



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

13<sup>th</sup> June 2024

Dear Councillor,

## **Town Hall, Assets & Services Committee – 20<sup>th</sup> June 2024**

You are summoned to attend a meeting of the Town Hall, Assets & Services Committee, to be held at Congleton Town Hall on **Thursday 20<sup>th</sup> June 2024** 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 in 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

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## **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 11<sup>th</sup> April 2024](#).

### **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. Management Accounts Town Hall (Enclosed)**

To accept the Town Hall Trading accounts to 31<sup>st</sup> March 2024 and to note the content of the summary report.

### **8. Town Hall Decarbonisation Updates (Enclosed)**

To receive any updates relating to the Town Hall Decarbonisation.

### **9. Paddling Pool Updates and SEND Sessions (Enclosed)**

To receive the report relating to Paddling Pool Updates and SEND Sessions.

**10. Town Hall Bookings** (Enclosed)

To receive the report relating to Town Hall bookings.

**11. Council Business Planning** (Enclosed)

To receive the report relating to Town Hall Business Planning.

**12. Management Accounts for Congleton Information Centre** (Enclosed)

To accept the Information Centre accounts to 31<sup>st</sup> March 2024 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),**

Mark Edwardson, Suzy Firkin, Arabella Holland, Amanda Martin, Susan Mead,  
Heather Pearce, Rob Moreton, Glen Williams

**Ex Officio Members:** Councillor Kay Wesley (Town Mayor), Councillor Robert Brittain  
(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 11<sup>th</sup> April 2024

**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 – 11<sup>th</sup> April 2024](#)

In attendance:

Committee members: Cllrs

**Suzie Akers Smith - Chair**

Russell Chadwick (arrived at 19:50 Agenda Item 10)

Suzy Firkin

Amanda Martin

Glen Williams

Non-Committee members: None

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: Cllrs

Liz Wardlaw – Vice Chair

Robert Britain

Mark Edwardson

Susan Mead

Heather Pearce

#### **2. Minutes of Previous Meetings**

**THAS/32/2324 Resolved to** approve and sign the [minutes of the meeting of the Town Hall, Assets and Services Committee held on 1<sup>ST</sup> February 2023.](#)

### 3. Declarations of Interest

No declarations of interest were received.

### 4. Outstanding Actions

No outstanding actions.

### 5. Questions from Members of the Public

Questions in advance from-

Mr. Chris Booth regarding Agenda Item 7: Town Hall Decarbonisation. See the attached document for a record of the question and Congleton Town Council's response. [VIEW HERE](#).

At the meeting:

Mr. Richard Wharf requested more time to be allowed before Committee meetings for residents to view reports and submit questions.

### 6. Urgent Items

No urgent items.

### 7. Town Hall Decarbonisation Updates

**THAS/33/2324 Resolved to** receive the updates on matters relating to Town Hall Decarbonisation Updates.

**Action – Include this item on the agenda for Congleton Town Council's Annual Town Meeting on 09.05.24.**

**Action – Written updates for Councillors and residents throughout the Salix Decarbonisation project.**

### 8. Paddling Pool Updates

**THAS/34/2324 Resolved to** receive the updates relating to ongoing improvements at the Paddling Pool.

**Action – Consult with Equal Access Group regarding any reasonable adjustments required to the facilities at the paddling pool.**

### 9. Town Hall Updates

**THAS/35/2324 Resolved to** receive the updates on matters relating to Town Hall updates.

**Action – Contact Cheshire East for an update as to whether Congleton Town Council’s application for Improved, Greener, Community Facilities Grant Funding towards this project has been successful.**

#### **10. Information Centre Refurbishments**

**THAS/36/2324 Resolved to** receive the report relating to improvements to the Information Centre and proposed to discuss this project as part of the Business Plan.

**Action – Officers to research grant opportunities for this project including Rural Tourism and any national grant schemes.**

**Action – Accessibility to be at the forefront of any design.**

**Action – In the event of the project moving forward, any items/furniture removed from the site to be repurposed/recycled.**

#### **11. Town Hall Bookings**

**THAS/37/2324 Resolved to** receive the report relating to Town Hall bookings.

#### **12. Town Hall and Information Centre Management Accounts**

**THAS/38/2324 Resolved to** accept the Congleton Information Centre Trading accounts to February 2024 and to note the content of the summary report.

