



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

25th January 2024

Dear Councillor,

Town Hall, Assets & Services Committee – 1st February 2024

You are summoned to attend a meeting of the Town Hall, Assets & Services Committee, to be held at Congleton Town Hall on **Thursday 1st February 2024** commencing at **7.00pm**.

- **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 apologies 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 on 30th November 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 November 2023 and to note the content of the summary report.

8. Town Hall Decarbonisation Updates (Enclosed)

To receive updates on matters relating to the decarbonisation of the Town Hall.

9. Improvements to Paddling Pool entrance (Enclosed)

To receive the report relating to the proposed improvements to the Paddling Pool entrance.

10. Paddling Pool designated SEN sessions (Enclosed)

To receive the report relating to designated SEN sessions.

11. Review of Town Hall Hire Charges and Booking Policy (Enclosed with Appendix I,II,III,IV)

To receive the report relating to Town Hall hire charges and booking policy.

12. Information Centre Management Accounts

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

To: Members of the Town Hall, Assets & Services Committee

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 (Town 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 30th November 2023

**Please Note – These are draft minutes and will not be ratified until the next meeting of
this Committee**

For the papers discussed at the meeting, please see the [Agenda & Papers – 30th November
2023](#)

In attendance:

Committee members: Cllrs

Suzie Akers Smith - Chair

Robert Britain
Russell Chadwick
Mark Edwardson
Suzy Firkin
Amanda Martin
Susan Mead
Heather Pearce
Glen Williams

Non Committee members:

Ex-Officio Members: 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 Liz Wardlaw – Vice Chair

2. Minutes of Previous Meetings

THAS/20/2324 Resolved to approve and sign the [minutes of the meeting of the Town Hall, Assets and Services Committee held on 28th September 2023.](#)

3. Declarations of Interest

Declarations of interest were received from Cllr Russell Chadwick 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 Russell Chadwick made a statement regarding the issue of public toilets at Market Street (Bus Station) following the recent closure of businesses at this location who were responsible for the site.

Action – Chief Officer to contact owner of the site at Market Street to investigate future plans and possible options to reinstate the former toilets at this location.

7. Town Hall Trading Account

THAS/21/2324 Resolved to accept the Town Hall Trading account to 30th September 2023 and to note the content of the summary report.

Action – Investigate option to record individual events organised by CTC, such as Band Nights (Fake That), as separate events for the point of analysis to monitor progress for this type of booking.

8. Decarbonisation of Town Hall

THAS/22/2324 Resolved to receive the updates on matters relating to the Decarbonisation of the Town Hall

9. Town Hall Maintenance Programme

THAS/23/2324 Resolved to receive the updates on matters relating to Town Hall Maintenance Programme

Action – Add the advisory points to the Environment and Equality sections of the report that local companies are currently used, where possible, to carry out work at the Town Hall and will continue to do so for future works relating to the Maintenance Programme.

Action – Add a Point 4 to the Decision Request to note that grant applications and funding will be investigated for projects within the Maintenance Programme wherever possible.

10. Paddling Pool

THAS/24/2324 Resolved to receive the updates on matters relating to the Paddling Pool.

Action- Positive promotion of the proposal to trial a clicker system to replace the existing booking system. Promotion of the trial to advise of the benefits of this system as users of the pool who have used the previous booking system may feel they are now being penalised after using the booking system correctly.

Action – Three quotes required for proposed works to create a gated/fenced queuing area at the entrance to the pool.

Action – To investigate cost of installing an electrical supply to the new shed to be erected at the entrance of the pool.

11. Congleton Information Centre Accounts

THAS/24/2324 Resolved to receive the updates on matters relating to Congleton Information Centre Accounts

Action- Set up a Working Group/Strategy Working Group to develop a specific plan for the improvement of services offered by Congleton Information Centre. Working Group/Strategy Working Group to involve local organisations to offer opinions on services Congleton Information Centre could provide.

**Cllr Suzie Akers Smith
(Chair)**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services												
MEETING DATE AND TIME	1 st February 2024 7.00 pm	LOCATION	Congleton Town Hall										
REPORT FROM	Serena Van Schepdael- Responsible Financial Officer (RFO)												
AGENDA ITEM REPORT TITLE	Item 7 Town Hall Trading Account												
Background	Variance analysis of the Trading Account to 30 th November 2023, to accompany the spreadsheet shown as Appendix 1. Future Bookings information Appendix 2												
Updates	<p>This trading account is for 8 months of 2023/024, which equates to 66% of the budget. Please refer to the notes on the account sheets, other points as below:</p> <p><u>Income</u> 65.2%</p> <ul style="list-style-type: none">○ Nothing additional to note to date, please see the Future Bookings section for further information. <p><u>Expenditure</u> 65.2%</p> <ul style="list-style-type: none">○ Electricity company have not issued invoices for Electricity since August 2023, an accrual has taken place in Month 10, this will show in the next meeting updates. This is to keep budget in line with the predicted costs for September through to December which are £9,100 (Figure provide by West Mercia). <p><u>Future Bookings</u> Appendix 2 shows the current confirmed bookings from the financial year 2023-2024 to DECEMBER 2023. 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>£57,584</td></tr><tr><td>Total Confirmed bookings</td><td>£7,328</td></tr><tr><td>CP Rental Income</td><td>£2,000</td></tr><tr><td>Cumulative v budget</td><td>(£13,288)</td></tr></table>			Budget	£80,200	Total Income to date	£57,584	Total Confirmed bookings	£7,328	CP Rental Income	£2,000	Cumulative v budget	(£13,288)
Budget	£80,200												
Total Income to date	£57,584												
Total Confirmed bookings	£7,328												
CP Rental Income	£2,000												
Cumulative v budget	(£13,288)												
Decision Requested	To receive the Town Hall Trading Accounts for Month 8 to 30 th November 2023.												

