



Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford** CiLCA

23RD November 2023

Dear Councillor,

Town Hall, Assets & Services Committee – 30th November 2023

You are summoned to attend a meeting of the Town Hall, Assets & Services Committee, to be held at Congleton Town Hall on **Thursday 30th November 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 28th September 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 30th September 2023 and to note the content of the summary report.

8. Decarbonisation of Town Hall (Enclosed)

To receive an update on Decarbonisation of the Town Hall.

9. Town Hall Maintenance Programme (Enclosed including 9.1 Maintenance Plan and 9.2 Proposed sequence of works, costs and funding commencing 2024-25)

To receive an update on the Town Hall Maintenance Programme.

10. Paddling Pool(Enclosed)

To receive the report relating to paddling pool operations.

11. Congleton Information Centre Accounts (Enclosed)

To accept the Congleton Information Centre Accounts to 30th September 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 28th September 2023

For the papers discussed at the meeting, please see the [Agenda & Papers – 28th September 2023](#)

In attendance:

Committee members: Cllrs

Suzie Akers Smith - Chair
Liz Wardlaw – Vice Chair
Robert Britain
Suzy Firkin
Amanda Martin
Susan Mead
Heather Pearce
Glen Williams

Non Committee members: Cllr Robert Douglas

Ex-Officio Members: Cllr Robert Moreton – Town Mayor Cllr Kay Wesley – Deputy Mayor

Congleton Town Council Officers:

- David McGifford – Chief Officer
- Mark Worthington - Town Hall Manager

Minutes

1. Apologies for absence

Apologies for absence were received from: Committee Members: Cllrs Russell Chadwick, Mark Edwardson

2. Minutes of Previous Meetings

THAS/11/2324 Resolved to approve and sign the [minutes of the meeting of the Town Hall, Assets and Services Committee held on 6th July 2023.](#)

3. Declarations of Interest

Declarations of interest were received from Cllrs Robert Moreton and Liz Wardlaw on any matters relating to Cheshire East Council.

4. Outstanding Actions

No outstanding actions.

5. Questions from Members of the Public

There were no questions raised by members of the public.

6. Urgent Items

Cllr Suzy Firkin made a statement on the decarbonisation of the Town Hall and advising on the offer of support from CEC on a grant application for projects. It was noted at this stage there was no financial commitment required from the Town Council and minimal officer time required for this application .

7. Town Hall Trading Account

THAS/12/2324 Resolved to accept the Town Hall Trading account to 31st July 2023 and to note the content of the summary report.

Action – Contact Cheshire East to promote room hire for remote workers and for larger scale meetings (Martin Smith)

Action – Leaflet drop local businesses to promote available room hire dates for parties in the lead up to Christmas.

8. Paddling Pool update

THAS/13/2324 Resolved to receive the updates on matters relating to the paddling pool.

Action – Contact staff at Visyon to investigate possible options to utilise Visyon building as an entrance to the paddling pool.

9. Public Toilets update

THAS/14/2324 Resolved to receive the update on the Market Toilets which were undergoing cleansing and painting and other remedial works.

10. Town Hall Decarbonisation Updates

THAS/15/2324 Resolved to receive the updates on matters relating to the Town Hall Decarbonisation.

11. Town Hall Maintenance programme and report

THAS/16/2324 Resolved to receive the updates on matters relating to the Town Hall maintenance programme.

Committee advised of £12k cost of the next phase of roof repairs, as they were discussed at the Town Hall, Assets & Services Committee on 9th March 2023.

12. Town Hall Emergency Lighting

THAS/17/2324 Resolved to receive the updated report relating to the Town Hall Emergency Lighting.

13. Remembrance and Christmas Projection

THAS/18/2324 Resolved to receive the report on Remembrance and Christmas Projection.

Action – Remembrance projection agreed for 8th November – 14th November (including set up and removal). Christmas projection delegated to Officers to decide between a 2 or 3 period ending on Friday 29th December.

