

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	30th November 2023	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	Agenda Item 9: Town Hall Maintenance Programme		
Background	<p>As part of the Town Hall Maintenance Programme initial work was carried out to investigate problem areas on the roof. Repair work to the roof started in January 2023 where a number of issues were resolved. During these repairs a more significant issue was discovered on the front roof aspect which was causing water ingress to the second floor offices but could not be repaired at the time. 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. Roofing contractors were scheduled to return at the start of October 2023 to rectify the issue and continue repairs on other areas of the roof.</p>		
Update	<p>Roofing contractors were on site 7th & 8th October to repair the problem area on the front roof aspect. This repair work was carried out using rope access and involved replacing mortar where the clock tower merges with the roof as well as repairs to lead flashing. A mobile elevated work platform (MEWP) was used to gain external access to the Grand Hall where work was carried out to repair the lead gutters on either side of the Grand Hall roof. Roof repairs were also carried out to the rear of the Town Hall. Contractors advised the main issue to the Grand Hall lead gutters was caused by a considerable build-up of pigeon droppings and other debris. This build up, when removed, revealed several splits to the lead flashings. The contractor is providing a quote for an annual gutter cleaning service which would involve the use of the MEWP. Repairs to the roof appear to have resolved the issue with water ingress in problem areas and decoration is now scheduled for the second floor offices where leaks have discoloured the walls. Total costs for these areas of roof repair was £12,000 + vat.</p> <p>9.1 Maintenance Plan (enclosed)</p> <p>The maintenance Plan (9.1) highlights the works that officers feel are required within the Town Hall and our other main asset, the paddling pool, each item has either an estimated cost or a recent quote. Please note we are bound by our Financial regulations and in many of the projects either 3 quotes or tendering may be required. This is not a final list there may be areas where the committee feel other projects should be included ultimately we</p>		

would request an approval on an agreed list of projects which can be reviewed as and when required

Financing the improvements and decisions of this committee

The THAS Committee can propose / agree on their preferred options on the refurbishment of our assets ultimately the Council will have to agree to the transfer of funds from the Reserves and approve the expenditure against the projects due to the scale of the costs.

9.2 Proposed sequence of works, costs and funding commencing 2024-25 (enclosed)

The next area of work identified as part of the Maintenance Programme is redecoration of the Grand Hall. 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. Officers have investigated options to completely redecorate the Grand Hall as well as an option to only redecorate to an agreed height which would not include the ceiling. A substantial factor between the two options is the cost of scaffolding to access the ceiling area, this in itself raises further questions as the sprung wooden floor would require investigations by a structural engineer to establish the weight bearing capacity of the floor. Other considerations would be which other potential improvements could be made if scaffold was used for decoration of the Grand Hall, e.g. replacement destratification units in the ceiling, extraction units in the windows, chandelier and winch systems. The attached chart (Agenda Item 9.1) gives a breakdown of quotes and estimates to give an idea of options available and costs involved to move forward with the Maintenance Programme

Due to the significant variance in costs in the redecoration of the Grand Hall a decision needs to be made to enable the programme to be developed Officers feel that option 2 which paints up to the rail below the windows is the best solution as the ceiling is still in an acceptable condition, is a significantly lower cost therefore releases more money for other projects. Once this has been agreed a programme can be developed by officers

Funding of projects

Following a review of the council’s Earmarked Reserve we are looking to propose the following transfer of funds into an Assets Development Reserve

EMR 320 Capital Contingency Fund	£100,000
EMR 355 Property Maintenance	£70,000
Total	£170,000
Future Budgets 25/26	£30,000 plus inflation increase each year

Financial	As highlighted in the request for the transfer of reserves and budget allocation 9.2. Transfer £100,000 from EMR 320 Capital Contingency to EMR 355 Property Maintenance.
Environmental	To assess via the procurement process environmental impact and benefits
Equality	Where applicable in the procurement of services this is taken into consideration
Decision Requests	<ol style="list-style-type: none"> 1. For the committee to agree to a list of projects 2. For the committee to agree with the proposed movement of Earmarked Reserves which will need to be approved by Council 3. For officers to progress a draft programme based upon agreed projects as and when finance has been approved by Council

