

<u>Town Hall Assets and Services Committee</u>

1. Current terms of reference <https://www.congleton-tc.gov.uk/wp-content/uploads/2020/02/11.-Terms-of-Reference-Town-Hall-Assets-Services-V6-05.12.19.pdf>

TOWN HALL, ASSETS & SERVICES COMMITTEE	
10 Committee members	Quorum = 4
Legal Powers	
Power to provide and encourage the use of conference facilities - General Power of Competence (Localism Act 2011 Sections 1-8)	
Power to Provide Public Buildings and Halls General Power of Competence	
Function of the Town Hall Assets and Services Committee	Delegation of Function Strategic Management of the Town Hall within Policy and Budget to Town Hall Assets and Services Committee Operational Management of the Town Hall within Policy and Budget to Chief Officer
Town Hall	
Agree Town Hall Pricing Structure	Committee within Budget
Room Hire Letting Policy	Committee to recommend to Finance and Policy
Letting of Office Space within the Town Hall	Chief Officer within letting Policy
Future Development of the Town Hall	Committee to recommend to Council
Agreeing structural repairs , improvement works and maintenance as agreed by the committee	Report to Committee within Budget and Policy and aligned to Financial Regulations
Town Hall development works	Council via Committee within Budget and Policy aligned to Financial Regulations and Health and Safety Laws
Monitoring overall Town Hall Budget –income and expenditure	Committee within Budget and Policy – prepared by RFO
Appointment of Town Hall Commercial Partners	Council Working group of Chief Officer, Town Hall Manager, Chair and 1 member of the committee to recommend
Management of Town Hall Commercial Partners	Chief Officer/ Town Hall Manager within terms of contract
Letting Concessions	Town Hall Manager / admin staff in accordance with letting policy Chief Officer / Chairman for concession requests outside of letting policy
Acceptance of Bookings	Town Hall Administration Staff
Rejections of Bookings	Chief Officer/ Town Hall Manager
Cancellation of Bookings	Town Hall Administration Staff within policy
Residents Discount Bookings	Town Hall Administration Staff within policy
Cleaning schedules	Town Hall Manager
Personal Licence Holder (alcohol)	Commercial Partner
Stocking Bar/ Bar Staff/ Cashing up Bar	Commercial Partner
Cellar Management	Commercial Partner
Checking and Handling of cash for bar and catering	Commercial Partner
Running and managing the Cotton club area	Commercial Partner
Sourcing and checking suitable security cover for events	Commercial partner

Planning and Managing evening and weekend functions	Commercial Partner/ Town Hall Manager
Planning and Managing mid-week non-bar functions	Town Hall Manager
Licence holder and Administration	Town Hall Office Staff
PRS and PPL Licence	Town Hall Manager / Office staff
Cleaning supplies and CTC stock re-ordering	Town Hall Manager
Stock control of Town Hall assets	RFO / Town Hall Manager Optional audit Chair / Vice Chair F&P
Daily security	Town Hall Manager
Costings of hall hire, functions and catering	Commercial Partner, in conjunction with Town Hall Manager / admin staff (Town Hall Hire in line with pricing Structure)
Promotion of the Town Hall as a venue	Town Hall Manager /Deputy CO with Commercial Partners (within budget)
Equipment purchase and maintenance	Town Hall Manager within budget and aligned to Financial Regulations
Application for Premise Licence	Town Hall Manager with Commercial Partner
Licence Designated Premise Supervisor	Commercial Partner
Approval of Licence variation application	Committee
Nomination of personal licence holders	Committee
Health and Safety matters related to the Town Hall	Town Hall Manager
Streetscape	
	Strategic Management of the Streetscape Service within Policy and Budget to Town Hall, Assets and Services Committee Operational Management of the Streetscape Service within Policy and Budget to Chief Officer
Delivery of Contract with Local Authority	Chief Officer / Streetscape Manager reporting to Committee
Works contract negotiations with Local Authority	Chief Officer / RFO to recommend to Committee
Private works contract negotiations under £10K	Chief Officer delegated to Streetscape Manager
Staff management / allocation	Streetscape Manager
Staff Training	Streetscape Manager
Risk assessments / Health & Safety	Streetscape Manager
Monitoring of financial performance	RFO/ Streetscape Manager report to Committee
Stock control and assets list	RFO/ Streetscape Manager Optional audit Chair / Vice Chair F&P
Marketing of Services	Streetscape Manager / Marketing Officer
Issues relating to maintenance of other assets statues, community poly tunnel ,Street furniture	Streetscape Manager
Paddling Pool	
	Strategic Management of the Paddling Pool within Policy and Budget to Town Hall, Assets and Services Committee Operational Management of the Paddling Pool within Policy and Budget to Town Hall Manager
Health and Safety management	Town Hall Manager
Maintenance of site and equipment	Town Hall Manager within agreed budget report to Committee – align to Financial Regulations
Overall budget management	RFO / Town Hall Manager reporting to committee
Development of facility	Town Hall Manager / Chief Officer report to committee