14. Information Centre Management Accounts

THAS/19/2324 Resolved to receive the updates on matters relating to the Information Centre Management Accounts.

Action – Future Information Centre agenda items to include information on refurbishment options for the Visitor Information Centre and merchandise/revenue streams available from the VIC.

**Cllr Suzie Akers Smith
(Chair)**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services												
MEETING DATE AND TIME	30 th November 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 30 th September 2023, to accompany the spreadsheet shown as Appendix 7.1. Future Bookings information Appendix 7.2												
Updates	<p>This trading account is for 6 months of 2023/024, which equates to 50% of the budget. Please refer to notes on the account sheets, other points as below:</p> <p><u>Income</u> 53.5%</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> 52.7%</p> <ul style="list-style-type: none">○ Gas and Electricity invoiced to August 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"><tr><td>Budget</td><td>£80,200</td></tr><tr><td>Total Income to date</td><td>£44,851</td></tr><tr><td>Total Confirmed bookings</td><td>£12,616</td></tr><tr><td>CP Rental Income</td><td>£5,000</td></tr><tr><td>Cumulative v budget</td><td>(£17,733)</td></tr></table>			Budget	£80,200	Total Income to date	£44,851	Total Confirmed bookings	£12,616	CP Rental Income	£5,000	Cumulative v budget	(£17,733)
Budget	£80,200												
Total Income to date	£44,851												
Total Confirmed bookings	£12,616												
CP Rental Income	£5,000												
Cumulative v budget	(£17,733)												
Decision Requested	To receive the Town Hall Trading Accounts for Month 6 to 30 th September 2023.												