9.1 Maintenance Plan

Project	Detail	£	£	Est / Q	Comment	Duration of works
Grand Hall redecoration	Option 1 <ul style="list-style-type: none"> Full painting of ceilings and walls Scaffolding 	53,602		Q	Scaffold in place for period of works - 16 weeks	16 weeks
	Total	52,000	105,602	Est		
	Option 2 <ul style="list-style-type: none"> Painting excluding ceilings 	23,750	23750	Q	Quote includes scaffolding tower	8 weeks
Grand Hall floor	Sanding and polishing	9,800	9,800	Q	Quote from 2022	1.5 weeks
Stone floor cleaning	Stairs, foyer and Bridestones corridor	6,000	6,000	E	Estimate 2022	2 weeks
Grand Hall Chandeliers	Refurbish winch system (2)	5,000	5,000	E	Flat spots potential H&S issue	
Stage	Replacement	9,232	9,392	Q	Easier to assemble and store – Quote 2022	
Balcony	Carpet replacement	6,000	6,000	E		3 days
Grand Hall Toilets	Ladies and Gents Grand Hall including corridor	60,000	60000	Q	Complete refurbishment Quotes 2018	2 weeks
Town Hall Toilets	First floor (1) and Bluey area (3)	15,000	15000	E		1 week
CIC	Full refurbishment	20,000	20000	E		
Statues	3 x Front of Town Hall	53118	53118	Q	Quote 2021	
Bridestones Chandeliers	Refurbish Winch System (2)	5,000	5,000	E	Flat spots potential H&S issue	
External painting	1 st , 2 nd floor Town Hall, Museum & clock tower woodwork	20,000	20,000	E		
External painting	Ground floor of Town Hall, Museum woodwork and fire escape	10,000	10,000	E		
Decarbonisation projects	Projects excluding grant	434,426				
	Successful grant application	53,000	53000		Required contribution for grant	
Boilers	Replacement boilers 2025	53,000	0	E		
Secondary glazing	Town Hall 1 st floor office and meeting room windows	27,000	0	Q	Quote 2023	
Solar panels	Museum roof	19,000	0	Q	Quote 2023	
Destratification units	Grand Hall ceiling	18,000	0	E		
Extraction fans	Grand Hall ceiling	30,000	0	E		
	Totals		272,310		Not including Grand Hall redecoration	

Assets

Paddling pool	Queuing enclosure and shed	12,000		Q	
Paddling Pool Toilet	Refurbishment / replacement	5,000		E	
Public Toilets	Market or other location	60,000		E	
Splashpad		400,000		E	Do we do feasibility study for this

Project (in order of priority)	Quote / Est	£
Roof repairs - Will be paid in 2023-2024 from EMR 320 Capital Contingency		12,000
Grand Hall redecoration (including ceiling and scaffold) option 1	Q and E	105,602
Grand Hall redecoration (excluding ceiling and scaffold) option 2	Q	23,750
Grand Hall chandeliers (if scaffolding to decorate)	Est	5,000
Grand Hall wooden floor sanding	Q	9,800
Balcony carpet replacement	E	6,000
Decarbonisation project / new boilers	Q	53,000
External painting 1 st & 2 nd floor, clocktower	E	20,000
Grand Hall toilets	Q	60,000
Town Hall toilets	Est	15,000
Stone floor cleaning	Est	6,000
Stage	Q	9,392
External painting ground floor, Museum, fire escape	Est	10,000
Grand Hall chandeliers	Est	5,000
Bridestones chandeliers	Est	5,000
Bridestones Painting	Est	
Congleton Information Centre	Est	20,000
Projected annual spend		

Alloacted EMR*1		
Carry Forward EMR*1		
Less Spend		
Plus Annual Capital budget to reserve		
CF Balance		
Annual Maintenance budget		

IT upgrades

Cost of room closures

Paddling Pool

IT Upgrades

*1 Subject to council approval, balance CF

23/24 Costs	24/25 Costs	25/26 Costs	26/27 Costs	27/28	28/29	Date next
				Costs	Costs	
12,000						
	23,750					
	9,800					
	6,000					
	8,000	45,000				
		20,000				
		60,000				
		15,000				
		6,000				
			9,392			
			10,000			
			5,000			
			5,000			
			20,000			
12,000	47,550	146,000	49,392	-	• -	0

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170,000	170,000	122,450	6,550	-	10,842	22,158
	47,550	146,000	49,392			
		30,100	32,000	33,000	34,000	
170,000	122,450	6,550	-	10,842	22,158	56,158
	20,000	20,000	20,000	20,000	20,000	