



Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford** CiLCA

21st September 2023

Dear Councillor,

Town Hall, Assets & Services Committee – 28th September 2023

You are summoned to attend a meeting of the Town Hall, Assets & Services Committee, to be held at Congleton Town Hall on **Thursday 28th September 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

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 6th July 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.

5. Questions from Members of the Public

To receive any questions from Members of the Public including those received in writing 7 days prior to the meeting.

6. Urgent Items

Members may raise urgent items related to this committee, but no discussion or decisions may be taken at the meeting.

7. Town Hall Trading Account (Enclosed)

To accept the Town Hall Trading account to 31st July 2023 and to note the content of the summary report.

8. Paddling Pool Season 2023 (Enclosed)

To receive an update on paddling pool operations throughout the season.

9. Public Toilets update (Verbal Update)

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. Town Hall Emergency Lighting (Enclosed)

To receive the Town Hall Emergency Lighting report

13. Remembrance and Christmas Projection (Enclosed)

To receive the report relating to Remembrance and Christmas Projection.

14. 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

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services												
MEETING DATE AND TIME	28 th September 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 July 2023 to accompany the spreadsheet shown as Appendix 7.1. Future Bookings information Appendix 7.2												
Updates	<p>This trading account is for 4 months of 2023/024, which equates to approximately 33.3% of the budget. Please refer to notes on the account sheets, other points as below:</p> <p><u>Income</u> 37.8%</p> <ul style="list-style-type: none">○ Nothing additional to note to date, but please see Future bookings section for further information. <p><u>Expenditure</u> 35.3%</p> <ul style="list-style-type: none">○ Music License costs increased from 2022-2023 from £1468 to £2,687, these costs are dependent on bookings, so consideration will be taken in budget setting for this for 2024-25.○ Gas and Electricity invoiced to June 23. <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"><tr><td>Budget</td><td>£80,200</td></tr><tr><td>Total Income to date</td><td>£26,940</td></tr><tr><td>Total Confirmed bookings</td><td>£23,676</td></tr><tr><td>CP Rental Income</td><td>£8,000</td></tr><tr><td>Cumulative v budget</td><td>(£29,584)</td></tr></table>			Budget	£80,200	Total Income to date	£26,940	Total Confirmed bookings	£23,676	CP Rental Income	£8,000	Cumulative v budget	(£29,584)
Budget	£80,200												
Total Income to date	£26,940												
Total Confirmed bookings	£23,676												
CP Rental Income	£8,000												
Cumulative v budget	(£29,584)												
Decision Requested	To receive the Town Hall Trading Accounts for Month 4 to 31 st July 2023.												