**Actions – Feedback from users of the Information Centre to investigate which services they use when visiting the Information Centre.**

**Actions – Easier to understand finance report with possible traffic light system to indicate which areas are working well (green light) and which areas not so (red light).**

**Cllr Suzie Akers Smith  
(Chair)**

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

COMMITTEE:	Town Hall and Assets Committee												
MEETING DATE AND TIME	20 <sup>th</sup> June 2024 7.00 pm	LOCATION	Congleton Town Hall										
REPORT FROM	Serena Van Schepdael- R.F.O												
AGENDA ITEM	7												
REPORT TITLE	Management Accounts Town Hall												
Background	Management Accounts and Variance analysis for the period to 31 <sup>st</sup> March 2024 to accompany the attached spreadsheets in Appendix 7.1 and 7.2.												
Update	<p>These figures cover the financial period to 31<sup>st</sup> March 2024 2024, month 12, which represents 100% of the budget. (Percentages in this report are rounded up /down and are based on <u>full budget figures</u>, month 12 figures are provided for information).</p> <p>The following figures were presented to the F&amp;P Committee on the 6<sup>th</sup> June 2024.</p> <p><b><u>Town Hall, Assets and Services Committee</u></b></p> <p>106% expenditure and 108.5% income.</p> <ul style="list-style-type: none"><li>Utilities overspend due to increase in tariff against budget set earlier than tariff release. Property Maintenance showing as overspent by £13,360 this is covered by use of Earmark reserves.</li></ul> <p><b><u>Future Bookings</u></b></p> <p>Appendix 7.2 shows the final outcome for the financial year 2023-2024. Appendix 7.3 show the figures for current financial year 2024-2025. This sheet refers to chargeable sales income not internal income budgets.</p> <table><tr><td>Budget</td><td>£78,200</td></tr><tr><td>Total Income to date</td><td>£3,127</td></tr><tr><td>Total Confirmed bookings</td><td>£46,533</td></tr><tr><td>CP Rental Income</td><td>£11,000</td></tr><tr><td>Cumulative v budget</td><td>(£17,520)</td></tr></table>			Budget	£78,200	Total Income to date	£3,127	Total Confirmed bookings	£46,533	CP Rental Income	£11,000	Cumulative v budget	(£17,520)
Budget	£78,200												
Total Income to date	£3,127												
Total Confirmed bookings	£46,533												
CP Rental Income	£11,000												
Cumulative v budget	(£17,520)												
Financial	No requirements/implications for this decision.												
Environmental	No implications for the decision.												
Equality and Diversity	No implications for the decision.												
Decision Request	To note the Management Accounts for the Town Hall financial year to 31 <sup>st</sup> March 2024.												

