



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

29th August 2024

Dear Councillor,

Town Hall, Assets & Services Committee – 5th September 2024

You are summoned to attend a meeting of the Town Hall, Assets & Services Committee, to be held at Congleton Town Hall on **Thursday 5th September 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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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 20th June 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 31st July 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. Lighting Town Hall for Charities (Enclosed)

To receive the report relating to Lighting Town Hall for Charities.

11. Tours of the Town Hall (Enclosed)

To receive the report relating to Tours of the Town Hall.

12. Management Accounts for Congleton Information Centre (Enclosed)

To accept the Information Centre accounts to 31st July 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 20th June 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 – 20th June 2024](#)

In attendance:

Committee members: Cllrs

- Liz Wardlaw (Vice Chair)
- Mark Edwardson
- Sally Holland
- Amanda Martin
- Susan Mead
- Glen Williams

Non-Committee members: None

Ex-Officio Members: Cllr Kay Wesley (Mayor) Robert Brittan (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

- Suzie Akers Smit
- Suzy Firkin
- Arabella Holland
- Heather Pearce

2. Minutes of Previous Meetings

THAS/01/2425 Resolved to approve and sign the [minutes of the meeting of the Town Hall, Assets and Services Committee held on 11th April](#)

3. Declarations of Interest

Declarations of Interest were received from Cllrs: Liz Wardlaw – Cheshire East, Sally Holland – Cheshire East

4. Outstanding Actions

No outstanding actions.

5. Questions from Members of the Public

Question received via email from Mr Richard Wharfe on 14.06.24. [View the question and response.](#)

- A. Mr Richard Wharfe attended the meeting and requested the response to his question be emailed to him.

6. Urgent Items

No urgent items.

7. Management Accounts Town Hall

THAS/02/2425 Resolved to accept the Town Hall Trading accounts to 31st March 2024 and to note the content of the summary report.

8. Town Hall Decarbonisation Updates

THAS/03/2425 Resolved to accept the report relating to Town Hall Decarbonisation Updates and keep Councillors and residents updated regarding the Monthly Monitoring Reports to Salix as projects progress.

9. Paddling Pool Updates and SEND Sessions

THAS/04/2425 Resolved to accept the report relating to Paddling Pool SEND sessions. Agreed to reserve the paddling pool, morning session only 10 am – 1 pm, on Wednesday 31st July, 7th, 14th, 21st & 28th August for the use of registered members of Ruby's Fund for SEND sessions.

Action - Extensive advertising through social media and the website to inform residents that the paddling pool will be reserved for use by registered members of Ruby's Fund on the above-mentioned morning sessions.

10. Town Hall Bookings

THAS/05/2425 Resolved to accept the report relating to Town Hall Bookings.

11. Council Business Planning

THAS/06/2425 Resolved to accept the report relating to the Council Business Plan.

12. Management Accounts for Congleton Information Centre

THAS/07/2425 Resolved to accept the report relating to Management Accounts for Congleton Information Centre accounts to 31st March 2024 and to note the content of the summary report.

**Cllr Suzie Akers Smith
(Chair)**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall and Assets Committee												
MEETING DATE AND TIME	5 th September 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 st July 2024. These accompany the attached spreadsheets in Appendix 7.1 and 7.2.												
Update	<p>These figures cover the financial period to 31st July 2024, which is Month 4 of this current financial year, this represents 33.3% of the budget. (Percentages in this report are rounded up /down and are based on full budget figures.)</p> <p>The following figures will be presented to the F&P Committee on the 19th September 2024.</p> <p><u>Town Hall, Assets and Services Committee</u></p> <p>32.6% expenditure and 46% income.</p> <ul style="list-style-type: none">• We are waiting on Electricity invoices from our supplier, recent update is that they do now have this sorted the invoices should be release soon.• Income of 46% is based on the receipt of the £15,000 grant, when this is deducted the income is at 33.5%. <p><u>Future Bookings</u></p> <p>Appendix 7.2 shows 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>£22,370</td></tr><tr><td>Total Confirmed bookings</td><td>£32,343</td></tr><tr><td>CP Rental Income</td><td>£8,000</td></tr><tr><td>Cumulative v budget</td><td>(£15,487)</td></tr></table>			Budget	£78,200	Total Income to date	£22,370	Total Confirmed bookings	£32,343	CP Rental Income	£8,000	Cumulative v budget	(£15,487)
Budget	£78,200												
Total Income to date	£22,370												
Total Confirmed bookings	£32,343												
CP Rental Income	£8,000												
Cumulative v budget	(£15,487)												
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 current financial year to date of 31 st July 2024.												