Congleton Town Council
Management Accounts 2023-24
TOWN HALL

Jul-23

Month 4
 Percentage 33.3%

	ANNUAL BUDGET	BUDGET TO M4	ACTUAL SPEND TO M4	£ VARIANCE OF M4 BUDGETS	% SPENT AGAINST M4 BUDGETS	% SPENT OF ANNUAL BUDGET	NOTES
TOWN HALL							
4000 Staff Costs (re-allocated)	70,592	23,531	24,213	-682	102.9%	34.3%	
4008 Training	1,000	333	0	333	0.0%	0.0%	
4009 Protective Clothing/H & Safety	500	167	498	-331	298.8%	99.6%	New uniforms required for new staff
4010 Cleaners	7,500	2,500	2,383	117	95.3%	31.8%	
4011 Rates	30,500	10,167	9,980	187	98.2%	32.7%	
4012 Water	6,150	2,050	1,544	506	75.3%	25.1%	
4014 Electricity	17,500	5,833	5,271	562	90.4%	30.1%	
4015 Gas	24,700	8,233	4,690	3,543	57.0%	19.0%	
4016 Cleaning materials	2,100	700	844	-144	120.6%	40.2%	
4017 Refuse Disposal	3,200	1,067	553	514	51.8%	17.3%	
4020 Miscellaneous Office Costs	1,500	500	868	-368	173.6%	57.9%	M5 journal of clinical waste to refuse collection will be completed. (£145.46)
4025 Insurance	11,700	3,900	10,825	-6,925	277.6%	92.5%	Paid at start of the year.
4033 Marketing/Promotions	3,500	1,167	58	1,109	5.0%	1.7%	
4040 Maintenance Contracts	8,500	2,833	3,347	-514	118.1%	39.4%	
4041 Property Maintenance	20,000	6,667	6,090	577	91.4%	30.5%	
4068 Licences (incl PRS)	3,500	1,167	3,652	-2,485	313.0%	104.3%	PPR PPL Music Licence now paid, £2,687
6000 Central Overheads Reallocated	5,913	1,971	2,352	-381	119.3%	39.8%	
	218,355	72,785	77,168	-4,383	106.0%	35.3%	
3020 Catering costs	0	0	2,962	-2,962			Recharged to customers
3021 Security Supplies	0	0	1,253	-1,253			Recharged to customers
	0	0	4,215	4,215			
Total Town Hall Expenditure	218,355	72,785	81,383	-8,598	111.8%	37.3%	
1009 Rent Rec'd - Museum Notional	-4500	-1500	-1500	0	100.0%	33.3%	
1010 Rent Received - 3rd Party Partnership	-1533	-511	-511	0	100.0%	33.3%	
1011 Rent Received - Internal CTC	-26517	-8839	-8839	0	100.0%	33.3%	
1013 Letting Income - Grand Hall	-30000	-10000	-11608	1608	116.1%	38.7%	
1014 Letting Income - Bridestones	-13200	-4400	-1253	-3147	28.5%	9.5%	
1015 Letting Income - Spencer Suite	-7000	-2333	-1678	-655	71.9%	24.0%	
1018 Letting Income - Campbell Suite	0	0	0	0			
1016 Letting Income - Brasserie, Kitchen and Bar	-12000	-4000	-5000	1000	125.0%	41.7%	
1021 Letting Income - Internal	-9000	-3000	-3409	409	113.6%	37.9%	
1022 Letting income - F&F	-1000	-333	-1967	1634	590.1%	196.7%	
1023 Commission- CP	-8000	-2667	-2025	-642	75.9%	25.3%	
1024 Letting Income- Security	0	0	-955				
1035 Service Charges - Brasserie	-3600	-1200	-1187	-13	98.9%	33.0%	
1051 Catering Sales (recharges)	0	0	-4019	4019			
1199 Miscellaneous Income	0	0	0	0			
Total Town Hall Income	-116350	-38783	-43951	4213	113.3%	37.8%	
Net Expenditure over Income	102,005	34,002	37,432	-4,385	110.1%	36.7%	

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	7,782	10,000	11,608	12,500		15,000		
Letting Income - Bridestones	13,200	1,100	129	2,200	272	3,300	620	4,400	1,253	5,500		6,600		
Letting Income -Spencer Suite	7,000	583	585	1,167	885	1,750	1,360	2,333	1,678	2,917		3,500		
Commissions	8,000	667	-	1,333	3,000	2,000	-	2,667	2,025	3,333		4,000		
Lighting /equip	1,000	83	333	167	333	250	833	333	1,967	417		500		
Lettings income grant CTC	9,000	750	265	1,500	265	2,250	1,793	3,000	3,409	3,750		4,500		
Cp rental income	12,000	1,000	2,000	2,000	3,000	3,000	4,000	4,000	5,000	5,000		6,000		
Totals	80,200	6,683	6,659	13,367	12,666	20,050	16,388	26,733	26,940	33,417	-	40,100	-	
Variance			24		701		3,662		207		6,477		13,160	
Current bookings value Confirmed											3,136		1,961	
Cp rental income											1,000		1,000	
Current bookings value Provisional														
Total future bookings			-	-	-	-	-	-	-	-	4,136	-	2,961	
Cumulative (Includes CP Rent)											- 2,341		- 6,063	
		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	-	26,940 Actual A
Variance			19,843		26,527		33,210		39,893		46,577		53,260	
Current bookings value Confirmed			2,403		1,621		2,542		872		1,574		1,567	
Cp rental income			1,000		1,000		1,000		1,000		1,000		1,000	
Current bookings value Provisional														
Total future bookings			3,403		2,621		3,542		1,872		2,574		2,567	23,676 Future B
Cumulative (Includes CP Rent)			- 12,343		- 17,406		- 21,547		- 27,358		- 32,468		- 29,584	29,584 Variance C Budget v A+B+C