**Congleton Town Council**  
**Management Accounts 2023-24**  
**TOWN HALL**  
**Mar-24**

Month 12  
Percentage 100.0%

		ANNUAL BUDGET	BUDGET TO M12	ACTUAL SPEND TO M12	£ VARIANCE OF M12 BUDGETS	% SPENT AGAINST M12 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M12 EXPECTED	NOTES
<b>TOWN HALL</b>									
4000	Staff Costs (re-allocated)	70,592	70,592	72,740	-2,148	103.0%	103.0%	3.04%	
4008	Training	1,000	1,000	838	162	83.8%	83.8%	-16.20%	
4009	Protective Clothing/H & Safety	500	500	498	2	99.6%	99.6%	-0.40%	
4010	Cleaners	7,500	7,500	7,093	407	94.6%	94.6%	-5.43%	
4011	Rates	25,500	25,500	24,950	550	97.8%	97.8%	-2.16%	
4012	Water	6,150	6,150	7,386	-1,236	120.1%	120.1%	20.10%	
4014	Electricity	22,900	22,900	33,866	-10,966	147.9%	147.9%	47.89%	Increase in tariff costs
4015	Gas	24,700	24,700	29,296	-4,596	118.6%	118.6%	18.61%	Increase in tariff costs
4016	Cleaning materials	2,100	2,100	1,956	144	93.1%	93.1%	-6.86%	
4017	Refuse Disposal	3,200	3,200	2,598	602	81.2%	81.2%	-18.81%	
4020	Miscellaneous Office Costs	1,500	1,500	1,858	-358	123.9%	123.9%	23.87%	
4025	Insurance	11,700	11,700	11,298	402	96.6%	96.6%	-3.44%	
4033	Marketing/Promotions	3,500	3,500	233	3,267	6.7%	6.7%	-93.34%	
4040	Maintenance Contracts	8,500	8,500	8,031	469	94.5%	94.5%	-5.52%	
4041	Property Maintenance	20,000	20,000	33,630	-13,630	168.2%	168.2%	68.15%	See line 4951 £12532 covered bnv Earmarked reserve funds
4068	Licences (incl PRS)	3,500	3,500	4,001	-501	114.3%	114.3%	14.31%	
4951	Tff From EMR: Probert Maintenance			12,532					
6000	Central Overheads Reallocated	5,913	5,913	5,506	407	93.1%	93.1%	-6.88%	
	Town Hall Expenditure	218,755	218,755	233,246	-27,023	106.6%	106.6%	6.62%	
3020	Catering costs	0	0	7,152	-7,152				Recharged to customers
3021	Security Supplies			2,224	-2,224				Recharged to customers
		0	0	9,376	9,376				
	Total Town Hall Expenditure	218,755	218,755	242,622	-36,399	110.9%	110.9%	10.91%	
1009	Rent Rec'd - Museum Notional	-4500	-4500	-4500	0	100.0%	100.0%	0.00%	
1010	Rent Received - 3rd Party Partnership	-1533	-1533	-1533	0	100.0%	100.0%	0.00%	
1011	Rent Received - Internal CTC	-26517	-26517	-26517	0	100.0%	100.0%	0.00%	
1013	Letting Income - Grand Hall	-30000	-30000	-28942	-1058	96.5%	96.5%	-3.53%	
1014	Letting Income - Bridestones	-13200	-13200	-3102	-10098	23.5%	23.5%	-76.50%	
1015	Letting Income - Spencer Suite	-7000	-7000	-9065	2065	129.5%	129.5%	29.50%	
1018	Letting Income - Campbell Suite	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-12000	-12000	0	100.0%	100.0%	0.00%	
1021	Letting Income - Internal	-9000	-9000	-11111	2111	123.5%	123.5%	23.46%	
1022	Letting income - F&F	-1000	-1000	-3825	2825	382.5%	382.5%	282.50%	
1023	Commission- CP	-8000	-8000	-6688	-1312	83.6%	83.6%	-16.40%	
1024	Letting Income- Security	0	0	-2117	2117	#DIV/0!	#DIV/0!	#DIV/0!	
1035	Service Charges - Brasserie	-3600	-3600	-4359	759	121.1%	121.1%	21.08%	Utility costs recharge
1037	Service Charges - Other	0	0	-5424	5424	#DIV/0!	#DIV/0!	#DIV/0!	Electricity recharge
1051	Catering Sales (recharges)	0	0	-6804	6804	#DIV/0!	#DIV/0!	#DIV/0!	
1199	Miscellaneous Income	0	0	-292	292	#DIV/0!	#DIV/0!	#DIV/0!	
	Total Town Hall Income	-116350	-116350	-126279	9929	108.5%	108.5%	8.53%	
	Net Expenditure over Income	102,405	102,405	116,343	-26,470	113.6%	113.6%	13.61%	



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													
<b>Total future bookings</b>			-	-	-	-	-	-	-	-		-	
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	23,849	27,500	25,387	30,000	28,942
Letting Income - Bridestones		7,700	2,406	8,800	2,494	9,900	2,701	11,000	2,809	12,100	2,882	13,200	3,102
Letting Income -Spencer Suite		4,083	3,108	4,667	6,025	5,250	6,667	5,833	7,492	6,417	8,309	7,000	9,065
Commissions		4,667	3,634	5,333	3,634	6,000	4,852	6,667	6,084	7,333	6,084	8,000	6,688
Lighting /equip		583	2,658	667	2,658	750	3,492	833	3,492	917	3,825	1,000	3,825
Lettings income grant CTC		5,250	5,000	6,000	6,153	6,750	7,242	7,500	8,934	8,250	8,934	9,000	11,111
Cp rental income		7,000	8,000	8,000	9,000	9,000	10,000	10,000	11,000	11,000	11,000	12,000	12,000
Totals		46,783	44,851	53,467	50,231	60,150	57,584	66,833	63,660	73,517	66,421	80,200	74,733
Variance			27,950		21,266		14,583		7,900	1,000	1,216	-	5,467
Current bookings value Confirmed													
Cp rental income													
Current bookings value Provisional													
<b>Total future bookings</b>		-		-	-	-	-	-		-		-	-
Cumulative (Includes CP Rent)					21,266		14,583		7,900		1,216	-	5,467

**SUMMARY**

74,733	Actual
-	
-	
-	Future
- 5,467	Variance

Updated to end MAR24

This sheet refers to chargeable sales income not internal income budgets.