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

**TOWN HALL
Nov-23**

Month 8
Percentage 66.6%

		ANNUAL BUDGET	BUDGET TO M8	ACTUAL SPEND TO M8	E. VARIANCE OF M8 BUDGETS	% SPENT AGAINST M8 BUDGETS	% VARIANCE AGAINST M8	% SPENT OF ANNUAL BUDGET	NOTES
TOWN HALL									
4000	Staff Costs (re-allocated)	70,592	47,061	47,207	-146	100.3%	-33.71%	66.9%	Full check taking place by RFO, may be updated
4008	Training	1,000	667	361	306	54.2%	12.45%	36.1%	
4009	Protective Clothing/H & Safety	500	333	498	-165	149.4%	-82.80%	99.6%	Replenishment of uniform & PPE for staff
4010	Cleaners	7,500	5,000	4,611	389	92.2%	-25.62%	61.5%	
4011	Rates	25,500	17,000	19,960	-2,960	117.4%	-50.81%	78.3%	Paid over 10 months
4012	Water	6,150	4,100	3,601	499	87.8%	-21.23%	58.6%	Invoiced up to August 23.
4014	Electricity	22,900	15,267	9,552	5,715	62.6%	4.03%	41.7%	Recharge of £2490 currently posted to this expense line, will be updated in Q3. Invoiced up to August 23. See report.
4015	Gas	24,700	16,467	11,625	4,842	70.6%	-4.00%	47.1%	Invoiced up to October 2023
4016	Cleaning materials	2,100	1,400	1,371	29	97.9%	-31.33%	65.3%	
4017	Refuse Disposal	3,200	2,133	1,356	777	63.6%	3.04%	42.4%	
4020	Miscellaneous Office Costs	1,500	1,000	1,306	-306	130.6%	-64.00%	87.1%	Per requirements, line will be monitored
4025	Insurance	11,700	7,800	10,825	-3,025	138.8%	-72.18%	92.5%	Paid at start of the year
4033	Marketing/Promotions	3,500	2,333	58	2,275	2.5%	64.11%	1.7%	
4040	Maintenance Contracts	8,500	5,667	6,537	-870	115.4%	-48.76%	76.9%	As per requirements, some quarterly invoices
4041	Property Maintenance	20,000	13,333	15,122	-1,789	113.4%	-46.82%	75.5%	Includes £3268 for emergency lighting update
4068	Licences (incl PRS)	3,500	2,333	4,001	-1,668	171.5%	-104.87%	114.3%	Requirement to overspend to be requested from Council. 22.75% overspend excepted to c
6000	Central Overheads Reallocated	5,913	3,942	3,979	-37	100.9%	-34.34%	67.3%	
	Town Hall Expenditure	218,755	145,837	141,970	3,867	97.3%	-30.75%	64.9%	
3020	Catering costs	0	0	5,367	-5,367				Recharged to customers
3021	Security Supplies	0	0	2,304	-2,304				Recharged to customers
		0	0	7,671	7,671				
	Total Town Hall Expenditure	218,755	145,837	149,641	-3,804	102.6%	-36.01%	68.4%	
1009	Rent Rec'd - Museum Notional	-4500	-3000	-3000	0	100.0%	-33.40%	66.7%	
1010	Rent Received - 3rd Party Partnership	-1533	-1022	-1022	0	100.0%	-33.40%	66.7%	
1011	Rent Received - Internal CTC	-26517	-17678	-17678	0	100.0%	-33.40%	66.7%	
1013	Letting Income - Grand Hall	-30000	-20000	-20267	267	101.3%	-34.74%	67.6%	
1014	Letting Income - Bristonstones	-13200	-8800	-2494	-6306	28.3%	38.26%	18.9%	
1015	Letting Income - Spencer Suite	-7000	-4667	-6025	1358	129.1%	-62.51%	86.1%	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	-8000	-9000	1000	112.5%	-45.90%	75.0%	
1021	Letting Income - Internal	-9000	-6000	-6153	153	102.6%	-35.95%	68.4%	
1022	Letting income - F&F	-1000	-667	-2658	1991	398.7%	-332.10%	265.8%	
1023	Commission- CP	-8000	-5333	-3634	-1699	68.1%	-1.54%	45.4%	
1024	Letting Income- Security	0	0	-2117	2117	#DIV/0!	#DIV/0!	#DIV/0!	
1035	Service Charges - Brasserie	-3600	-2400	-2277	-123	94.9%	-28.28%	63.3%	
1037	Service Charges - Other								Will be updated from Q3, see Electricity note above
1051	Catering Sales (recharges)	0	0	-6253	6253	#DIV/0!	#DIV/0!	#DIV/0!	
1199	Miscellaneous Income	0	0	-292	292	#DIV/0!	#DIV/0!	#DIV/0!	
	Total Town Hall Income	-116350	-77567	-82870	5303	106.8%	-40.24%	71.2%	
	Net Expenditure over Income	102,405	68,270	66,771	1,499	97.8%	-31.20%	65.2%	

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	20,267	22,500	22,630	25,000		27,500		30,000		
Letting Income - Bridestones		7,700	2,406	8,800	2,494	9,900	2,701	11,000		12,100		13,200		
Letting Income -Spencer Suite		4,083	3,108	4,667	6,025	5,250	6,667	5,833		6,417		7,000		
Commissions		4,667	3,634	5,333	3,634	6,000	4,852	6,667		7,333		8,000		
Lighting /equip		583	2,658	667	2,658	750	3,492	833		917		1,000		
Lettings income grant CTC		5,250	5,000	6,000	6,153	6,750	7,242	7,500		8,250		9,000		
Cp rental income		7,000	8,000	8,000	9,000	9,000	10,000	10,000		11,000		12,000		
Totals		46,783	44,851	53,467	50,231	60,150	57,584	66,833	-	73,517	-	80,200	-	57,584 Actual A
Variance			10,801		4,117		- 2,566		- 9,249	1,000	- 15,933		- 22,616	
Current bookings value Confirmed									1,882		2,280		3,166	7,328
Cp rental income											1,000		1,000	2,000
Current bookings value Provisional														
Total future bookings			-	-	-	-	-	-	1,882	-	3,280	-	4,166	9,328 Future C
Cumulative (Includes CP Rent)					4,117		- 2,566		- 7,367		- 10,771		- 13,288	13,288 Variance Budget v A+C

Updated to end December 23

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	1st February 2024	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	Item 8: Town Hall Decarbonisation Updates		
Background	Following the completion of the decarbonisation report carried out by Tomson Consulting in 2022, Officers have been investigating options to implement recommendations within the report to reduce the Town Hall carbon footprint.		
Update	<p>The CTC application to Salix for grant funding via Phase 3c of the Public Sector Decarbonisation Scheme has moved to the next stage. Representatives from Salix have reviewed the initial application and requested Officers, along with Cheshire East and Pearson Services, provide further information relating to specific technical areas of the application. These areas include carbon cost calculations, gas and electricity consumptions, detailed plans of the building and existing heating sources and previous examples of CTC projects. While Cheshire East and Pearson Services have provided carbon cost calculations, CTC Officers have provided details of existing heating plans and previous CTC projects. Using the initial purchase of the Town Hall from Congleton Borough Council in 2008 as an example, and also the refurbishment of the Cenotaph in 2019, CTC Officers have demonstrated the business cases for these projects and the organised and structured approach required for successful project management. Contact between Salix representatives and CTC Officers is ongoing as each stage of the application is processed and as of 24/01/24 Salix have informed Officers the application has passed the technical assessment stage of the grant application.</p> <p>Public Sector Decarbonisation Scheme funding is not yet confirmed but a meeting between Salix representatives and Officers is arranged for early February to discuss any risks and concerns associated with the proposed project prior to awarding a Grant Offer Letter (GOL). Areas of discussion for this meeting include:</p> <ol style="list-style-type: none">1. Confirmation of predicted milestone dates, planning and contingency.		

2. Confirmation of payment values concerning predicted milestones and their expected claim dates.
3. Awareness of delivery risks and ensure that these risks have been communicated to their wider governance team in advance of the call.
4. Project governance structures and project approvals.
5. For multiyear projects, confirmation of predicted grant spend per year.

Committee members will be updated throughout the application.

Ageing fluorescent lighting units and lamps in the Grand Hall, balcony and bar area have recently been replaced with LED units and lamps. The Grand Hall is now completely illuminated using LED lighting and work continues to replaced fluorescent lighting around the remainder of the building.

Electricians were on site at the Town Hall during January to install additional cabling required as part of the zoning of the heating system. Cables were installed between the 6 x fan convectors located in the Grand Hall and the heating control panel in the boiler room. A separate space thermostat has also been installed in the main office to assist with the zoning of the heating system. Heating engineers were on site during January to assess additional pipework which will be required to zone specific areas of the building.

