receive the Streetscape Trading Account for Month 2 to 31 st May 2023.		

Congleton Town Council
Management Accounts 2023-2024
STREETSCAPE

May-23

Month	2		BUDGET TO M2	Actual Spend to M2	£ VARIANCE AGAINST TOTAL BUDGET AT M2	% Of Budget spent @ M2	Variance %	NOTES
Percentage	16.6%	ANNUAL BUDGET						
STREETSCAPE								
4000 Staff Costs		539,468	89,911	83,437	6,474	15.5%	1.1%	
4004 Agency Staff		13,500	2,250	0	2,250	0.0%	16.6%	No spends. RFO monitoring budget line
4008 Training		3,000	500	0	500	0.0%	16.6%	
4009 Protective Clothing/H & Safety		5,500	917	2,710	-1,793	49.3%	-32.7%	Replacement uniform/PPE required
4013 Office rent		2,000	333	333	0	16.7%	-0.1%	
4016 Cleaning Materials		7,500	1,250	432	818	5.8%	10.8%	
4021 Mobile Phones		1,100	183	133	50	12.1%	4.5%	
4025 Insurance		8,500	1,417	1,947	-530	22.9%	-6.3%	Critical illness
4041 Property maintenance		2,000	333	0	333	0.0%	16.6%	
4043 Horticultural etc Supplies		21,000	3,500	2,036	1,464	9.7%	6.9%	
4047 Vehicle maintenance/Serv etc		12,000	2,000	3,641	-1,641	30.3%	-13.7%	
4048 Vehicle fuel and oil		15,000	2,500	3,178	-678	21.2%	-4.6%	
4049 Vehicle rental charges		68,800	11,467	11,014	453	16.0%	0.6%	
4050 Street Cleansing		5,000	833	795	38	15.9%	0.7%	
4162 General expenditure		5,000	833	598	235	12.0%	4.6%	
6000 Central Overheads Reallocated		45,187	7,531	7,150	381	15.8%	0.8%	
Streetscape Expenditure		<u>754,555</u>	<u>125,759</u>	<u>117,404</u>	<u>8,355</u>	<u>15.6%</u>	<u>1.0%</u>	
3030 Purchases for recharging		<u>0</u>	<u>0</u>	<u>114</u>	<u>-114</u>	<u>#DIV/0!</u>	<u>#DIV/0!</u>	
1165 CEC - Income		-459,636	-76,606	-114,909	38,303	25.0%	-8.4%	
1167 External work income		-15,000	-2,500	-1,343	-1,157	9.0%	7.6%	
1040 Other income		0	0	-125	125			
1199 Miscellaneous		-900	-150		-150	0.0%	16.6%	
Streetscape Income		<u>-475,536</u>	<u>-79,256</u>	<u>-116,377</u>	<u>37,121</u>	<u>24.5%</u>	<u>-7.9%</u>	
Net Expenditure over Income		<u>279,019</u>	<u>46,503</u>	<u>1,141</u>	<u>45,362</u>			

