

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	20th June 2024 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	8 Town Hall Decarbonisation Updates		
Update	<p>At the meeting of the Council on the 4th of April 2024 the Council resolved to approve the signing of the Grant Offer and for the Chief Officer to create the required Project Board.</p> <p>Part of the contractual conditions is for the council to provide monthly updates to the grant provider SALIX. The Council will create a Project Board to work under delegated authority. The board will receive the monthly progress reports provided by the appointed Project Manager ensuring that the agreed programme of works is progressing as planned or note any issues. Updates to the Council will be provided at the planned Council meetings for the year or at Emergency Meetings if there is a deviation of the plan that impacts on finance or outcomes.</p> <p>The Chief Officer will be the Senior Responsible Officer for the project and it was agreed at the Council meeting on 13th June that the Initial Project Board Members would be as follows:-</p> <p>The Chief Officer, the Town Mayor and the Chairs of the THAS, F&P and Environment Committees, Congleton Town Council's RFO and Paul Williams who has been our internal advisor for environmental improvements and is the Technology Director - Dane Valley Community Energy.</p> <p>Stage one of the project to appoint a Project Manager for phase 1 has been ongoing. The role of the Project Manager is to develop and agree on projects through to detailed designs and tender stage. This work is generally undertaken by a company rather than just an individual, the budget allocated for this work was set at £57,683 all of which is grant-funded by Salix. Aligned to our Financial Regulations this opportunity was posted on the Government Contract Finder website on the 5th April 2024 with the tender period ending on the 7th May 2024 - during this period we had 8 enquiries and 4 visits to the Town Hall. Five proposals for this role were received and reviewed by available Project Board members. Three of these companies were contacted and invited for interview at the Town Hall or by remote access. At this stage the project board members were happy that any of the 3 remaining companies would be capable of delivering the required project management service. On the 29th of April 2024 Cllr Firkin, Cllr Wesley, Paul Williams and the Chief Officer received presentations from each company followed by a two-</p>		

	<p>way question and answering session with each member of the project board scoring individually.</p> <p>It was agreed at the Council meeting on 13th June 2024, subject to references, that the preferred option is Company C for the following reasons:</p> <ol style="list-style-type: none"> 1. Their location, 2. Greater understanding of the project having prepared the original bid via CEC 3. The work they are already undertaking with CEC and being involved with their Planning department and conservation team. 4. Cost – circa £8k cheaper than company B. 5. A general feeling of a more “hands-on approach”. 6. Based on the size of the company there is a likelihood we would get better value once we get to the delivery stage (phase 2). <p>Monthly reports have been submitted to Salix for April, May and June to outline the progress that has been made towards the milestones of the overall project.</p>
Financial Considerations	The preferred option, Company C is circa £8,000 less than Company B which provides an option to deliver small projects within year 1.
Environmental Considerations	The company are continually working on environmental projects and has the experience to develop this project. They are also doing a lot of work within this geographical area so there is no excessive travelling to and from the Town Hall.
Equality Considerations	All the companies had reasonable responses when asked about their policies and approach to equality, diversity and inclusion. The team was reassured that Company C would take a local approach, for example, working with the community and schools to explain the project and the importance of decarbonisation.
Decision Request	To receive the report relating to Town Hall Decarbonisation Updates.