Officers have met with Cheshire East Conservation Officers to discuss other projects within the Tomson report and how these projects would need to sit within the Grade II* listing of the Town Hall. These projects included secondary glazing to the first-floor offices and meeting room and the installation of solar panels to the Museum roof. Conservation Officers have advised the installation of secondary glazing would require Listed Building Consent and a Statement of Significance/Heritage Statement. The installation of solar panels on the Museum roof would require Planning Permission and a Statement of Significance/Heritage Statement. Applications for Listed Building Consent and Planning Permission would be made to Cheshire East Council. Conservation Officers have advised the Statement of

	Significance/Heritage Statement should include cross sectional drawings of all planned work, dimensions, fastenings, and style. The application would require a statement of Public Benefit relating to the proposed works. The Conservation Officer has recommended that the Statement of Significance/Heritage Statement be undertaken by a Heritage Architect. Officers are in the process of finding a Heritage Architect to assist with these statements.
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.
Decision Request	To receive the report relating to the decarbonisation of the Town Hall.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	1st February 2024	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	Agenda Item 9: Improvements to Paddling Pool entrance		
Background	<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 ideal, Officers feel that queuing inside the perimeter is an option worth pursuing and have contacted companies to provide initial quotes for these works.</p> <p>To resolve the issue of ‘no-shows’ which has been a problem over previous seasons, 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 leave before the end of the session, staff would then admit the next person in the queue to the pool. The 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 and keep the pavement which borders the pool entrance clear.</p>		

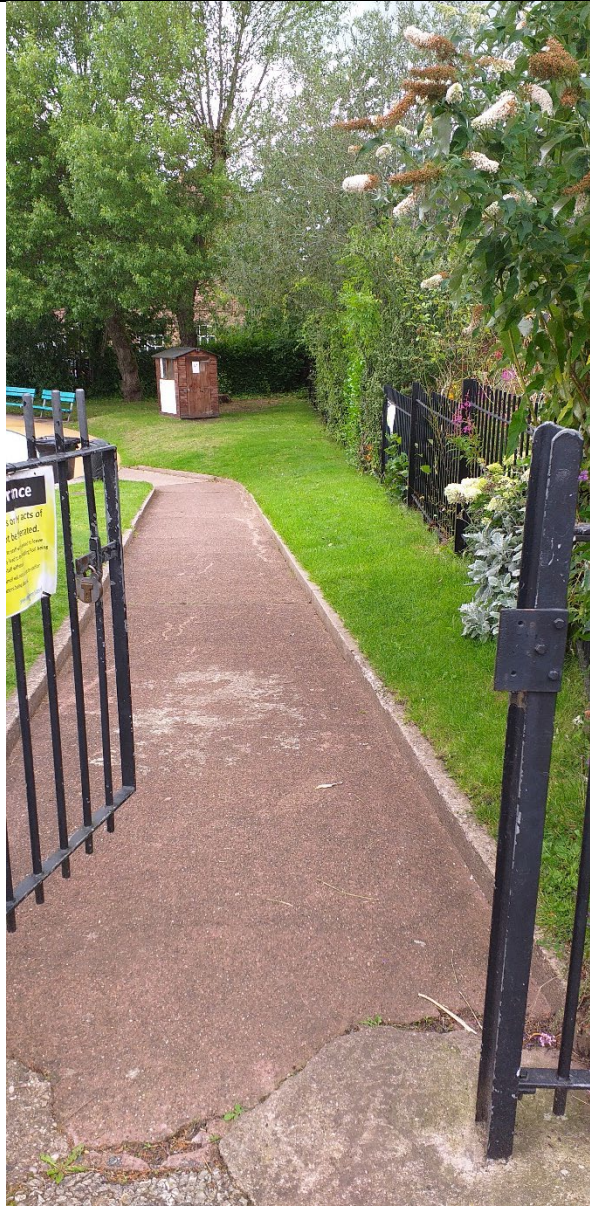
Update


Works to improve the entrance of the pool and create a queueing area within the pool perimeter include:

- 1.2 metre high black bow top fencing.
- 1 x Play safe self-closing gate (yellow) Opening width 1.1 metres & 1.2 metres in height.
- Excavate area for the shed base and form sloped grass sides.
- Import MOT type 1 and compact to form subbase ready for concrete.
- Import and lay concrete to form level area.
- Remove all spoil from site.
- Topsoil Seed excavated areas of grass.

<u>Company</u>	<u>Cost</u>
Company A	£9870.00 +vat
Company B	£11,897.36 + vat
Company C	On site to quote 26 th January

The 1.2 metre high bow top fencing would be installed on the left and follow the pathway down where a play safe self-closing gate would be installed. The bow top fencing would then return at 90 degrees to be attached to the existing fence on the right of the pathway. A base would be constructed within the new fenced area to accommodate a shed for staff.



	 <p>Yellow indicates new fencing Orange indicates shed base</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
Decision Request	Committee to agree the scope of work required to create a queuing area within the pool perimeter and recommend these works to Council.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	1st February 2024	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	Item 10: Paddling Pool designated Special Educational Needs (SEN) sessions		
Background	To align with our existing equality and inclusion policy CTC Officers are researching options for designated SEN sessions during the Paddling Pool season. Initial discussions have taken place between Officers and representatives of Ruby’s Fund to outline requirements to achieve successful SEN sessions.		
Update	<p>Following initial, ongoing discussions it was agreed any proposed Paddling Pool SEN sessions would need to be operated alongside an organisation such as Ruby’s Fund to allow the sessions to be accessed by residents who would most benefit from these sessions. Sessions would need to be closed to members of public during SEN sessions and operate with a reduced capacity. Organisations such as Ruby’s Fund would be responsible for coordinating attendees for each SEN session and providing CTC Officers with information relating to their booking. A recommendation during discussions was the need to hire a Revoloos - Vehicle for Change to enhance the Paddling Pool experience for all SEN sessions. While the vehicle was not essential to move forward with the proposal to have designated SEN sessions, it was a recommendation to enable access for all. Details and costs to hire the Vehicle for Change – Revoloos are below.</p> <p>If the only place you can use a toilet is your own home, this would greatly limit your mobility and independence. It would also pose a challenge if you wanted to plan activities and time away. Vehicles for Change – Revoloos attend a variety of events and festivals, including sports fixtures, music festivals, concerts, as well as being available to hire for private functions and individuals. Vehicles for Change - Revoloos provide fully accessible toilet facilities which enable people with disabilities and health conditions to attend and participate events with greater ease and comfort. This will help to ensure events are fully inclusive and accessible to everyone, regardless of their circumstances. The vehicles are all fitted with a lift to allow easy access inside the pod, a height adjustable changing table, toilet with grab rails, motorised</p>		

hoist, hot water, heat, and space for users and their carers to move around.

- Ideally, the vehicle would require access to an electric hook up but can operate for one day events without this if necessary. Vehicle operates with either a 16-amp industrial supply or a standard domestic 13amp (3 pin) supply.
- Each vehicle comes with an Attendant throughout the whole booking. The Attendant ensures the equipment is used safely, as well as keeping the unit clean and hygienic. Vehicles for Change supply all consumables, included disposable latex free gloves and hygienic wipes. The Attendant is not there to help the users when inside the vehicle.
- Vehicle requires an area similar to that of 4 x regular parking spaces, as level as possible. For this reason either Visyon, Riverside Offices or Daneside Theatre would need to be part of the discussion
- Attendant requires access to a mains toilet or sewer to dispose of waste. (We can use toilet at paddling pool)
- Vehicles are currently available to hire for the period we are interest in, 1 x day a week between 28th May and 1st September.