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	6 th July 2023 7.00pm	LOCATION	Town Hall
REPORT FROM	Streetscape Development Manager – Ruth Burgess		
AGENDA ITEM REPORT TITLE	13 Streetscape Services		
Background	<p>Streetscape is a service run by Congleton Town Council (CTC) to maintain some of the outside spaces in Congleton Town Council. It is a Cheshire East Council (CEC) service which has been devolved to Congleton. The other towns of Cheshire East have their service provided directly by CEC (ANSA).</p> <p>The transfer of the service took place on the 2nd January 2014 and there is a formal contract in place between Cheshire East Council and Congleton Town Council which outlines our areas of responsibilities. There is a grant associated to the contract which is reviewed on an annual basis, currently the grant is £459,636 pa which gets reviewed annually taking into account inflation and pay increases.</p> <p>Eleven staff joined the Town Council as a consequence of the transfer, eight were protected by a TUPE transfer which means they have protected employment conditions and rights from their previous employment with Cheshire East Borough Council, however only 4 of these staff remain with the rest having being replaced.</p> <p>Through contractual negotiations in 2023 the mini sweeper service was transferred over to Congleton Town Council with agreed finance to support its operation which is included in the £459,636 grant. In total we now have 14 members of staff as we incorporated the previous officers who were handymen into the service. Basically part of the team delivers the contract and other staff who undertake additional work to enhance the overall environment and activity in Congleton of Congleton including the maintenance of our Assets, ie the town hall, the cenotaph, the paddling pool as well as supporting major events by helping with the setting up and clearance post event. We also have an enhanced cleaning programme in the town centre, and an enhanced planting programme that links heavily into Congleton in Bloom and the associated voluntary groups. We also promote our services to local parish and Town Councils nearby to help them improves their areas on a paid for basis which helps with our budgets. Most of this work takes place either side of the busy summer period.</p> <p>Congleton’s Streetscape service has received good feedback from the townspeople and the team are very proud of their town. Streetscape does not maintain ALL of the outside environment in Congleton, some of this is the responsibility of other organisations, such as CEC itself. The Streetscape team have published a map showing ‘who maintains what’ to help people in Congleton direct their questions to the right person. This is available to download on the CTC website.</p> <p>We currently have 7 vans and an 1 electric buggy for the park which is currently on trial. Consideration is being given into both the quantity and type of vans we should have for both financial and environmental benefits</p>		

	<p>In appendix 1 there is more detail about the operational aspect of Streetscape</p> <p>The streetscape service has both opportunities and risks which are currently being explored or assessed</p> <p>Opportunities</p> <ul style="list-style-type: none"> • Reduction in vehicles • Transfer back to CEC the rural litter picking – resource would be better used in Congleton • Additional work in surrounding Parishes • Engage with Plus Dane to explore the synchronisation of grass cutting • Working with new developments in the town centre <p>Threats</p> <ul style="list-style-type: none"> • Ageing workforce • Reduction in contract with CEC
General Financial Considerations	In all of the activity and equipment being used we work according to our Financial Regulations
General 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.
General Equality Considerations	In the event of staff recruitment the roles would be accessible to all
Decision Requested	To receive the update report.

Congleton Town Council

1. Emptying of litter and dog bins in Congleton, Astbury, Brereton, Somerford, Swetenham and Smallwood
2. Litter picking and removal This includes litter on rural roads in Alsager, Goostrey, Middlewich, Holmes Chapel and Sandbach (Flytips on rural roads in these areas are done by ANSA)
3. Upkeep of green open spaces and footpaths owned by CEBC, includes cutting of hedges and keeping paths clear (Tractor mounted hedge cutting completed by ANSA)
4. Planting and maintenance of key areas including roundabouts, Congleton Park and other recognised public open spaces
5. Basic maintenance of and upkeep of play areas including weekly safety inspections, breakdown repair of play equipment is CEBC unless we can easily fix
6. Removal of fly tipping, flyposting and graffiti
7. Cleaning and maintenance of toilets in Market Street (Bus Station)
8. The market toilets are run by the Market
9. Street Sweeping – Small Compact sweeper as of May 2022 (large road sweeping ANSA)

GROUNDS MAINTENANCE

Maintenance is carried out on Ornamental and Prestige Areas, General Amenity Areas, Public Footpaths, Sporting Areas, Recreation Areas, Rough Cut and Conservation Areas. These include:-

- a. Mowing main area. Perimeter and obstruction clipping; Re-forming edges; Seeding and renovation works; Pesticide application; Leaf clearance.
- b. Flower beds. Stripping of bulbs and plants; Preparation for planting; Bringing on and pricking out of plants in Propagation Unit; Planting of bulbs and plants; Weeding; Pesticide application; Pest and disease control; Plant maintenance e.g. dead heading; Leaf clearance; Renovation operations e.g. after vandalism.
- c. Rose and shrub beds. Planting; Weeding; Pesticide application; Rose and shrub maintenance e.g. dead heading; Pruning; Leaf clearance; Renovation operations;
- d. Trees. Planting; Removal; Inspection; Pest and disease control; Pruning of immature trees;

Area of Playing Fields made up of
Back Lane
Congleton Park
Hankinson Fields
St Johns

Other functions undertaken

Hedge and Maintenance

- Up to 2 times per year depending on variety.