**Congleton Town Council
Management Accounts 2023-24**

**TOWN HALL
Sep-23**

Month 6
Percentage 50.0%

TOWN HALL

		ANNUAL BUDGET	BUDGET TO M6	ACTUAL SPEND TO M6	£ VARIANCE OF M6 BUDGETS	% SPENT AGAINST M6 BUDGETS	% VARIANCE AGAINST M6	% SPENT OF ANNUAL BUDGET	NOTES
4000	Staff Costs (re-allocated)	70,592	35,296	35,746	-450	101.3%	-51.27%	50.6%	Full check taking place by RFO, may be updated
4008	Training	1,000	500	361	139	72.2%	-22.20%	36.1%	
4009	Protective Clothing/IH & Safety	500	250	498	-248	199.2%	-149.20%	99.6%	Replenishment of uniform & PPE for staff
4010	Cleaners	7,500	3,750	3,668	82	97.8%	-47.81%	48.9%	
4011	Rates	25,500	12,750	14,970	-2,220	117.4%	-67.41%	58.7%	Paid over 10 months
4012	Water	6,150	3,075	3,180	-105	103.4%	-53.41%	51.7%	Invoiced up to August 23
4014	Electricity	22,900	11,450	9,552	1,898	83.4%	-33.42%	41.7%	Recharge currently posted to this expense line, will be changed 24-25
4015	Gas	24,700	12,350	8,163	4,187	66.1%	-16.10%	33.0%	Invoiced up to August 23
4016	Cleaning materials	2,100	1,050	1,118	-68	106.5%	-56.48%	53.2%	
4017	Refuse Disposal	3,200	1,600	695	905	43.4%	6.56%	21.7%	
4020	Miscellaneous Office Costs	1,500	750	1,011	-261	134.8%	-84.80%	67.4%	Per requirements, line will be monitored
4025	Insurance	11,700	5,850	10,825	-4,975	185.0%	-135.04%	92.5%	Paid at start of the year
4033	Marketing/Promotions	3,500	1,750	58	1,692	3.3%	46.69%	1.7%	
4040	Maintenance Contracts	8,500	4,250	5,830	-1,580	137.2%	-87.18%	68.6%	As per requirements, some quarterly invoices
4041	Property Maintenance	20,000	10,000	12,648	-2,648	126.5%	-76.48%	63.2%	Includes £3288 for emergency lighting update
4068	Licences (incl PRS)	3,500	1,750	3,811	-2,061	217.8%	-167.77%	108.9%	Includes Music License which increased due to useage, Premises, Wedding & TV
6000	Central Overheads Reallocated	5,913	2,957	3,177	-221	107.5%	-57.46%	53.7%	
	Town Hall Expenditure	218,755	109,378	115,311	-5,934	105.4%	-55.42%	52.7%	
3020	Catering costs	0	0	3,812	-3,812				Recharged to customers
3021	Security Supplies	0	0	2,081	-2,081				Recharged to customers
		0	0	5,893	5,893				
	Total Town Hall Expenditure	218,755	109,378	121,204	-11,827	110.8%	-60.81%	55.4%	
1009	Rent Rec'd - Museum Notional	-4500	-2250	-2250	0	100.0%	-50.00%	50.0%	
1010	Rent Received - 3rd Party Partnership	-1533	-767	-767	1	100.1%	-50.07%	50.0%	
1011	Rent Received - Internal CTC	-26517	-13259	-13259	1	100.0%	-50.00%	50.0%	
1013	Letting Income - Grand Hall	-30000	-15000	-16322	1322	108.8%	-58.81%	54.4%	
1014	Letting Income - Bridestones	-13200	-6600	-1493	-5107	22.6%	27.38%	11.3%	
1015	Letting Income - Spencer Suite	-7000	-3500	-2213	-1287	63.2%	-13.23%	31.6%	CAB contribution updated in M7
1018	Letting Income - Campbell Suite	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-6000	-7000	1000	116.7%	-66.67%	58.3%	
1021	Letting Income - Internal	-9000	-4500	-4826	326	107.2%	-57.24%	53.6%	
1022	Letting income - F&F	-1000	-500	-2467	1967	493.4%	-443.40%	246.7%	
1023	Commission- CP	-8000	-4000	-3634	-366	90.9%	-40.85%	45.4%	
1024	Letting Income- Security	0	0	-1867	1867	#DIV/0!	#DIV/0!	#DIV/0!	
1035	Service Charges - Brasserie	-3600	-1800	-1187	-613	65.9%	-15.94%	33.0%	
1051	Catering Sales (recharges)	0	0	-4948	4948	#DIV/0!	#DIV/0!	#DIV/0!	
1199	Miscellaneous Income	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	
	Total Town Hall Income	-116350	-58175	-62233	4058	107.0%	-56.98%	53.5%	
	Net Expenditure over Income	102,405	51,203	58,971	-7,769	115.2%	-65.17%	57.6%	

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	14,651	15,000	16,322	
Letting Income - Bridestones	13,200	1,100	129	2,200	272	3,300	620	4,400	1,253	5,500	1,352	6,600	1,493	
Letting Income -Spencer Suite	7,000	583	585	1,167	885	1,750	1,360	2,333	1,678	2,917	2,103	3,500	2,168	
Commissions	8,000	667	-	1,333	3,000	2,000	-	2,667	2,025	3,333	2,025	4,000	3,634	
Lighting /equip	1,000	83	333	167	333	250	833	333	1,967	417	2,133	500	2,467	
Lettings income grant CTC	9,000	750	265	1,500	265	2,250	1,793	3,000	3,409	3,750	3,409	4,500	3,871	
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	6,000	6,000	
Totals	80,200	6,683	6,659	13,367	12,666	20,050	16,388	26,733	26,940	33,417	31,673	40,100	35,955	
Variance			- 24		- 701		- 3,662		207		- 1,744		- 4,145	
Current bookings value Confirmed														
Cp rental income														
Current bookings value Provisional														
Total future bookings			-	-	-	-	-	-	-	-	-	-	-	
Cumulative (Includes CP Rent)														
		October	Actual	November	Actual	December	Actual	January	Actual	February	Actual	March	Actual	
Letting Income - Grand Hall		17,500	20,045	20,000		22,500		25,000		27,500		30,000		
Letting Income - Bridestones		7,700	2,406	8,800		9,900		11,000		12,100		13,200		
Letting Income -Spencer Suite		4,083	3,108	4,667		5,250		5,833		6,417		7,000		
Commissions		4,667	3,634	5,333		6,000		6,667		7,333		8,000		
Lighting /equip		583	2,658	667		750		833		917		1,000		
Lettings income grant CTC		5,250	5,000	6,000		6,750		7,500		8,250		9,000		
Cp rental income		7,000	8,000	8,000		9,000		10,000		11,000		12,000		
Totals		46,783	44,851	53,467	-	60,150	-	66,833	-	73,517	-	80,200	-	44,851 Actual A
Variance			- 1,932		- 8,616		- 15,299		- 21,982	1,000	- 28,666		- 35,349	
Current bookings value Confirmed					2,436		4,804		955		1,746		2,675	
Cp rental income					1,000		1,000		1,000		1,000		1,000	
Current bookings value Provisional														
Total future bookings			-		3,436		5,804		1,955		2,746		3,675	17,616 Future C
Cumulative (Includes CP Rent)					- 5,180		- 6,059		- 10,787		- 14,725		- 17,733	17,733 Variance Budget v A+C