Breakdown of Costs	Costs
Vehicle and Attendant hire for up to 10 hours	£545.00
Mileage Surcharge	£195.00
Daily Total	£740.00
Total for 1 x day per week over 15-week paddling pool season	£11,100.00

[Our mission \(revolootion.org.uk\)](http://revolootion.org.uk)



Financial	To be in accordance with allocated budgets and financial regulations
Environmental	To assess via the procurement process environmental impact and benefits
Equality	Help to ensure the Paddling Pool is fully inclusive and accessible to everyone, regardless of their circumstances.
Decision Request	To agree in principal to reserve dates throughout the Paddling Pool season for designated SEN sessions. To identify local organisations who wish to make use of the sessions and develop a plan to suit the needs of these organisations regarding booking, and additional facilities and requirements.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	1st February 2024	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	Agenda Item 11: Review of Town Hall Hire Charges and Booking Policy		
Background	A review of Town hall Hire Charges were last carried out in June 2022. Following the latest hire charge review the Town Hall Letting Policy and Town Hall Booking Conditions were also reviewed.		
Update	<p>Three pricing categories are used when hiring rooms at the Town Hall; private, corporate, and charities, voluntary organisations, health & wellbeing activities. No price increases are recommended, however small changes to the pricing document have been highlighted in the original pricing document (Appendix I) and the proposed pricing document (Appendix II).</p> <p>Changes to the charities, voluntary organisations, health & wellbeing activities category include adding the caveat there will be no discount for bookings on Fridays or Saturdays throughout December. This is to accommodate Christmas Parties throughout this period and encourage additional bookings by our Commercial Partner.</p> <p>Changes to the private category include a package price for Weddings which includes room hire and lighting.</p> <p>All price categories now include the caveat that a premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve, Christmas Eve, and all Bank Holidays. This information was on a previous booking document and has been added to the current booking document.</p> <p>Proposed changes to the Town Hall Letting Policy are highlighted in Appendix III.</p> <p>Proposed changes to the Conditions and Regulations for the Hire of Congleton Town Hall are highlighted in Appendix IV.</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		

Decision Request	To agree the recommended changes in the Review of Town Hall Hire Charges and Booking Policy and recommend these to Council for approval and adoption in to the Constitution
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Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

Room Hire Price List 2022/23

Corporate and Publicly Funded Bodies

The Grand Hall

Sunday to Thursday	CHARGE	VAT	TOTAL
Standard Hourly Rate (<i>minimum booking of 2 hours</i>)	£37.00	£7.40	£44.40
Sunday – Thursday – 4-hour block rate (8am-6pm)	£105.00	£21.00	£126.00
Sunday - Thursday – 8-hour block rate (8am-6pm)	£175.00	£35.00	£210.00
Friday & Saturday			
Standard Hourly Rate – up to 3pm (<i>Minimum booking of 2 hours</i>)	£37.00	£7.40	£44.40
Friday & Saturday Block Rate (3pm to 1am) additional hours charged at the standard hourly rate	£350.00	£70.00	£420.00

The Bridestones Suite

Monday – Friday up to 6pm - Standard Hourly Rate (<i>minimum booking of 2 hours</i>)	£29.00	£5.80	£34.80
Monday – Friday – 4-hour block rate (8am-6pm)	£99.00	£19.80	£118.80
Monday - Friday – 8-hour block rate (8am-6pm)	£155.00	£31.00	£186.00
Friday (<i>from 6pm</i>) Saturday and Sunday Hourly Rate (<i>minimum booking of 2 hours</i>)	£29.00	£5.80	£34.80
One off charge when hiring Grand Hall (<i>Not eligible for any discounts</i>)	£25.00	£5.00	£30.00

The Spencer Suite

Standard Hourly Rate Monday – Friday up to 6pm (<i>Minimum booking of 2 hours</i>)	£15.00	£3.00	£18.00
Monday – Friday – 4-hour block rate (8am-6pm)	£50.00	£10.00	£60.00
Monday - Friday – 8-hour block rate (8am-6pm)	£75.00	£15.00	£90.00
Friday (after 6pm) Saturday and Sunday Hourly Rate (<i>minimum booking of 2 hours</i>)	£15.00	£3.00	£18.00
One off charge when hiring Grand Hall (<i>Not eligible for any discounts</i>)	£15.00	£3.00	£18.00

Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.

To make a booking, discuss an existing booking, arrange refreshments or catering for your event please call us on **01260 270350 – Option 1** or email: bookings@congleton-tc.gov.uk

Please Note: Catering, refreshments and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd.

For larger events, 50+, additional bar space is available, please ask for details.



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

Room Hire Price List 2022/23

Private Hire

The Grand Hall

Sunday to Thursday	
Standard Hourly Rate (minimum booking of 2 hours)	£44.40
Sunday – Thursday – 4 hour block rate (8am-6pm) *	£126.00
Sunday - Thursday – 8 hour block rate (8am-6pm) *	£210.00
Friday & Saturday	
Standard Hourly Rate – up to 3pm (minimum booking of 2 hours)	£44.40
Friday & Saturday Block Rate (3pm to 1am) additional hours charged at the standard hourly rate*	£420.00

Bridestones Suite

Monday – Friday up to 6pm - Standard Hourly Rate (minimum booking of 2 hours)	£34.80
Monday – Friday – 4 hour block rate (8am-6pm) *	£118.00
Monday - Friday – 8 hour block rate (8am-6pm) *	£186.00
Friday (<i>from 6pm</i>) Saturday and Sunday Hourly Rate (minimum booking of 2 hours)	£34.80
One off charge when hiring Grand Hall (<i>not eligible for any discounts</i>) *	£30.00

Spencer Suite

Standard Hourly Rate Monday – Friday up to 6pm (minimum booking of 2 hours)	£18.00
Monday – Friday – 4 hour block rate (8am-6pm) *	£60.00
Monday - Friday – 8 hour block rate (8am-6pm) *	£90.00
Friday (<i>from 6pm</i>) Saturday and Sunday Hourly Rate (minimum booking of 2 hours) *	£18.00
One off charge when hiring Grand Hall (<i>not eligible for any discounts</i>) *	£18.00

Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.

To make a booking, or discuss an existing booking, contact us on: **01260 270350 – Option 1**
or email: bookings@congleton-tc.gov.uk

All prices are inclusive of VAT

* Not eligible for resident discount



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

Weddings

The Grand Hall & Bridestones Suite (ceremony & reception)	£660.00
The Bridestones Suite (Ceremony only)	£480.00

- 1) The hire of the venue for wedding ceremonies **DOES NOT** include the cost of the registrar.
- 2) Your specific room hire times will be confirmed at the time of booking, please ensure you include room preparation and clearance times.



Catering, refreshments and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd.

(the sale or consumption of alcohol on the premises is only permitted through our licensed bar. Last orders are 12.30am & the latest clearance is 1.30am.)

Please contact Mark's Events to discuss bar provision, refreshments, catering and event arrangements on **07722 008421** or email: barandcatering@congleton-tc.gov.uk

For larger events, 50+, additional bar space is available, please ask for details.

All prices are inclusive of VAT

* Not eligible for resident discount



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

Room Hire Price List 2022/23

Registered Charities, Voluntary Organisations, Health and Wellbeing Activity

The Grand Hall

Sunday to Thursday	
Standard Hourly Rate (minimum booking of 2 hours)	£15.00 *
Friday & Saturday	
Standard Hourly Rate – up to 3pm (Minimum booking of 2 hours)	£44.40
Friday & Saturday Block Rate (3pm to 1am) additional hours charged at the standard hourly rate	£420.00

The Bridestones Suite

Monday – Friday up to 6pm - Standard Hourly Rate (minimum booking of 2 hours)	£15.00 *
Friday (after 6pm) Saturday and Sunday Hourly Rate (minimum booking of 2 hours)	£30.00
One off charge when hiring Grand Hall (<i>Not eligible for any discounts</i>)	£30.00 *

The Spencer Suite

Standard Hourly Rate Monday – Friday up to 6pm (<i>minimum booking of 2 hours</i>)	£15 *
Friday (after 6pm) Saturday and Sunday Hourly Rate (<i>minimum booking of 2 hours</i>)	£18.00
One off charge when hiring Grand Hall (<i>Not eligible for any discounts</i>)	£18.00 *

Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.

To make a booking, discuss an existing booking, arrange refreshments or catering for your event please call us on **01260 270350 – Option 1** or email: bookings@congleton-tc.gov.uk

Please Note: Catering, refreshments and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd.