Leaf Clearance-Autumn

- Clear all accumulations of leaves from all areas of grass and soft landscaping ensuring no damage is caused to any grass area or plants.

Litter and Debris Clearance

- In accordance with the Litter Code of Conduct and shall further include branches, twigs and fallen fruit.

Snow Clearance and Gritting.

- May be required to maintain access or to provide for public safety by undertaking snow clearance and gritting operations of hard areas in the event of snowfall.

Arboriculture Works

Congleton Town Council

Will only undertake very minor tree work, other work is undertaken by a specialist Arboriculture Team by ANSA

PLAY AREAS

Formal Play Areas in Congleton Town: 11

Formal Play Areas in Brereton: 1

- Play facilities should be maintained in a safe condition and fit for purpose.
- Equipment should be kept free from graffiti and the play area should be free from litter, debris, glass and dog fouling.
- Any safety hazard identified should be resolved immediately or the equipment/ area be taken out of public use.
- Rubberised safety surfaces should be maintained in a clean and tidy condition.
- This standard is achieved by:

Also visual inspection when operative on site 1 or 2 time per week. Clean site of litter/glass etc, reports vandalism or any repairs necessary.

Sweepers- Run by ANSA

- 1 mini sweeper that is in use 6 days a week covering Congleton
- 2 large sweeper covering the estates and main roads on a 12 weekly cycle for estates and fortnightly cycle for main roads

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	6 th July 2023 7.00 pm	LOCATION	Town Hall
REPORT FROM	Jackie MacArthur, Communities and Marketing Manager / Deputy Chief Officer		
AGENDA ITEM REPORT TITLE	14 Congleton Information Centre		
Background / Update	<p>The Visitor Information Centre, now known as the Congleton Information Centre, was transferred from Cheshire East Council to Congleton Town Council on the 1st April 2021 with a three-year funding agreement and SLA. The Cheshire East funding agreement comes to an end in April 2024. Cheshire East currently only has one Visitor Information Centre, based in Macclesfield. Nantwich and Congleton are both devolved to their respective Town Councils.</p> <p>The Congleton Information Centre (CIC) is open 5.5 days a week. From 9- 4.30pm on Mondays- Fridays and from 10.15am – 1.45pm on Saturdays. It provides the front-of-house services for the Town Council and the Town Hall – this includes answering the general phone line, dealing with website contact forms, responding to requests to the Town Council’s general email, dealing with face-to-face enquiries and providing general administration services. The staff also sell tickets, souvenirs and local merchandise, advise residents and visitors about events, attractions and things to do in the locality and collates the What’s on Guide. They sell local produce for commission and are an invaluable asset to many local groups who rely on the service for the promotion and sale of tickets.</p> <p>Included in the Information Team is one full-time member of staff and three part-time members of staff. There are also two casual members of staff that may be called on for cover. The full-time member of staff (currently on maternity leave) and two part-time members of staff are part of the TUPE agreement with CEC.</p>		
Agreements made with CEC to retain service	<ol style="list-style-type: none">1. The centre will remain open 5 and a half days a week.2. There will be 2 members of staff present when the centre is open based upon Cheshire East ensuring that there are no lone operators providing a service. (The team has integrated well into the Town Council and the Communities team provide cover when needed)3. Through its own network of communications promotes what’s on locally, and where to stay as per Service Level Agreement .4. Continue to generate income through selling tickets for venues such as Chester Zoo, Daneside Theatre, providing photocopying service, sell stamps and local merchandise on a commission basis.5. Acts as a reception for visitors to the Town Council.		
Ideas of the Town Council when	<ol style="list-style-type: none">1. Re-brand the VIC to an agreed name – eg Congleton Information Centre – this has been done.		