Updated 16OCT23

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	8 Decarbonisation of Town Hall		
Background	<p>At the Town Hall, Assets and Services Committee, 28th September 2023, Cllr Suzy Firkin made a statement under Urgent Items in relation to the Decarbonisation of the Town Hall. Committee members were informed of the offer of support from Cheshire East Council for a grant application relating to decarbonisation projects highlighted in the Tomson Consulting Decarbonisation report, which was commissioned by Town Council in 2022. It was noted at this stage there was no financial commitment required from the Town Council and minimal officer time required for this application.</p>		
Update	<p>A grant funding application for Phase 3c of the Public Sector Decarbonisation Scheme was submitted on behalf of Congleton Town Council to Salix Finance before the application deadline on Tuesday 10th October 2023. Salix Finance contacted Town Council on 20th October with the information that, due to technical issues, applicants were prevented from uploading supporting documentation before the deadline. For this reason Salix Finance were disregarding applications already received and the Application Portal would be re-run with a new deadline.</p> <p>The grant application was re-submitted on behalf of Congleton Town Council before the new deadline of Tuesday 7th November. Salix Finance have confirmed that a grant funding application for Phase 3c of the Public Sector Decarbonisation Scheme was submitted on behalf of Congleton Town Council, for the following value:</p> <p>£61,802 grant spend in financial year 2024/25</p> <p>£300,000 grant spend in financial year 2025/26</p> <p>On confirmation of a successful grant application, a commitment would be required by Town Council to contribute £53,000 in the delivery of Town Hall decarbonisation projects, in line with the</p>		

	<p>scheme's criteria. The figure of £53,000 is based on the cost equivalent to replace the gas boilers like for like. As the designated Authorising Official for the grant application the Chief Officer has replied to Salix Finance to confirm all information is accurate and Town Council wishes to move forward with this grant application. Salix representative will contact Town Council Officers while processing the grant application with specific questions about any proposed projects detailed in the Tomson Consulting Decarbonisation Report. Committee members will be updated throughout the grant application process.</p>
Financial	<p>The commitment to the delivery of the project £53,000 could be funded through the Capital Expenditure Ear Marked Reserve subject to approval from the Council</p>
Environmental	<p>Recommendations made within the Tomson Consulting Decarbonisation report, if fully implemented, are estimated to have the combined impact of reducing:</p> <ul style="list-style-type: none"> • Greenhouse gas emissions by 78.1 tonnes CO₂e per year (an 83% reduction compared to present) • Operating costs by £13,341 per year at the current tariffs (a 48% reduction compared to present)
Equality	<p>Where applicable in the procurement of services and the delivery of the project matters relating to equality will be taken into consideration</p>
Decision Request	<p>To receive the report relating to the Decarbonisation of the Town Hall and for Committee members to recommend to Council the required expenditure of match funding of up to £53,000, should the project progress to the implementation phase, as part of the Salix Finance Phase 3c Public Sector Decarbonisation Scheme grant application.</p>