For larger events, 50+, additional bar space is available, please ask for details.

All prices are inclusive of VAT

* Not eligible for discount



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

2024/25 – PROPOSAL - Room Hire Price List

Registered Charities, Voluntary Organisations, Health and Wellbeing Activity

The Grand Hall

Sunday to Thursday	
Standard Hourly Rate (minimum booking of 2 hours)	£15.00 *
Friday & Saturday	
Standard Hourly Rate – up to 3pm (Minimum booking of 2 hours)	£44.40 **
Friday & Saturday Block Rate (3pm to 1am) + additional hours charged at the standard hourly rate	£420.00 **

The Bridestones Suite

Standard Hourly Rate (minimum booking of 2 hours)	£15.00 *
Friday (after 6pm) Saturday and Sunday Hourly Rate (minimum booking of 2 hours)	£30.00 **
One off charge when hiring Grand Hall (Not eligible for any discounts)	£30.00 *

The Spencer Suite

Standard Hourly Rate Monday – Friday up to 6pm (minimum booking of 2 hours)	£15 *
Friday (after 6pm) Saturday and Sunday Hourly Rate (minimum booking of 2 hours)	£18.00 **
One off charge when hiring Grand Hall (Not eligible for any discounts)	£18.00 *

Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.

+ For Parties and Evening events SIA registered door staff will be required. We can arrange this for you, prices are determined by the security company, and will be invoiced prior to your event. **Please note these costs are NOT eligible for discounts.**

**** There are no discounts for Friday & Saturday bookings during the month of December.**

There is a maximum of 3 concessionary rate bookings per year only.

A premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve, Christmas Eve, and all Bank Holidays.

To make a booking, discuss an existing booking, arrange refreshments or catering for your event please call us on **01260 270350 – Option 1** or email: bookings@congleton-tc.gov.uk

Please Note: Catering, refreshments, and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd. For larger events, 50+, additional bar space is available, please ask for details.

All prices are inclusive of VAT

* Not eligible for discount

V3 – Jan 2024



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

2024/25 – PROPOSAL - **Room Hire Price List**

Corporate and Publicly Funded Bodies

The Grand Hall

Sunday to Thursday	CHARGE	VAT	TOTAL
Standard Hourly Rate (<i>minimum booking of 2 hours</i>)	£37.00	£7.40	£44.40
Sunday – Thursday – 4-hour block rate (8am-6pm)	£105.00	£21.00	£126.00
Sunday - Thursday – 8-hour block rate (8am-6pm)	£175.00	£35.00	£210.00
Friday & Saturday +			
Friday & Saturday Block Rate (3pm to 1am) Additional hours charged at the standard hourly rate	£350.00	£70.00	£420.00

The Bridestones Suite

Standard Hourly Rate (<i>minimum booking of 2 hours</i>)	£29.00	£5.80	£34.80
4-hour block rate (8am-6pm)	£99.00	£19.80	£118.80
8-hour block rate (8am-6pm)	£155.00	£31.00	£186.00
One off charge when hiring Grand Hall (<i>Not eligible for any discounts</i>)	£25.00	£5.00	£30.00

The Spencer Suite

Standard Hourly Rate (<i>Minimum booking of 2 hours</i>)	£15.00	£3.00	£18.00
4-hour block rate (8am-6pm)	£50.00	£10.00	£60.00
8-hour block rate (8am-6pm)	£75.00	£15.00	£90.00
One off charge when hiring Grand Hall (<i>Not eligible for any discounts</i>)	£15.00	£3.00	£18.00

+ For Parties & Evening events SIA registered door staff will be required. We can arrange this for you, prices are determined by the security company, and will be invoiced prior to your event.

Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.

A premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve, Christmas Eve, and all Bank Holidays.

To make a booking, discuss an existing booking, arrange refreshments or catering for your event please call us on **01260 270350 – Option 1** or email: bookings@congleton-tc.gov.uk

Please Note: Catering, refreshments, and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd. For larger events, 50+, additional bar space is available, please ask for details.



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

2024/25 – PROPOSAL - Room Hire Price List

Private Hire

The Grand Hall

Sunday to Thursday	
Standard Hourly Rate (minimum booking of 2 hours)	£44.40
Sunday – Thursday – 4 hour block rate (8am-6pm) *	£126.00
Sunday - Thursday – 8 hour block rate (8am-6pm) *	£210.00
Friday & Saturday +	
Friday & Saturday Block Rate (3pm to 1am) additional hours charged at the standard hourly rate*	£420.00

Bridestones Suite

Standard Hourly Rate (minimum booking of 2 hours)	£34.80
4 hour block rate (8am-6pm) *	£118.80
8 hour block rate (8am-6pm) *	£186.00
One off charge when hiring Grand Hall (not eligible for any discounts) *	£30.00

Spencer Suite

Standard Hourly Rate (minimum booking of 2 hours)	£18.00
4 hour block rate (8am-6pm) *	£60.00
8 hour block rate (8am-6pm) *	£90.00
One off charge when hiring Grand Hall (not eligible for any discounts) *	£18.00

+ For Parties & Evening events SIA registered door staff will be required. We can arrange this for you, prices are determined by the security company, and will be invoiced prior to your event.

Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.

A premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve, Christmas Eve, and all Bank Holidays.

Please Note: Catering, refreshments, and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd. For larger events, 50+, additional bar space is available, please ask for details.

All prices are inclusive of VAT

* Not eligible for resident discount

V3 – Jan 2024



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

Weddings

The Grand Hall & Bridestones Suite (ceremony & reception) * <i>This includes:</i> <ul style="list-style-type: none">• Room Hire• Room Set Up• Tables & Chairs• Music & Venue License• Licensed Bar• Lighting (Uplighters matching your colour scheme & Fairy Lights)• Room Breakdown	£1060.00
The Bridestones Suite (Ceremony only)	£480.00

- 1) The hire of the venue for wedding ceremonies **DOES NOT** include the cost of the registrar. Please refer to Your Ceremony Cheshire East for more information: <https://yourceremony.org.uk/planning/>
- 2) As an on the high street venue, SIA registered door staff will also be required. We can arrange this for you, prices are determined by the security company, and will be invoiced prior to your event. Alternatively, you can arrange this yourselves but we will require copies of their SIA registration details.
- 3) Your specific room hire times will be confirmed at the time of booking, please ensure you include room preparation and clearance times.



Catering, refreshments and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd.

(the sale or consumption of alcohol on the premises is only permitted through our licensed bar. Last orders are 12.30am & the latest clearance is 1.30am.)

Please contact Mark's Events to discuss bar provision, refreshments, catering and event arrangements on **07722 008421** or email: barandcatering@congleton-tc.gov.uk

For larger events, 50+, additional bar space is available, please ask for details.

To make a booking, discuss an existing booking, arrange refreshments or catering for your event please call us on **01260 270350 – Option 1** or email: bookings@congleton-tc.gov.uk

All prices are inclusive of VAT

* Not eligible for resident discount

V3 – Jan 2024

CONGLETON TOWN COUNCIL

TOWN HALL LETTING POLICY

- To ensure the Town Hall facilities are well used by the community, local residents and businesses.
- To allow the Town Hall to contribute to the wider strategic objectives of the Town Council.
- To achieve the correct balance between community facility and commercial undertaking.
- To work with a commercial partner to reduce the operating deficit of the Town Hall

Under the Terms of Reference and delegation approved by Council, the Town Hall and Assets Committee have the following powers in respect of Bookings and Charging:-

- To approve a pricing structure within Budget and Council Policy.
- Recommend the Pricing Structure to Council for approval
- To recommend to Council, a Town Hall Letting Policy.
- To authorise the Chief Officer to let office space within Policy.
- To authorise the Town Hall Administration Staff to accept bookings and the Chief Officer may reject them.
- To delegate costing of room hire, functions and catering to the Administration Staff.
- To authorise the Chief Officer to allow concessions on room hire as set out in this policy.
- To authorise the RFO Support Manager to waive or reduce the booking deposit in the case of public sector bodies (e.g. local authorities, PCT, Health trusts, Police, Fire, Ambulance, Blood Donors,) Local Community Groups and regular commercial customers.