<p>taking on the service</p>	<ol style="list-style-type: none"> 2. Incorporate existing CTC staff into this area – the CIC team work closely with CTC staff and provides much of the admin support for the Council but currently no room for more staff to work in the area. 3. Adjust the layout for additional staff and reception (capital expenditure) This is a project that we would like to commence in 2023 to make the space more welcoming, more obvious as the reception, create work spaces that are DDA compliant and fit for purpose. The ideal time for refurbishment is January/ February 2024 and plans will come to the next meeting. 4. Become the formal reception of the Town Council taking telephone calls, receiving visitors and handling residents enquiries where possible – this has happened. 5. Promote the locality, its organisations and services. – this is happening 6. Support the development, delivery and promotion of commercial and community events and activity at the Town Hall and in the town centre – this is happening. 7. Incorporating the roles and responsibilities of Office Administration. 8. Work alongside the Communications and Marketing Officers with a specific focus on Digital Marketing - the teams are working together and the redevelopment of the website to incorporate and digitalise the information held in the CIC will be a major project for 2023. 9. Consider additional services within the VIC
<p>Updates</p>	<p>PERSONAL UPDATES</p> <ol style="list-style-type: none"> a. The Senior Information Officer started her maternity leave on the 1st July 2023 and is expected to be on maternity leave for a year. Paolo Pinto has been recruited to cover work in the Information Centre during the Maternity Cover. b. Celeste Smith, the Bookings and Administration Officer, will be acting up as Team Leader during the maternity Cover. <p>In this Financial year, in addition to all the everyday good work that the Information Centre continues to do, the focus will be on three main priorities:</p> <ol style="list-style-type: none"> 1. New look website with the CIC information fully digitalised and accessible across more channels 2. Researching and installing a new booking system for Town Hall and the paddling pool 3. Refurbishing the Information Centre 4. Revisit the commissioning rates <p>The Community Committee is due to discuss setting up a task and finish group to move the website forward at its meeting on the 6 July 2023.</p> <p>An interior architect student is helping to create ideas and graphics for councillors to consider for the internal refurbishment of the centre – with the aim of having a project plan to come to the next meeting.</p>

<p>Financial Considerations</p>	<p>Income In 2022/23 the income from the Congleton Information Centre was £170,243 this includes direct sales or products income of £132,776, a support grant from Cheshire East Council of £32,467 and £5,000 from CAB Contribution.</p> <p>Sales Commissions Commissions vary from 5% - 20% depending on the product –the vast majority is community tickets at 5% commission.</p> <p>Expenditure The expenditure on the centre was £203,809 – this includes direct sales expenditure of £120,236, revenue expenditure includes: Salaries, rent, rates and central overheads.</p> <p>Summary This gives a cost of £33,566 to run the service in 2022-23.</p>
<p>Environmental Considerations</p>	<p>The Information promotes localism and as an information centre promotes the Town Council's green agenda. Changes planned for the service should continue to reduce its carbon footprint.</p>
<p>Equality Considerations</p>	<p>The Information Centre is open to all. It supports and promotes Congleton events to a wider audience, enables local people who are not online to book tickets, it promotes local events and services, provides opportunities for local artists to sell products, stocks free and paid for information and provides central resource point for the town.</p>
<p>Decision Requested</p>	<p>To note and receive the update report on the Congleton Information Centre. To approve officers spending time developing plans for the refurbishment of the Information Centre.</p>