Updated to end MAR24

## **CONGLETON TOWN COUNCIL**

### **COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Town Hall, Assets &amp; Services Committee Meeting</b>		
<b>MEETING DATE AND TIME</b>	<b>20<sup>th</sup> June 2024 7 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	<b>Town Hall Manager – Mark Worthington</b>		
<b>AGENDA ITEM</b>	<b>8</b>		
<b>REPORT TITLE</b>	<b>Town Hall Decarbonisation Updates</b>		
<b>Update</b>	<p>At the meeting of the Council on the 4<sup>th</sup> 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 13<sup>th</sup> 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&amp;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 5<sup>th</sup> April 2024 with the tender period ending on the 7<sup>th</sup> 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 29<sup>th</sup> 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 13<sup>th</sup> June 2024, subject to references, that the preferred option is Company C for the following reasons:</p> <ol style="list-style-type: none"> <li>1. Their location,</li> <li>2. Greater understanding of the project having prepared the original bid via CEC</li> <li>3. The work they are already undertaking with CEC and being involved with their Planning department and conservation team.</li> <li>4. Cost – circa £8k cheaper than company B.</li> <li>5. A general feeling of a more “hands-on approach”.</li> <li>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).</li> </ol> <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>
<b>Financial Considerations</b>	The preferred option, Company C is circa £8,000 less than Company B which provides an option to deliver small projects within year 1.
<b>Environmental Considerations</b>	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.
<b>Equality Considerations</b>	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.
<b>Decision Request</b>	To receive the report relating to Town Hall Decarbonisation Updates.

## **CONGLETON TOWN COUNCIL**

### **COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Town Hall, Assets &amp; Services Committee Meeting</b>		
<b>MEETING DATE AND TIME</b>	<b>20<sup>th</sup> June 2024 7 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	<b>Town Hall Manager – Mark Worthington</b>		
<b>AGENDA ITEM</b>	<b>9</b>		
<b>REPORT TITLE</b>	<b>Paddling Pool Updates and SEND Sessions</b>		
<b>Background</b>	<p>Following recent improvements to the pool entrance the paddling pool opened on Saturday 25<sup>th</sup> May. The pool will be open Wednesday to Sunday during term time and 7 – days per week during school holidays. There are two sessions per day, 10am – 1pm and 2pm – 5pm, capacity per session is 140. Staff qualified in Active IQ Level 3 pool training will be on site throughout opening hours.</p> <p>The booking system used in previous seasons has been replaced by a clicker system whereby a member of staff will count users into the facility until the 140 capacity is reached. Additional users above the 140 capacity are able to wait in the queueing area, not on the pavement, until spaces become available.</p>		
<b>Update</b>	<p>CTC Officers have been working with Ruby's Fund to trial a paddling pool SEND session (Special Educational Needs and Disabilities) to allow families and children with these specific needs to enjoy a quieter environment at the facility. The trial took place on Tuesday 11<sup>th</sup> June, a date during term time when the pool would normally have been closed. Residents wishing to use the SEND session needed to be registered with Ruby's Fund where they could book tickets through their website. The SEND session was advanced bookings only through the Ruby's Fund website with a capacity of 45 attendees at the recommendation of Ruby's staff. CTC paddling pool staff were on site during the session for operational purposes as well as a member of Ruby's Fund staff who was responsible for bookings. Although the weather wasn't perfect, feedback from users on the day and Ruby's Fund staff was that the trial was a success. Six families registered interest for the session which equated to approximately 30 attendees for a session with a capacity of 45. Using feedback from Ruby's Fund registered members, none of the attendees at the trial session had used the paddling pool before, 66% of registered members in general said they would not be able to access the paddling pool without a SEND session. Feedback relating to future sessions was 100% for a weekday session with many registered members requesting the sessions to be put into place during school holidays.</p> <p>A further SEND trial session will take place on Tuesday 2<sup>nd</sup> July and will operate in the same manner whereby residents with a child with SEND requirements need to register with Ruby's Fund to book places at the session.</p>		