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	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.		
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	

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	10 Paddling Pool		
Background	<p>A full review of Health & Safety and Pool Operations were carried out by a specialist pool company during 2021. Following this review the pool facility was restricted to a capacity of 140 people and an online booking system was implemented to allow users to check and book available spaces with a limit of 140. The booking system has been modified over the last three seasons to suit the needs of paddling pool users. The system is 'live' and gives people the option to book in advance or at the gate if spaces are available, as well as giving the option to cancel bookings which are then added back to the booking system. The booking system has successfully regulated access to the pool, however, an ongoing issue has been the number of 'no-shows', users who book an available space but then fail to turn up and cancel their booking. This has been a regular complaint from users as spaces wasted by 'no-shows' do not go back onto the system to allow others to book. There have been sessions where the pool has only 50% capacity despite being fully booked, this has been down to 'no-shows'.</p>		
Update	<p>During the 2023 season an independent Health and Safety assessment of the Paddling Pool area was undertaken by the Health and Safety Manager for Ansa / Alliance Environmental Services. This was mainly to assess how users of the pool gained access and queued on the pavement along the perimeter fence of the paddling pool. Due to the width of the pavement being less than three metres wide we were advised this was not a safe area to allow a queue to form due to limited pavement access. Improvements to the paddling pool for the 2024 season are already being investigated. As queuing outside the perimeter of the pool is not an ideal, Officers feel that queuing inside of the perimeter is an option worth pursuing and have contacted a company to provide an initial quote for these works. An initial quote of £9,870 + vat has been received to create a fenced pathway within the pool area to allow users to queue away from the footpath while accessing the pool.</p> <p>To resolve the issue of 'no-shows' it is proposed to have a trial period where the pool operates with a clicker system on the gate rather than the online booking system. An existing member of pool staff would count 140 people into the pool using a clicker at the start of each session. People would queue in the proposed queuing area inside the pool perimeter. If people were to</p>		

	<p>leave before the end of the session, staff would then admit the next person in the queue to the pool. Once again, proposed queuing area inside the pool would accommodate anyone waiting to gain access. This system would maximise use of the pool facility on days when the weather wasn't so good and the pool wasn't operating at full capacity. On busier days, when people arrive early to guarantee a space, the proposed internal queuing area would accommodate users waiting to gain access.</p>
Financial	<p>Reduced cost as no booking system is required.</p>
Environmental	<p>To assess via the procurement process environmental impact and benefits</p>
Equality	<p>Clicker system will remove the 'no show' factor from pool attendance and give more people the option to use the pool facilities. Users with specific requirements or disabilities will have the option to reserve spaces via the Congleton Information Centre who will then update pool staff of these individual bookings.</p>
Decision Request	<p>On receipt of three like for like quotes to comply with financial regulations, Committee to approve a spend from Capitol Contingency of up to £9,870 for works to create a fenced queuing area within the pool perimeter and trial the clicker system to replace the existing online booking system. If agreed, there would be an additional cost of up to £3,000 from Capital Contingency for a replacement shed to accommodate staff at the new queuing area.</p>

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	30 th November 2023 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	11 Congleton Information Centre Trading Account		
Background	Variance analysis of the Trading Account to 30 th September 2023 to accompany the spreadsheet shown as Appendix 14.1.		
Updates	<p>This trading account is for 6 months of 2023/24, which equates to approximately 50% of the budget.</p> <p>There are no issues or comments to date.</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. Grant for this year has been received in full, and half of the Ear Mark Reserve set to one side has been moved to this year's accounts.</p> <p><u>Income</u> Direct Sales income: 42.3% Other Income: 82.8%</p> <p><u>Expenditure</u> Direct Expenditure 30.96% Other Expenditure: 51.96%</p> <p><u>Summary of Direct Sales</u> Direct Sales £37,545 Direct Expenditure £26,017</p>		
Decision Requested	To receive the Congleton Information Centre Trading Account for Month 6 to 30 th September 2023.		