Stock control and assets list	RFO/Town Hall Manager Optional audit Chair / Vice Chair F&P
Cenotaph	
Maintenance / inspection of site	Streetscape Manager
Development project (2020)	Congleton Partnership / Chief Officer reporting to committee aligned to Financial Regulations

No proposed changes, just the format.

Town Hall Assets and Services Committee	
10 Members + Mayor & Deputy ex-officio	Quorum=4

Purpose

The purpose of the Town Hall Assets and Services Committee is to promote the Town Hall for both commercial and private meetings/functions. As well as Monitoring overall Town Hall Budget –income and expenditure. The Committee can also seek to make the decisions and agree structural repairs, improvement works and maintenance programme and operational updates relating to the Commercial Partner.

As well as the Town Hall day to day running, the responsibly of the seasonal paddling pool and operative of the public toilets, the development of the facility as well as the budget and maintenance programme.

All decisions of the Committee should consider the following implications:

- **Financial** – will this deliver best value for money for Congleton and its residents?
- **Environmental** – how will this impact carbon footprint, biodiversity, air quality or other environmental factors, and how will this be mitigated if required?
- **Equality** – will people with different characteristics (according to the CTC Equality & Inclusion Policy) be impacted differently, and what will be done to mitigate this if required?

Delegation of Functions of the Committee

- Committee has strategic overview of all points in sections 1-10 below, under the direction of Council.
- Any funding requirements for projects will be submitted to the Finance and Policy Committee in line with financial regulations and budget.

1. Town Hall

- 1.1 Agree Town Hall Pricing Structure
- 1.2 Room Hire Letting Policy
- 1.3 Future Development of the Town Hall
- 1.4 Agreeing structural repairs , improvement works and maintenance as agreed by the committee
- 1.5 Town Hall development works
- 1.6 Monitoring overall Town Hall Budget –income and expenditure
- 1.7 Appointment of Town Hall Commercial Partners (Full Council)
- 1.8 Letting Concessions Town Hall Manager / admin staff in accordance with letting policy

Chief Officer / Chairman for concession requests outside of letting policy

1.9 Approval of Licence variation application

1.10 Nomination of personal licence holders

2. Town Hall Delegation to Chief Officer and delegated members of the Leadership Team and Commercial Partner. in section 2 below

2.1 Letting of Office Space within the Town Hall

2.2 Management of Town Hall Commercial Partner

2.3 Acceptance of Bookings

2.4 Rejections of Bookings

2.5 Cancellation of Bookings

2.6 Residents Discount Bookings

2.7 Cleaning schedules

2.8 Sourcing and checking suitable security cover for events

2.9 Planning and Managing evening and weekend functions

2.10 Planning and Managing mid-week non-bar functions

2.11 Licence holder and Administration

2.12 Personal Licence Holder (alcohol)

2.13 PRS and PPL Licence

2.14 Cleaning supplies and CTC stock re-ordering

2.15 Stock control of Town Hall assets

2.16 Daily security

2.17 Costings of hall hire, functions and catering

2.18 Promotion of the Town Hall as a venue

2.19 Equipment purchase and maintenance

2.20 Application for Premise Licence

2.21 Health and Safety matters related to the Town Hall

3. Strategic Management of the Streetscape Service within Policy and Budget reporting to Town Hall, Assets and Services Committee

3.1 Works contract negotiations with Local Authority

3.2 Delivery of Contract with Local Authority

3.3 Monitoring of financial performance

4. Operational Management of the Streetscape Service within Policy and Budget to Chief Officer reporting to the committee.

4.1 Private works contract negotiations under £10K

4.2 Staff management / allocation

4.3 Staff Training

4.4 Risk assessments / Health & Safety

4.5 Stock control and assets list

4.6 Marketing of Services

4.7 Issues relating to maintenance of other assets statues, community poly tunnel ,Street furniture

5. Strategic Management of the Paddling Pool within Policy and Budget to Town Hall, Assets and Services Committee

5.1 Overall budget management

5.2 Development of facility

6. Operational Management of the Paddling Pool and Cenotaph within Policy and Budget to Town Hall Manager

6.1 Health and Safety management

6.2 Maintenance of sites and equipment

6.3 Stock control and assets list