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services Committee Meeting		
MEETING DATE AND TIME	28th September 2023	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	Agenda Item 8: Paddling Pool Season 2023		
Background	<p>Work started towards opening the paddling pool for the 2023 season in April. This including the drain down and jet washing of the pool surface, the annual start of season service as well as the installation of a new soft play surface to the pathway surrounding the circumference of the pool. Six additional members of existing staff were also trained in the Active IQ Level 3 Managing Pool Operations qualification to allow them to operate the pool. The paddling pool opened on Saturday 27th May and remained open until Sunday 3rd September. Details below:</p> <ul style="list-style-type: none">• Pool open Wednesday, Thursday, Friday, Saturday, Sunday during term times• Pool open 7-days per week, including Bank Holidays, during school holidays• 2 x sessions per day 10am – 1pm and 2pm – 5pm (initially)• Pool closed between 1pm – 2pm for cleaning and maintenance (initially)• Capacity of 140 people per session• Free ‘live’ booking system• Ability to book at the gate if places are available• Maximum of 8 people per booking• 1 x booking per week per email address• 1 x member of qualified pool staff on site during opening hours• 1 x member of gate security to check bookings		
Update	<p>Due to the capacity of 140 and operating with two sessions per day, the pool plant and automatic chemical dosing system have operated faultlessly throughout the season, leading to improved water quality and no closures for maintenance.</p> <p>Warm, sunny weather for the opening three weeks of the pool season were a welcome start to Summer and led to much debate on social media around the capacity of the pool and booking system. The main</p>		

complaint from members of the public was that although the pool was fully booked on the booking system, the pool didn't look full due to no shows. No shows are users who book a slot but fail to show up on the day. If no shows cancel their booking before the start of the session, their places will go back onto the system for other users to book. During the 2022 season the average rate of no shows was almost 49%. No shows were still a considerable issue at the start of the 2023 season, however, figures for the first three weeks of the season during a prolonged period of good weather showed that the number of no shows had fallen to 38%. Following discussions between Officers and engaging with local residents about the need for a booking system to prevent long queues and disappointment, the decision was taken to use social media and signage around the pool to highlight the issue of no shows, and to move from 2 x 3 hour sessions per day to 3 x 2 hour sessions per day. This increased available daily spaces from 280 to 420. There would still be the need for a 1 hour break between each session to allow for cleaning and pool maintenance. To back up our position around capacity and the booking system, an independent Health and Safety assessment of the Paddling Pool area was undertaken by the Health and Safety Manager for Ansa / Alliance Environmental Services. A breakdown of their assessment is below:

1. I don't think, based on the evidence you provided, that there is reasonable case to increase the capacity of the site.
2. The current system of pre-booking appears to be sensible although I am not surprised to hear that some residents complain when they are refused entry. I don't see this facility as different from any other leisure facility where a maximum capacity is required
3. It seems reasonable to expect that to move away from the booking system and towards a first come first served approach would, at peak times, likely lead to queueing
4. The only drawback of the booking system is that spontaneous, drop-in visitors (or those unwilling or unable to book) may not be admitted to site
5. Visitors queuing on the footpath outside the site is not a good idea. The path is not wide enough to accommodate a queue and still maintain access for pedestrians using the path, forcing pedestrians into the road which to make this approach work

you would close the footpath to pedestrians and construct a suitable safety barrier to separate the queuing public from passing traffic. This would result in the permit parking being removed.

6. There does seem to be a couple of options for modifying the site to allow queuing on site, either alongside the footpath at Park Road to the east of the site or the boundary fence to the north. Both of these would require some considerable groundworks to complete, new fencing and gates, and of course would reduce the available space for occupants within the facility and therefore,
7. I would steer away from the idea of having the capacity split between pre-booked and drop-in. I think such a system *could* work but I would suggest that it shows the worst elements of each system

After highlighting the number of no shows through social media and using signage around the pool, plus the introduction of 3 x 2 hour sessions per day, figures from the booking system during a 4 day period of good weather at the end of August indicated that no shows had fallen to 20%. Overall bookings for the whole of the 2023 season are documented in the chart below.

Bookings	Check Ins (Attendees who turned up)	No Shows (Attendees who didn't turn up)
13,647	8,504	5,143 (37%)

Improvements to the paddling pool for the 2024 season are already being investigated. With the need to reduce queues forming outside the perimeter of the pool, Officers feel that queuing inside of the perimeter is an option worth pursuing and have contacted a company to provide us with an initial quote for these works. Initial quote to create a fenced pathway down one side of the pool area to allow users to queue off the footpath as they are checked into the pool, and dig out an area to accommodate a shed base is £9,870 + vat.



Despite the reduction in No Shows it is an area where improvements can be made. With the use of Town Council social media to emphasise the issue of No Shows we are hoping to reduce the numbers further. We are also looking at ways to adapt the booking system to automatically or manually cancel places after an agreed time has elapsed for the session to allow others to book. During a period of good weather at the end of August figures showed that on average 68% of bookings turned up within the first 30 minutes of the start of the session. This is something we would try to encourage as it gives a better idea of potential No Shows and could give the option to promote additional spaces through social media as a 'live' update.