	<p>Following the success of this trial Ruby's Fund have requested the possibility of securing the use of the paddling pool for SEND sessions throughout the summer holiday. Ruby's Fund have requested the use of the pool for SEND sessions on Wednesday mornings of 31<sup>st</sup> July &amp; 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup> August. These sessions, if agreed, would operate in the same way as the original trial whereby users need to be registered with Ruby's Fund to book tickets through their website. CTC would be on site for operation purposes along with a member of Ruby's Fund staff who would be responsible for bookings.</p>
<b>Financial</b>	<p>There was a financial implication for the trial of the SEND session as the trial took place on a Tuesday during term time when the pool would normally be closed. As the proposed SEND sessions are during the summer holiday when the pool is open 7 – days per week, there would be no financial implication.</p>
<b>Environmental</b>	<p>To assess via the procurement process environmental impact and benefits.</p>
<b>Equality</b>	<p>SEND sessions would offer the opportunity for families and children with specific needs to access the pool with controlled/reduced capacity and enjoy a quieter environment at the facility.</p>
<b>Decision Request</b>	<p>To receive the report relating to Paddling Pool Updates and SEND sessions. Agree to reserve the paddling pool for Ruby's Fund SEND sessions on the Wednesday mornings of 31<sup>st</sup> July &amp; 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup> August. These sessions would only be available to registered members of Ruby's Fund.</p>

## **CONGLETON TOWN COUNCIL**

### **COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Town Hall, Assets &amp; Services Committee Meeting</b>																						
<b>MEETING DATE AND TIME</b>	<b>20<sup>th</sup> June 2024 7 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>																				
<b>REPORT FROM</b>	<b>Town Hall Manager – Mark Worthington</b>																						
<b>AGENDA ITEM</b>	<b>10</b>																						
<b>REPORT TITLE</b>	<b>Town Hall Bookings</b>																						
<b>Update</b>	<p>Town Hall room bookings for April, May and June 2024 are listed in the table below. These figures include the long-term weekly agreements with Seetech Pluss, fitness classes for this period and three NHS Blood Donation sessions. New bookings include Reed Wellbeing who offer a Diabetes Prevention Programme. Reed Wellbeing have 10 sessions booked at the Town Hall between June and March 2025. Seven weddings will be held at the Town Hall during 2024/25 with further bookings for 2025. Tribute Band nights have proved to be a great success with tickets for these events selling fast. We have return bookings for Take That Tribute and Electromantics 80's night along with a first appearances by Oasis and The Jam tribute bands. Following an extremely successful night by Discos For Grown Ups they have confirmed three further bookings during 2024/25. Paranormal companies also continue to use the Town Hall for their overnight events with two bookings.</p> <table><tr><td>April/May/June 2024</td><td>Grand Hall</td><td>Bridestones Suite</td><td>Spencer Suite</td></tr><tr><td>Total number of bookings</td><td>35</td><td>15</td><td>34</td></tr><tr><td>Average bookings per week</td><td>2.7</td><td>1.1</td><td>2.6</td></tr><tr><td>Generated Income</td><td>£6,463.80</td><td>£1,416.60</td><td>£1,449.00</td></tr><tr><td>Total budgeted income for 2023/24</td><td>£30,000</td><td>£13,200</td><td>£7,000</td></tr></table>			April/May/June 2024	Grand Hall	Bridestones Suite	Spencer Suite	Total number of bookings	35	15	34	Average bookings per week	2.7	1.1	2.6	Generated Income	£6,463.80	£1,416.60	£1,449.00	Total budgeted income for 2023/24	£30,000	£13,200	£7,000
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<b>Financial</b>	To be in accordance with allocated budgets and financial regulations.																						
<b>Environmental</b>	To assess via the procurement process environmental impact and benefits.																						
<b>Equality</b>	Where applicable in the procurement of services this is taken into consideration.																						
<b>Decision Request</b>	To receive the report relating to Town Hall Bookings.																						

