

CONGLETON TOWN COUNCIL

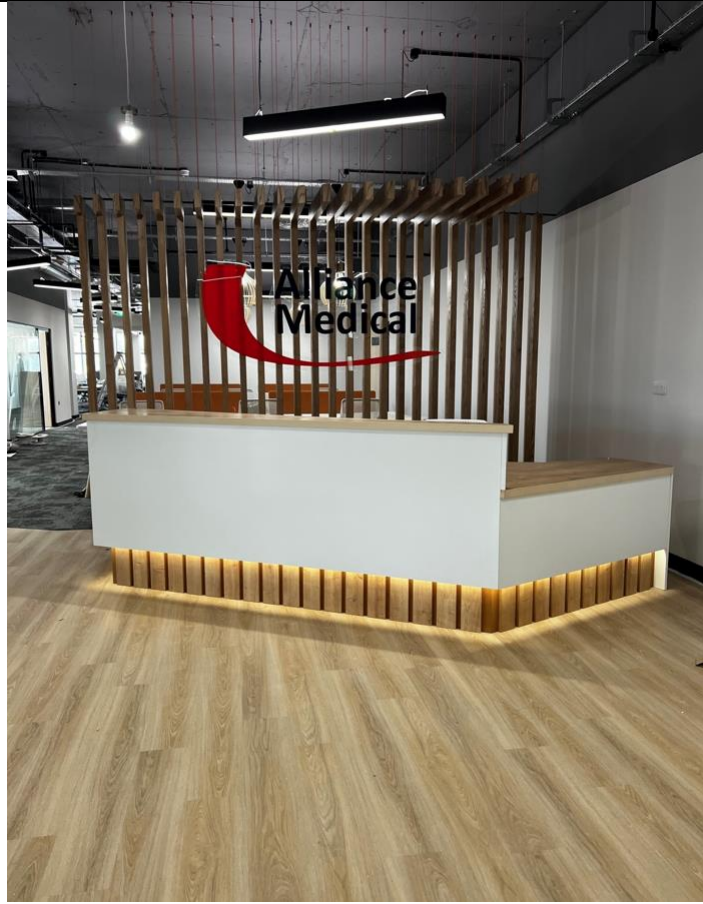
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	11th April 2024	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	10 Information Centre Refurbishments		
Background	<p>In April 2021 Congleton Town Council took over the running of the Visitor Information Centre from Cheshire East Council. It was an ‘at threat’ service for Cheshire East Council. Cheshire East Council paid towards the service for three years. This comes to an end in March 2024.</p> <p>The Town Council wanted to take over the service to protect the services offered by the Information Centre that benefit residents, visitors and organisations in Congleton. The Visitor Information Centre is also the reception for the Town Hall and the first point of contact for users of the building.</p>		
Update	<p>Officers have contacted several companies to offer advice/quotes for refurbishments to the Information Centre. We believe the current space has not been improved since the 1980s and is made up of kitchen worktop style tables and counters with little room for staff to carry out the additional administration duties falling within the Information Centre remit. Improvements to the existing space could include creating an office space for administrative staff, a new location for the customer-facing counter and also a waiting/reception area.</p> <p>Requirements for any improvements should include:</p> <ul style="list-style-type: none">• The space is recognised and still operates as an Information Centre and space to buy locally produced items• The space is recognised from the foyer as the reception for the Town Council and Town Hall events with a waiting area for people attending meetings• Administration work can be carried out away from members of the public who are using the Information Centre• Grade 2* listing of the building is at the forefront of any design• Reception/counter to be DDA compliant• Welcoming and friendly• Lockable storage required for stock		

- Reflect the Council's green credentials (or aspirations) in the choice of materials

Initial inquiries have led to an initial quote of £20,700 + VAT to refurbish the existing space to accommodate the requirements mentioned above. This is an initial quote for information gathering with no decision on the style/colour of reception or fixtures. This is quoted as a turnkey project to deliver all aspects of any refurbishments including decoration/electrical works etc. A plan has been provided to highlight possible changes to the existing space along with examples of projects carried out by the company who have provided the initial quote and plan.





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 Information Centre Refurbishments and for the Committee to decide if Officers should investigate this project further and move to the Finance & Policy Committee/Council to agree on a budget for such a project.