Commented [SV1]: Added to ensure final list is reviewed by Council per Regs.

9.3. The council will review all fees and charges at least annually, following a report of the Chief Officer.

Commented [SV2]: Not required, a purchase order system is in place so no deposit requested.

When revised room hire charges have been agreed by the Town Hall and Assets Committee, existing cost confirmations will be honoured, for which deposits have been received or waived. Costings for unconfirmed bookings for room hire will not be honoured.

Long term bookings will be given 3 months' notice of any changes to room hire charges, except in the case of VAT changes which will be applied immediately from the date of the VAT change.

It is essential that the Town Hall Trading Account accurately reflects income and expenditure incurred, and does not subsidise other parts of the Council's operations. The Town Council will therefore continue to pay rent from its Management Account, and pay for room hire by internal transfer. Similarly room hire by Congleton Partnership is paid for directly from the Partnership Budget, for which the Town Council is the accountable body.

Concessions to Local Voluntary/Community groups are not permitted from the Town Hall Trading Account.

Such help can be given from the Council's grants budget using an appropriate power and therefore part of the grants budget will be allocated for this purpose.

Registered Charities and other Local Voluntary/Community groups which directly benefit the Town will be considered for a 50% concessional grant on room hire, this will not be given in addition to any other discount or concession.

Local Voluntary/Community groups must be able to produce a copy of their Constitution in order to be eligible for any concessional grant on room hire

The 50% concessional grant may be awarded to organisations/individuals raising funds for Congleton Charities, this will only be considered on production of a letter of proof from the Charity.

Commented [SV3]: Requested as proof.

Applications from Congleton Town residents will also be considered for a 10% concessional grant on room hire, this will not be given in addition to any other discount or concession.

No concessional bookings will be accepted more than 12 months in advance without prior agreement from the Chief Officer, except in the case of weekly/monthly block bookings, weddings, festivals and other significant events.

Registered Charities, Local Voluntary/Community groups may have no more than 3 Friday or Saturday evening concessional bookings in any 12 month period.

There will be no concessional grants awarded During December and on Bank Holidays

Commented [SV4]: New input per officer discussions.

All rates will include the cost of setting up rooms by Facilities Staff~~Caretaking~~ staff from the Town Council.

Facilities ~~Caretaking~~ staff from the Town Council, the Town Council's Commercial Partner or SIA Registered Door Staff (who may be required in line with our Policy), ~~hired by the Town Council's Commercial Partner~~, will be present at all times.

Bank Holidays: A premium of 100% will be charged on top of the standard rate for room hire bookings on Bank Holidays, New Year's Eve and Christmas Eve.

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Weddings

~~Inclusive and tailored wedding packages are available for booking directly through the Town Council's Commercial Partner, Congleton Town Hall Events and Parties. They will arrange both the ceremony and reception, or the reception to support a ceremony conducted elsewhere.~~

Commented [SV5]: SVS thoughts: Removed this as it is not exclusively through the C. {partner

When the Town Hall has been booked for both the wedding ceremony and evening reception, this will include exclusive use of the Town Hall and all side rooms within the set up and clearance times agreed ~~with the Town Council's Commercial Partner~~. Additional set up and clearance hours required by the hirer will be charged at the standard hourly rate.

Catering requirements must be from our Commercial Partner.

Commented [SV6]: Included as new item.

When the Town Hall has been booked for a wedding ceremony only, using either the Grand Hall or Bridestones Suite, the rate charged is for 4 hours room hire and includes set up and clearance times.

CONDITIONS AND REGULATIONS FOR THE HIRE OF CONGLETON TOWN HALL

(Note Councillors are being asked to consider words – then the document will be designed. Yellow indicates a suggested addition by officers. Light blue raises a question/comment. Changes such as gender neutral language have been made and not highlighted.)

We hope you will enjoy the Town Hall experience and will become a regular user. We must have rules of course but you will find us focused on your needs and flexible in how we deliver our services.

1. INTERPRETATION

- 1.1 In these Conditions and Regulations the following expressions have the meanings hereby assigned to them. **'The Council'** means the Congleton Town Council. **'The Hirer'** means the person or persons or body in whose name the application form is accepted. **'The premises'** means the Congleton Town Hall. **'The function'** means the purpose for which the premises are hired and includes any dance, concert, stage show, dinner, entertainment, meeting, lecture, bazaar, exhibition, sale, cinematograph show, or other proper use of the premises and shall include the arrival and departure of the public, entertainers and other persons attending or taking part in the function.

2. APPLICATIONS

- 2.1. The Council reserves the right at its absolute discretion to refuse any application without giving any reason for such refusal.
- 2.2 The Council reserves the right to seek discussion with a hirer to be better informed about the nature and scope of the booking.
- 2.3 All applications for the use of the Premises shall be made on the official application form.
- 2.4 Applications will usually be taken no more than 12 months in advance, except in the case of weekly/monthly block bookings, weddings, festivals, other significant events and bookings of more than one-day duration at the discretion of the Chief Officer.
- 2.5 Applications for the hire of furniture and equipment only are not accepted.
- 2.6 The Chief Officer has discretionary powers to submit any application for hiring to the Council for consideration before acceptance or refusal.
- 2.7 Saturday evening bookings will not be allowed to finish later than 1.00
- 2.8 The Town Council does not accept 18th Birthday parties.
- 2.9 A 50% deposit of the room hire, or a Purchase Order, is required within 14 days of the receipt of the costings to secure the booking (see 5.2) A provisional booking is held for 14 days.

3. SALE OR CONSUMPTION OF ALCOHOL

- 3.1 The Council, through its bars service (provided directly or through a franchise), holds the right at its absolute discretion to sell alcohol within the premises.
- 3.2 The bar is operated in compliance with the conditions imposed on the Town Hall Premises Licence for the sale of alcohol.
- 3.3 The Hirer shall not permit the sale or consumption of alcohol on the premises except that supplied through the Council's bar for which the licence applies.
- 3.4 The Hirer shall be responsible for compliance with the requirements of the licensee and the licensing laws during a function and shall ensure that alcohol is not brought into the premises by persons attending the function.

4. SALE OF FOOD AND OTHER REFRESHMENTS

- 4.1 All food and non-alcoholic refreshments may only be obtained through the Council's official caterer. The Hirer by themselves or by any other person authorised by them may not provide or sell non-intoxicating refreshments on the premises. The Chief Officer will sanction the sale of food at an exhibition or sale providing it is not for consumption on the premises.

5. CANCELLATION

5.1 Upon confirmation of your booking with Congleton Town Council (CTC) or Mark's Events Ltd (MEL) the commercial partner of CTC, every effort will be made to ensure the booking is carried out in the way agreed. CTC or MEL shall be entitled to cancel the booking without being liable to the Hirer or any other person in respect of any loss, damage or expenses suffered if.

- (a) the Hirer fails to pay for the hire charge in advance of the event on the date agreed
- (b) the Hirer makes an omission from or mis-statement in the application form, which CTC or MEL deem at their sole discretion to be material, or uses the venue for a purpose not listed on the application form that is considered to by the CTC to be unlawful, undesirable or unsuitable.
- (c) the premises become unfit because of damage or discovery of a health and safety risk unforeseeable at the time of booking
- (d) If the Council deems the Hirer to be unfit to organise the function for whatever reason.