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 the 2023 paddling pool season.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services Committee Meeting		
MEETING DATE AND TIME	28th September 2023	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	Agenda Item 10: Town Hall Decarbonisation Report		
Background	<p><u>Gas Fired Central Heating System</u></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.</p> <p><u>Museum Roof Solar Panels</u></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 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 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>Update</p>	<p><u>Gas Fired Central Heating System</u></p> <p>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 will be required in the first floor offices to control the temperature in areas away from the Grand Hall. The building services contractor visited the site on 19.09.23 to investigate options for the location of a second thermostat. The second thermostat will control the temperature in this area once the heating system has been reconfigured to correctly utilise the 3-way valve and the heating software has been re-commissioned. Following these alterations to the system, the Gand Hall and other areas of the building will have the ability to operate independently of each other when a call for heat is required. The temperature in the Grand Hall will no longer dictate the temperature of the rest of the building.</p> <p><u>Museum Roof Solar Panels</u></p> <p>From the advice we have received, the south facing aspect of the Museum roof could accommodate one row of 9 x 370W and one row of 10 x 370W solar panels. The east facing roof could accommodate one row of 5 x 370kW panels in portrait. Combined, these would give a peak performance of 8.88kW, and an annual production of approximately 6,666kW hours. The quote to install these panels and associated electrical work is £11,938.05 plus VAT. This quote does not include costs for works to the Museum roof in advance of the any solar panel installation. An area of tiles 11.6 metres x 4.8 metres on the south aspect of the museum roof and 6 metres x 2.8 metres on the east aspect will need to be removed and then restored to allow the solar panels to be installed. We are awaiting quotes to carry out this additional roofing work.</p>
<p>Financial</p>	<p>To be in accordance with allocated budgets and financial regulations.</p>
<p>Environmental</p>	<p>To assess via the procurement process environmental impact and benefits.</p>
<p>Equality</p>	<p>Where applicable in the procurement od services this is taken into consideration.</p>
<p>Proposal</p>	<p>To receive the report relating to Town Hall Decarbonisation.</p>

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE	Town Hall, Assets and Services Committee Meeting		
MEETING DATE AND TIME	28th September 2023 7:00pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	Agenda Item 11: Town Hall Maintenance programme and report		
Background	<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. These repairs have initially been scheduled for the weekend of 7th & 8th October, we are waiting confirmation of this with the relevant pavement closures permits. On completion of repair work to the roof and clarity of any further costs involved, work will be identified and costed out for improvements to the Grand Hall.</p>		
Update	<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 to improve the Grand Hall and implement low energy heating systems. Commercial decorators contacted so far have advised to research quotes for the scaffolding of the Grand Hall separately, as this will form a considerable part of the total costs. Scaffolding companies have been contacted to arrange quotes for the work. Other considerations would be chandelier winch systems, wooden floor sanding and lacquering (£7-12k) and carpeting. Consideration would also needed to be given to possible closure of the Grand Hall while work was taking place.</p>		
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 Committee Meeting														
MEETING DATE AND TIME	28th September 2023 7:00pm	LOCATION	Congleton Town Hall												
REPORT FROM	Town Hall Manager – Mark Worthington														
AGENDA ITEM REPORT TITLE	Agenda Item 12: Town Hall Emergency Lighting Repairs														
Background	<p>The emergency lighting units are located in each room of the Town Hall, along the emergency evacuation routes and above each door to highlight the quickest route of escaping from the building. The emergency lighting units are usually identifiable from a normal light unit by a small green light within the unit. Emergency light units feature a built in battery which will continue to power the emergency light unit if there were to be an electrical power cut due to an emergency. The battery backup should power the emergency lighting for 3 hours. The emergency lighting is tested monthly to establish they are working, however, a full 3 hour test is required annually.</p>														
Update	<p>Following the annual 3 hour test of the emergency lighting it has been found that 25 of the 77 emergency lights around the Town Hall are no longer holding battery charge for the full 3 hours. For this reason quotes have been received to replace these emergency lights.</p> <p align="center">Quotes and details below.</p> <table border="1"> <thead> <tr> <th></th> <th>Light Unit Replacement</th> <th>Lead Time</th> </tr> </thead> <tbody> <tr> <td>Company A</td> <td>£3,288 + VAT</td> <td>W/C 11/09/23</td> </tr> <tr> <td>Company B</td> <td>£2,447.47 + VAT</td> <td>End of October</td> </tr> <tr> <td>Company C</td> <td>£4,643.07 (+ VAT)</td> <td></td> </tr> </tbody> </table> <p>Due to the need for these works to be carried out as soon as possible, and the costs involved, the Chairs of the Town Hall, Assets & Services Committee, Finance Committee and Mayor were informed to discuss a way forward. It was agreed for the work to be carried out by Company A as they have ongoing experience of working at the Town Hall and could schedule the work within two weeks.</p> <p>Work was carried out to replace the emergency lighting, where required, on the 11th & 12th September 2023.</p>				Light Unit Replacement	Lead Time	Company A	£3,288 + VAT	W/C 11/09/23	Company B	£2,447.47 + VAT	End of October	Company C	£4,643.07 (+ VAT)	
	Light Unit Replacement	Lead Time													
Company A	£3,288 + VAT	W/C 11/09/23													
Company B	£2,447.47 + VAT	End of October													
Company C	£4,643.07 (+ VAT)														
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 Emergency Lighting.														