Congleton Town Council
Management Accounts 2024-25
TOWN HALL
Jul-24

OK
Monitor
Overspent

Month 4
Percentage 33.3%

TOWN HALL

		ANNUAL BUDGET	BUDGET TO M4	ACTUAL SPEND TO M4	£ VARIANCE OF M4 BUDGETS	% SPENT AGAINST M4 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M4 EXPECTED
4000	Staff Costs (re-allocated)	74,918	24,973	25,180	-207	100.8%	33.6%	0.31%
4008	Training	1,000	333	0	333	0.0%	0.0%	-33.30%
4009	Protective Clothing/H & Safety	550	183	0	183	0.0%	0.0%	-33.30%
4010	Cleaners	8,000	2,667	2,248	419	84.3%	28.1%	-5.20%
4011	Rates	26,522	8,841	9,980	-1,139	112.9%	37.6%	4.33%
4012	Water	4,000	1,333	2,260	-927	169.5%	56.5%	23.20%
4014	Electricity	26,950	8,983	845	9,828	-9.4%	-3.1%	-36.44%
4015	Gas	25,920	8,640	4,278	4,362	49.5%	16.5%	-16.80%
4016	Cleaning materials	2,250	750	800	-50	106.7%	35.6%	2.26%
4017	Refuse Disposal	2,350	783	685	98	87.4%	29.1%	-4.15%
4020	Miscellaneous Office Costs	1,600	533	336	197	63.0%	21.0%	-12.30%
4025	Insurance	12,647	4,216	13,785	-9,569	327.0%	109.0%	75.70%
4033	Marketing/Promotions	3,500	1,167	693	474	59.4%	19.8%	-13.50%
4040	Maintenance Contracts	9,000	3,000	3,499	-499	116.6%	38.9%	5.58%
4041	Property Maintenance	21,300	7,100	5,794	1,306	81.6%	27.2%	-6.10%
4068	Licences (incl PRS)	4,200	1,400	3,619	-2,219	258.5%	86.2%	52.87%
6000	Central Overheads Reallocated	5,822	1,941	2,753	-812	141.9%	47.3%	13.99%
	Town Hall Expenditure	230,529	76,843	75,065	1,778	97.7%	32.6%	-0.74%
3020	Catering costs	0	0	189	-189			
3021	Security Supplies	0	0	473	-473			
		0	0	662	662			
	Total Town Hall Expenditure	230,529	76,843	75,727	1,116	98.5%	32.8%	-0.45%
1009	Rent Rec'd - Museum Notional	-4500	-1500	-1500	0	100.0%	33.3%	0.03%
1010	Rent Received - 3rd Party Partnership	-1533	-511	-511	0	100.0%	33.3%	0.03%
1011	Rent Received - Internal CTC	-26517	-8839	-8839	0	100.0%	33.3%	0.03%
1013	Letting Income - Grand Hall	-30000	-10000	-9891	-109	98.9%	33.0%	-0.33%
1014	Letting Income - Bridestones	-13200	-4400	-1701	-2699	38.7%	12.9%	-20.41%
1015	Letting Income - Spencer Suite	-5000	-1667	-1686	19	101.2%	33.7%	0.42%
1018	Letting Income - Campbell Suite	0	0	0	0	0.0%	0.0%	-33.30%
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-4000	-5000	1000	125.0%	41.7%	8.37%
1021	Letting Income - Internal	-9000	-3000	-3654	654	121.8%	40.6%	7.30%
1022	Letting income - F&F	-1000	-333	-1438	1105	431.4%	143.8%	110.50%
1023	Commission- CP	-8000	-2667	0	-2667	0.0%	0.0%	-33.30%
1024	Letting Income- Security	0	0	-1515	1515		0.0%	-33.30%
1035	Service Charges - Brasserie	-4000	-1333	-1214	-119	91.1%	30.4%	-2.95%
1037	Service Charges - Other	-5000	-1667	-1185	-482	71.1%	23.7%	-9.60%
1051	Catering Sales (recharges)	0	0	-1950	1950		0.0%	-33.30%
1199	Miscellaneous Income	0	0	-15000	15000	0.0%	0.0%	-33.30%
	Total Town Hall Income	-119750	-39917	-55084	15167	138.0%	46.0%	12.70%
	Net Expenditure over Income	110,779	36,926	20,643	16,283	55.9%	18.6%	-14.67%