5.2 Your booking with us will only be confirmed when the room hire deposit is paid in cleared funds or in the case of a corporate body a purchase order has been received. If you need to cancel your booking with CTC or MEL you shall be liable for the following room hire charges. Time shall be of the essence when paying for or cancelling a booking.

Friday Evening and Saturday bookings – terms relate to room hire deposit and cancellation fee:

- a) More than 365 days' notice of cancellation – deposit will be returned in full.
- b) Between 180 and 365 days' notice cancellation - 25% of the room hire fees will be charged.
- c) Between 90 and 179 days' notice of cancellation 50% of the room hire fees will be charged.
- d) Between 30 and 89 days' notice of cancellation 75% of the room hire fees will be charged
- e) Less than 30 days' notice– the full room hire fees must be met.

For mid-week, Friday daytime and Sunday bookings:

- f) More than 90 days' notice of cancellation – deposit refunded in full
- g) Between 15 – 89 days' notice – 50% of the room hire fees will be charged
- h) Less than 14 days' notice – 100% of the room hire fees will be charged

Officers questioned if this should be increased to 30 days - overall suggest leave as 14 days but councillors may have an opinion.

5.3. The Council at the discretion of the Chief Officer may vary the sum payable in exceptional circumstances or in the event of the rooms being re-let.

5.4 Final payment for events will be invoiced in the month prior to the event and must be paid in full at least 1 week prior to the event. For weekly bookings, the invoice will be issued in the month prior and must be paid in full within the first week of the relevant month.

6. CONDUCT AND BEHAVIOUR

6.1 The Premises must be used only for the purpose for which it is let, and the Hirer shall not sublet or assign the same or any part thereof.

6.2 The Hirer shall maintain and keep good order and decent behaviour in and around the Premises during the Function and shall be responsible for the care and custody of the Premises. The Hirer shall appoint a competent representative to be present during the Function who shall give constant oversight and attention to the observance of these conditions. The name of the representative shall be included in the application form. The Hirer shall provide such stewards as may be required by the Council to ensure the observance of these conditions by all persons admitted to the Premises during the Function.

If the Hirer engages or appoints any of the Council's Staff for any duties in connection with any Function, it shall be on the understanding that the Council have no liabilities whatever in connection with such engagement, and that the duties that shall be undertaken for the Hirer shall not interfere with any duties which should be undertaken for and on behalf of the Council. The Council's Duty Staff shall have full power concerning the safety and security of persons and premises and to direct the removal from the premises of any person or persons who are guilty of disorderly or objectionable conduct or other justifiable reason of similar security. Any stewards or Security staff employed by the Hirer shall be from the Council's approved contractor, who will be qualified and registered by the Security Industry Authority.

N.B. In the case of an 18th Birthday Party the competent representative must be the parent or guardian of the person celebrating their 18th birthday.

Remove if not accepting 18th Birthdays

- 6.3 The Council reserves the right to directly provide stewards for certain functions and to recover any associated costs from the Hirer.
- 6.4 Door sales of admittance tickets will only be permitted subject to the Council's prior formal consent and only until 10.30pm. on the night of the function.
- 6.5 The Hirer shall ensure that no person shall:
- (a) bring, place, or erect any furniture, fitting, electric, limelight or cinematograph appliances, apparatus or lantern; or
 - (b) place or fix any additional or decorative light or any decorations, cotton wool, inflammable material, plants, shrubs, or similar articles; or
 - (c) deposit wax or powder on the floors of the premises; or
 - (d) place, fix or exhibit any advertisement or notice within or without the premises prior to obtaining the previous permission of the Council, who shall be at liberty to impose such conditions as to materials, position, method of fixing, use and subsequent observance and reinstatements as, in their opinion, may be expedient or necessary.
- 6.6 If the Hirer requires the Premises for stage plays or similar entertainment, they shall ensure that no obscene, indecent or immoral song or representation shall be given during the performance.
- 6.7 The Hirer shall ensure that the emission of noise associated with any function shall not be unreasonable and shall contain noise to particular levels where these are formally dictated.

7. CCTV IN OPERTAION

- 7.1 Congleton Town Council has installed CCTV in the Town Hall for the purposes of public safety, deterring crime and reviewing any matters brought to management's attention. CCTV is operated in accordance with the Council's CCTV Policy. Images will be shared with Police if requested due to suspected criminal activity.

8. ELECTRICAL INSTALLATION

- 8.1 All electrical switchboards and equipment in the Premises shall be under the control of the Council's staff and shall not be used by any other person without staff consent.
- 8.2 No additional electrical apparatus shall be used in the hall by the Hirer without permission and on the understanding that such apparatus shall be suitably fused and protected, connected to suitable sockets and installed by a competent person. Trailing cables are not allowed. Safety covers are available on request.

9. HEATING INSTALLATION

- 9.1 The heating of the Premises shall be the sole responsibility of the Council and the Hirer shall request the Council's staff to make adjustments as are necessary. The Hirer shall not touch or interfere with the heating equipment.

10. DAMAGE AND LIABILITY - INSURANCE

- 10.1 As between the Council and the Hirer, the Hirer shall be fully responsible for any injury, loss or damage whatsoever sustained or suffered by any persons in or about the Premises arising out of or in any way connected with the use of the Premises by the Hirer and the Hirer hereby undertakes so to indemnify the Council, its Officers, Agents and Servants, against all actions, costs, expenses, claims and demands in respect of or in any way connected with any such injury, loss or damage.
- 10.2 Each Hirer shall arrange liability insurance to cover his function activities unless such insurance is waived by the Chief Officer.
- 10.3 In the event of any damage or loss being caused to the Premises or to any fixtures, fittings, furniture or other items belonging to the Council therein during the function and arising out of or in any way connected with the use of the Premises, the Hirer shall at his own expense make good all such damage or loss and in the event of his failure to do so within 14 days after the occurrence thereof the Council shall be entitled to make good such damage or loss and the Hirer shall reimburse the Council all proper costs, charges and expenses in respect thereof.
- 10.4 All the conditions attached to the Premises Licence, allowing the Venue to be used for regulated entertainment and late-night refreshment, shall be duly observed and the Hirer shall indemnify the Council as Licensee against any action, claim, damage or loss which the Council may sustain or incur by reason of any non-observance or breach of any such provisions and conditions by the Hirer or his servants. A copy of such licences may be seen on application to the Chief Officer and the Hirer shall be deemed to have had notice of all such conditions.

11. SAFETY PRECAUTIONS

- 11.1 The Hirer shall acquaint himself with the emergency exits and the fire equipment provided and shall have sufficient attendants to effectively evacuate the Premises in the event of fire, according to the predetermined procedures.
- 11.2 The Hirer shall keep every entrance, exit and passage connected with the Premises clear of obstruction and ready for use in the event of an emergency.
- 11.3 Hirers intending to stage plays shall take due care to limit and control the amount and nature of materials and equipment used in the production to safeguard against fire or other hazards.
- 11.4 At all times the Hirer must adhere to instructions given by the Council's officers.

12. RIGHT OF ENTRY AND INSPECTION

- 12.1 The Council reserve to its Officers, Police Officers and such other persons duly authorised by it in pursuance of their duties, the right of free and unimpeded access at all times to all parts of the Premises.
- 12.2 The Council shall be responsible for the opening and locking up of the Premises before and after any function.