## **CONGLETON TOWN COUNCIL**

### **COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Town Hall, Assets &amp; Services Committee Meeting</b>																						
<b>MEETING DATE AND TIME</b>	<b>20<sup>th</sup> June 2024 7 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>																				
<b>REPORT FROM</b>	<b>Town Hall Manager – Mark Worthington</b>																						
<b>AGENDA ITEM REPORT TITLE</b>	<b>11 Council Business Planning</b>																						
<b>Background</b>	<p>In July the Council will be undertaking its Business Planning for the period 2024 – 2028, all councillors will have the opportunity to be involved in this process.</p> <p>Whilst the Town Hall is a magnificent building we recognise that we are the custodians of a Grade 2* listed building which we have a duty to maintain. As a committee, we need to understand and agree on the priorities for both maintenance and where possible developments and projects, such as the Decarbonisation project and other areas such as the paddling pool need to be reviewed both physically and operationally. The thoughts of the THAS committee will be taken into the overall business planning during July and through to September where considerations from the other committees will also be discussed and developed. As well as the Town Hall we have the paddling pool and cenotaph to consider. This will ultimately lead to our budget-setting process which needs to be presented to Council for approval around November time. The Business Plan will represent a considerable financial commitment over the 4-year plan period, across the whole Council maybe £500,000.</p>																						
<b>Update</b>	<table><tr><th>Town Hall Projects</th><th>£</th><th>Town Hall maintenance</th><th>£</th></tr><tr><td>Decarbonisation Grant Heating, Solar Panels, LED Lighting, Double Glazing</td><td></td><td>Painting of Main Hall</td><td>24k – 90k</td></tr><tr><td>Information Centre</td><td>30,000</td><td>Cleaning and varnishing floor</td><td>7k – 14k</td></tr><tr><td>Toilet full refurbishment throughout</td><td>60k</td><td>Stage Replacement</td><td>12k</td></tr><tr><td>Lower floor glazing</td><td>?</td><td>Chandelier Inspection</td><td>?</td></tr></table>			Town Hall Projects	£	Town Hall maintenance	£	Decarbonisation Grant Heating, Solar Panels, LED Lighting, Double Glazing		Painting of Main Hall	24k – 90k	Information Centre	30,000	Cleaning and varnishing floor	7k – 14k	Toilet full refurbishment throughout	60k	Stage Replacement	12k	Lower floor glazing	?	Chandelier Inspection	?
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	Technology.		Meeting Room Furniture	2k – 5k – 20k
	Event lighting	?	Office Furniture	5k
			Lift and alarm upgrades	5k
			Clock upgrade	3k
	Paddling Pool Projects	£	Paddling Pool Maintenance	£
	New toilets	?	Shotblasting and painting of surface	21k
			Soft play path replacement	13k
			Improved chemical dosing plant	?
			Tree surgery	?
	Public Toilets (Town Centre)	£		£
	Cenotaph Projects	£	Cenotaph Cleaning	£
<b>Financial</b>	To be in accordance with allocated budgets and financial regulations.			
<b>Environmental</b>	To assess via the procurement process environmental impact and benefits.			
<b>Equality</b>	Where applicable in the procurement of services this is taken into consideration			
<b>Decision Request</b>	To receive the report relating to the Council Business Plan 2024-2028.			

## **CONGLETON TOWN COUNCIL**

### **COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Town Hall and Assets Committee</b>		
<b>MEETING DATE AND TIME</b>	<b>20<sup>th</sup> June 2024 7.00 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	<b>Serena Van Schepdael- R.F.O</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>12 Management Accounts for Congleton Information</b>		
<b>Background</b>	Management Accounts and Variance analysis for the period to 31 <sup>st</sup> March 2024 to accompany the attached spreadsheets in Appendix 12.1.		
<b>Update</b>	<p>These figures cover the financial period to 31<sup>st</sup> March 2024 2024, month 12, which represents 100% of the budget. (Percentages in this report are rounded up /down and are based on <u>full budget figures</u>, month 12 figures are provided for information).</p> <p>The following figures were presented to the F&amp;P Committee on the 6<sup>th</sup> June 2024.</p> <p>Support Grant income: This was the final year of the 3 years support grant. £22,011 was retained from the support grant from 2022-2023 to even out the allocation over the 3 years.</p> <p>No concerns to note for these accounts.</p> <p><b><u>225-Congleton Information Centre</u></b></p> <ul style="list-style-type: none"><li>• Direct Sales Income           £92,593 – 104%</li><li>• Direct Sales Expenditure   £80,932- 96%</li></ul>		
<b>Financial</b>	No requirements/implications for this decision.		
<b>Environmental</b>	No implications for the decision.		
<b>Equality and Diversity</b>	No implications for the decision.		
<b>Decision Request</b>	To note the Management Accounts for the Congleton Information Centre's current financial year to 31 <sup>st</sup> March 2024.		

Month	12
Percentage	100.0%

## NOTES

Third Party Income see corresponding expense line

Third Party Income see corresponding expense line

See above

See above