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE	Town Hall, Assets and Services Committee Meeting		
MEETING DATE AND TIME	28th September 2023 7:00pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	Agenda Item 13: Remembrance and Christmas Projection		
Background	<p>Since 2020 the front façade of the Town Hall has featured light projection during Remembrance weekend and the build up to the Christmas period. Projection has been provided by a local, specialist lighting company and the project would not be possible without the cooperation of Reeds Rain Estate Agents who allow the use of their first floor office space to house the projection equipment.</p> <p>During 2020 and 2021 the Remembrance projection was on display from Thursday to Monday 4pm – midnight. The Christmas projection was on display from Christmas Lights Switch On, usual around 24th November, to around 4th January 4pm - midnight, a total of six weeks. For 2022 the Remembrance projection was displayed as in previous years to cover Remembrance weekend, however, due to hire costs and also the increased cost of utilities, the Christmas projection was reduced to two weeks from 15th December to 28th December 4pm – 8pm. It was also agreed to pay the calculated electricity costs (£189) of the projection during this period to Reeds Rains who, without their help, the projection would not be possible.</p>		
			
Update	<p>Costs have been received for the Remembrance and Christmas projections. Costs are the same as 2022 and Reeds Rains have kindly agreed to the use of their first floor office space for the projection equipment. Reeds Rains will require the same agreement as last year whereby Congleton Town Council cover the additional charge for electricity during the Christmas projection, approximately £200 for a two week period.</p> <p>Details below:</p>		

	<table border="1"> <thead> <tr> <th></th> <th>Options</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Remembrance</td> <td>A - No projection</td> <td>£0</td> </tr> <tr> <td>Remembrance</td> <td>B - Wed 8th – Tue 14th Nov</td> <td>£880 + VAT</td> </tr> <tr> <td>Christmas</td> <td>C – No projection</td> <td>£0</td> </tr> <tr> <td>Christmas</td> <td>D - 2 weeks in December</td> <td>£2,274 + VAT</td> </tr> <tr> <td>Christmas</td> <td>E - 3 weeks</td> <td>£2,630 + VAT</td> </tr> <tr> <td>Christmas</td> <td>F - 4 weeks</td> <td>£2,986 + VAT</td> </tr> <tr> <td>Christmas</td> <td>G - 5 weeks</td> <td>£3,342 + VAT</td> </tr> </tbody> </table>		Options	Cost	Remembrance	A - No projection	£0	Remembrance	B - Wed 8 th – Tue 14 th Nov	£880 + VAT	Christmas	C – No projection	£0	Christmas	D - 2 weeks in December	£2,274 + VAT	Christmas	E - 3 weeks	£2,630 + VAT	Christmas	F - 4 weeks	£2,986 + VAT	Christmas	G - 5 weeks	£3,342 + VAT
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Equality	Where applicable in the procurement of services this is taken into consideration																								
Proposal	To receive the report relating to Remembrance and Christmas projections and agree on the options available.																								

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	28 th September 2023 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	14 Congleton Information Centre Trading Account		
Background	Variance analysis of the Trading Account to 31 st July 2023 to accompany the spreadsheet shown as Appendix 14.1.		
Updates	<p>This trading account is for 4 months of 2023/24, which equates to approximately 33.3% 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 from 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. The first quarter movement of this reserve will be shown in M5.</p> <p><u>Income</u> Direct Sales income: 25.8% Other Income: 42.2%</p> <p><u>Expenditure</u> Direct Expenditure 17.43% Other Expenditure: 53.3%</p> <p><u>Summary of Direct Sales</u> Direct Sales £22,930 Direct Expenditure £14,647</p>		
Decision Requested	To receive the Congleton Information Centre Trading Account for Month 4 to 31 st July 2023.		