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	6 th July 2023 7.00 pm	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 31 st May 2023 to accompany the spreadsheet shown as Appendix 14.1.		
Updates	<p>This trading account is for 2 months of 2023/24, which equates to approximately 16.5% of the budget.</p> <p>There are no issues or comments to date.</p> <p>The budgets for direct sales and direct expenditure this year are based on previous figures 2021-22 and 2022-2023. The budgets will be monitored by the RFO during the year for future budget setting.</p> <p>Support Grant income: This is the final year of the 3 years support grant. It was a reducing Support Grant , there is an EMR set aside from previous years to balance out the grant in the final year. First half received to date.</p> <p><u>Income</u> Direct Sales income: 13.9% Other Income: 42.2%</p> <p><u>Expenditure</u> Direct Expenditure 10.2% Other Expenditure: 30.3%</p> <p><u>Summary of Direct Sales</u> Direct Sales £12,298 Direct Expenditure £8,544</p>		
Decision Requested	To receive the Congleton Information Centre Trading Account for Month 2 to 31 st May 2023.		

Congleton Town Council
Management Accounts 2023-2024
CONGLETON INFORMATION CENTRE
May-23

Month 2
 Percentage 16.6%

	BUDGET TO M2	Actual Spend to M2	£ VARIANCE AGAINST TOTAL BUDGET AT M2	% Of Budget spent @ M2	% Of Budget spent @ M1	Variance %
CONGLETON INFORMATION CENTRE						
3000 Stock at 1st April	0	0	0	0	#DIV/0!	0.0%
3041 3rd Party ticket resales	73,150	12,192	7,949	4,243	10.9%	5.7%
3042 Books, Maps, Guides resale	2,850	475	108	367	3.8%	12.8%
3043 Souvenirs for resale	2,375	396	0	396	0.0%	16.6%
3044 Stamps for resale	500	83	0	83	0.0%	16.6%
3046 Local Produce for resale	3,800	633	358	275	9.4%	7.2%
3047 Theatre gift cards for resale	150	25	0	25	0.0%	16.6%
3048 Food & Drink for resale	1,197	200	129	71	10.8%	5.8%
3049 CTC Merchandise	0	0	0	0	#DIV/0!	#DIV/0!
3999 Stock at 31st March 2022	0	0	0	0	#DIV/0!	#DIV/0!
Direct Expenditure	84,022	14,004	8,544	5,460	10.2%	6.4%
4000 Staff costs	52,058	8,676	7,977	699	15.3%	1.3%
4011 Rates	5,200	867	4,800	-3,933	92.3%	-75.7%
4013 Rent Payable	7,500	1,250	1,250	0	16.7%	-0.1%
4162 General Expenditure	2,000	333	180	153	9.0%	7.6%
6000 Central Overheads Reallocated	4,361	727	690	37	15.8%	0.8%
EMR Retained for final year	22,011	-3,669	0	-3,669	0.0%	16.6%
Indirect Expenditure	49,108	8,185	14,897	-6,712	30.3%	-13.7%
1041 Third Party Ticket Sales	-77,000	-12,833	-11,138	-1,695	14.5%	2.1%
1042 Books, Maps, Guides sales	-3,000	-500	-216	-284	7.2%	9.4%
1043 Souvenir sales	-2,500	-417	-258	-159	10.3%	6.3%
1044 Stamp Sales	-500	-83	-37	-46	7.4%	9.2%
1045 Photocopy sales	-300	-50	-54	4	18.0%	-1.4%
1046 Local Produce for resale	-4,000	-667	-341	-326	8.5%	8.1%
1047 Theatre gift cards	-150	-25	0	-25	0.0%	16.6%
1048 Food and Drink sales	-1,260	-210	-115	-95	9.1%	7.5%
1049 CTC Merchandise sales	0	0	-139	139	#DIV/0!	#DIV/0!
Income	-88,710	-14,785	-12,298	-2,487	13.9%	2.7%
1168 CEC Support Grant CIV	-21,644	-3,607	-10,822	7,215	50.0%	-33.4%
1031 CAB Reception Contribution	-5,000	-833	-417	-416	8.3%	8.3%
Other Income	-26,644	-4,441	-11,239	6,798	42.2%	-25.6%
Total Income	-115,354	-19,226	-23,537	4,311		
Net Expenditure over Income	17,776	2,963	-96	3,059		

Paid in full for the year

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

Total amount due £32,467