Congleton Town Council
Management Accounts 2023-24
CONGLETON INFORMATION CENTRE
Sep-23

Month 6
Percentage 50.0%

TOWN HALL
CONGLETON INFORMATION CENTRE

3000 Stock at 1st April
3041 3rd Party ticket resales
3042 Books, Maps, Guides resale
3043 Souvenirs for resale
3044 Stamps for resale
3046 Local Produce for resale
3047 Theatre gift cards for resale
3048 Food & Drink for resale
3049 CTC Merchandise
3999 Stock at 31st March 2022

Direct Expenditure

4000 Staff costs
4011 Rates
4013 Rent Payable
4162 General Expenditure
6000 Central Overheads Reallocated
EMR Retained for year 3

Indirect Expenditure

1041 Third Party Ticket Sales
1042 Books, Maps, Guides sales
1043 Souvenir sales
1044 Stamp Sales
1045 Photocopy sales
1046 Local Produce for resale
1047 Theatre gift cards
1048 Food and Drink sales
1049 CTC Merchandise sales

Income

1168 CEC Support Grant CIV
1031 CAB Reception Contribution

Total Income

Net Expenditure over Income

ANNUAL BUDGET	BUDGET TO M6	ACTUAL SPEND TO M6	£ VARIANCE OF M6 BUDGETS	% SPENT AGAINST M6 BUDGETS	% VARIANCE AGAINST M6	% SPENT OF ANNUAL BUDGET
0	-	-	-			
73,150	36,575	23,868	12,707	65.3%	-15.26%	32.6%
2,850	1,425	414	1,011	29.1%	20.95%	14.5%
2,375	1,188	227	961	19.1%	30.88%	9.6%
500	250	-	250	0.0%	50.00%	0.0%
3,800	1,900	1,278	622	67.3%	-17.26%	33.6%
150	75	-	75	0.0%	50.00%	0.0%
1,197	599	230	369	38.4%	11.57%	19.2%
0	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!
0	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!
84,022	42,011	26,017	15,994	61.9%	-11.93%	30.96%
52,058	26,029	24,783	1,246	95.2%	-45.21%	47.6%
4,800	2,400	4,768	2,368	198.7%	-148.67%	99.3%
7,500	3,750	3,750	-	100.0%	-50.00%	50.0%
2,000	1,000	643	357	64.3%	-14.30%	32.2%
4,361	2,181	2,343	163	107.5%	-57.45%	53.7%
-22,011	11,006	11,006	1	100.0%	-50.00%	50.0%
48,708	24,354	25,281	927	103.8%	-53.81%	51.9%
-77,000	38,500	32,813	5,687	85.2%	-35.23%	42.6%
-3,000	1,500	682	818	45.5%	4.53%	22.7%
-2,500	1,250	841	409	67.3%	-17.28%	33.6%
-500	250	108	142	43.2%	6.80%	21.6%
-300	150	183	33	122.0%	-72.00%	61.0%
-4,000	2,000	2,303	303	115.2%	-65.15%	57.6%
-150	75	-	75	0.0%	50.00%	0.0%
-1,260	630	410	220	65.1%	-15.08%	32.5%
0	-	205	205	#DIV/0!	#DIV/0!	#DIV/0!
-88,710	44,355	37,545	6,810	84.6%	-34.65%	42.3%
-21,644	10,822	21,644	10,822	200.0%	-150.00%	100.0%
-5,000	2,500	417	2,083	16.7%	33.32%	8.3%
-26,644	13,322	22,061	8,739	165.6%	-115.60%	82.8%
-115,354	57,677	59,606	1,929	103.3%	-53.34%	51.7%
17,376	8,688	8,308	16,996	-95.6%	145.63%	-47.8%

NOTES

Paid in full on receipt of invoice

As per requirement, includes card payment bank charges

Q1 & Q2 moved in from reserves.

Received in full
CAB contribution updated in M7