13. HIRE CHARGES

- 13.1 Hire charges are levied in accordance with the official scale of charges in operation at the date the function is held. The Council reserve the right to amend such charges without prior notice. (The Council reserves the right to review the charges for the start of each financial year, 1st April)
- 13.2 Hire charges are payable in accordance with the official terms and conditions, in force at the date of acceptance of hire.
- 13.3 Additional charges may be incurred where a function extends beyond the stipulated function hours contained in the application form.
- 13.4 Registered Charities and other Local Voluntary/Community groups which directly benefit the Town will be considered for a 50% concessional grant on room hire, this will not be given in addition to any other discount or concession.
- 13.5 Applications from Congleton Town residents will also be considered for a 10% concessional grant on room hire, this will not be given in addition to any other discount

or concession

- 13.6 Registered Charities, Local Voluntary/Community groups may have no more than 3 Friday or Saturday evening concessionary bookings in any 12 month period.
- 13.7 There will be no concessionary grants awarded During December and on Bank Holidays
- 13.8 A premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve and Christmas Eve.

Policies added by RFO to bring in line with Letting Policy

14. **COPYRIGHT ACT 1956**

- 14.1 The premises are let on condition that no copyright work or music shall be performed by means of written or spoken word, gramophone records/compact discs/mini discs/cassette tapes or streaming without the consent of the owner of the copyright.,

Suggesting remove 14.1 as impossible to do and covered by PPL/PRS – but if including then add streaming.

- 14.2 The Council has taken up a licence with the PPLPRS (The Music License) (PPLPRSto authorise the use of the Society's copyright music repertoire at all entertainments, including dances and shows held in the Premises. PRS is an organisation which collects licence fees from music users and distributes it to writers and publishers of music. Where copyright music in any form comprises part of the function, the Hirer must furnish to the Council's staff on request, at the cessation of the function a Performing Right Society form of return, duly completed, showing the title, composer etc. of every piece of music played and the date on which the function is held. The form of return will be supplied by the Council. Unless an exemption applies, the fee payable to PPLPRS by the Council, is included in the hire charge made to the Hirer.
- 14.3 PPLPRS (The Music License) is a music industry organisation collecting and distributing public performance royalties on behalf of record companies and performers. The Council holds a licence for playing sound recordings such as streaming, CDs, tapes, and records in public, whether for dancing, as part of a show or for any other purpose, where recorded music is played. Unless an exemption applies, the fee payable to PPL by the Council, is included in the hire charge made to the Hirer, who must provide all necessary details to the Council's staff.
- 14.4 PPLPRS (The Music License) These licences do not cover the Hirer to record any music played at an event (either recorded or live) on to CD, DVD, or any other device. For recorded music the hirer must get permission from individual record companies and in the case of live music from the artist ad the Mechanical Copyright Protection Society who look after the interests of writers and publishers.

15. **ATTENDANCES: LIMITATION OF**

- 15.1 The Hirer shall not permit overcrowding of the premises and in no case shall sell tickets for any Function or allow any persons to attend any Function in excess of the maximum number of persons identified by the Entertainment Licence for the Premises for particular types of events. These numbers may be reduced without notice at the discretion of the Council having regard to the exact nature and format of the event.

16. **COMMUNICATION**

- 16.1 Any notice, demand, or request by the Council to, or upon the Hirer, may be sent by ordinary prepaid post addressed to the Hirer at the Hirer's address given in the application form and shall be deemed to be made or served at the time when the letter containing the same would be delivered in the ordinary course of post.

Advice on 16.1 to be given at the meeting as 99.9% of correspondence by e-mail and need to check the legal position of these.

17. GENERAL DATA PROTECTION REGULATION

- 17.1 The personal data that you have given on your booking form will only be used to contact you for purposes connected with your booking. The Town Council will keep a secure record of the booking for six years in line with our financial regulations and data protection policies

18. VARIATION OF CONDITIONS AND REGULATIONS

- 18.1 The Council reserve the right to vary or alter these conditions from time to time as they think fit.
- 18.2 The hirer agrees to abide by these terms and conditions, or any amendment issued.

**CHIEF OFFICER, CONGLETON TOWN COUNCIL, TOWN HALL, HIGH STREET
CONGLETON, CHESHIRE, CW12 1BN
TEL. 01260 270350 E-mail: bookings@congleton-tc.gov.uk**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	1 st February 2024 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	Item 12 Congleton Information Centre Trading Account		
Background	Variance analysis of the Trading Account to 30 th November 2023 to accompany the spreadsheet shown as Appendix 1.		
Updates	<p>This trading account is for 8 months of 2023/24, which equates to approximately 66.6% of the budget.</p> <p><u>Income</u> Direct Sales income: 78.1% Other Income: 93.7%</p> <p><u>Expenditure</u> Direct Expenditure 67.62% Other Expenditure: 74%</p> <p><u>Summary of Direct Sales</u> Direct Sales £69,248 Direct Expenditure £58,618</p>		
Decision Requested	To receive the Congleton Information Centre Trading Account for Month 8 to 30 th November 2023.		

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

Month 8
 Percentage 66.6%

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 M8	ACTUAL SPEND TO M8	£ VARIANCE OF M8 BUDGETS	% SPENT AGAINST M8 BUDGETS	% VARIANCE AGAINST M8	% SPENT OF ANNUAL BUDGET	NOTES
0	-	-	-				
73,150	48,767	52,983	- 4,216	108.6%	-42.05%	72.4%	
2,850	1,900	448	1,452	23.6%	43.02%	15.7%	
2,375	1,583	227	1,356	14.3%	52.26%	9.6%	
500	333	118	215	35.4%	31.20%	23.6%	
3,800	2,533	2,710	- 177	107.0%	-40.37%	71.3%	
150	100	-	100	0.0%	66.60%	0.0%	
1,197	798	330	468	41.4%	25.25%	27.6%	
0	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	
0	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	
84,022	56,015	56,816	- 801	101.4%	-34.83%	67.62%	
52,058	34,705	33,127	1,578	95.5%	-28.85%	63.6%	
4,800	3,200	4,768	- 1,568	149.0%	-82.40%	99.3%	Paid in full on receipt of invoice
7,500	5,000	5,000	-	100.0%	-33.40%	66.7%	
2,000	1,333	1,239	94	92.9%	-26.33%	62.0%	As per requirement, includes card payment bank charges
4,361	2,907	2,934	- 27	100.9%	-34.32%	67.3%	
-22,011	14,674	11,006	- 3,668	75.0%	-8.40%	50.0%	Q1 & Q2 moved in from reserves.
48,708	32,472	36,062	- 3,590	111.1%	-44.46%	74.0%	
-77,000	- 51,333	- 62,268	10,935	121.3%	-54.70%	80.9%	
-3,000	- 2,000	- 1,031	969	51.6%	15.05%	34.4%	
-2,500	- 1,667	- 1,128	539	67.7%	-1.08%	45.1%	
-500	- 333	- 142	191	42.6%	24.00%	28.4%	
-300	- 200	- 264	64	132.0%	-65.40%	88.0%	
-4,000	- 2,667	- 3,512	845	131.7%	-65.10%	87.8%	
-150	- 100	- 55	45	55.0%	11.60%	36.7%	
-1,260	- 840	- 635	205	75.6%	-9.00%	50.4%	
0	-	- 213	213	#DIV/0!	#DIV/0!	#DIV/0!	
-88,710	- 59,140	- 69,248	10,108	117.1%	-50.49%	78.1%	
-21,644	- 14,429	- 21,644	7,215	150.0%	-83.40%	100.0%	Received in full
-5,000	- 3,333	- 3,333	0	100.0%	-33.39%	66.7%	CAB contribution updated in M7
-26,644	- 17,763	- 24,977	7,214	140.6%	-74.02%	93.7%	
-115,354	- 76,903	- 94,225	17,322	122.5%	-55.93%	81.7%	
17,376	11,584	- 1,347	12,931	-11.6%	78.23%	-7.8%	