NOTES

Expenditure Variance 0-100% Green 101-115% Amber 115% over Red

Paid over 10 months not 12

Awaiting invoices from Mar 24, advised accruals for March to July 24 is annrox. £11,000

Dependant on requirements, top up of supplies

Paid at start of the year, 3 month prepayment journal to complete

First quarter services

Paid at start of the year.

Recharged to customers
Recharged to customers

Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red

No budget
Invoiced a month ahead

Awaiting information
Recharged to customers

Electricity charges: Museum
Recharged to customers

Grant income to be moved out of TH to Salix Grant, will be completed M5

Town Hall Summary 24-25

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	1,069	5,000	3,263	7,500	7,322	10,000	9,891	12,500		15,000	
Letting Income - Bridestones	13,200	1,100	688	2,200	893	3,300	1,201	4,400	1,701	5,500		6,600	
Letting Income -Spencer Suite	5,000	417	370	833	823	1,250	1,233	1,667	1,686	2,083		2,500	
Commissions	8,000	667	-	1,333	-	2,000	-	2,667	-	3,333		4,000	
Lighting /equip	1,000	83	-	167	500	250	1,000	333	1,438	417		500	
Lettings income grant CTC	9,000	750	-	1,500	615	2,250	2,253	3,000	3,654	3,750		4,500	
Cp rental income	12,000	1,000	1,000	2,000	2,000	3,000	3,000	4,000	4,000	5,000		6,000	
Totals	78,200	6,517	3,127	13,033	8,094	19,550	16,009	26,067	22,370	32,583	-	39,100	-
Variance			- 3,390		- 4,939		- 3,541		- 3,697		- 32,583		- 39,100
Current bookings value Confirmed											3,605		4,870
Commissions to invoice											3,508		
Cp rental income											1,000		1,000
Current bookings value Provisional													
Total future bookings			-		-				-		8,113		5,870
Cumulative (Includes CP Rent)													

		October	Actual	November	Actual	December	Actual	January	Actual	February	Actual	March	Actual
Letting Income - Grand Hall		17,500		20,000		22,500		25,000		27,500		30,000	
Letting Income - Bridestones		7,700		8,800		9,900		11,000		12,100		13,200	
Letting Income -Spencer Suite		2,917		3,333		3,750		4,167		4,583		5,000	
Commissions		4,667		5,333		6,000		6,667		7,333		8,000	
Lighting /equip		583		667		750		833		917		1,000	
Lettings income grant CTC		5,250		6,000		6,750		7,500		8,250		9,000	
Cp rental income		7,000		8,000		9,000		10,000		11,000		12,000	
Totals		45,617	-	52,133	-	58,650	-	65,167	-	71,683	-	78,200	-
Variance			- 23,247		- 29,763		- 36,280		- 42,797	1,000	- 49,313		- 55,830
Current bookings value Confirmed			6,627		3,176		2,241		1,897		1,809		4,610
Commsions to invoice													
Cp rental income			1,000		1,000		1,000		1,000		1,000		1,000
Current bookings value Provisional													
Total future bookings			7,627		4,176		3,241		2,897		2,809		5,610
Cumulative (Includes CP Rent)					- 17,960		- 21,236		- 24,856		- 28,563		- 15,487

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	5 th September 2024	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM	8		
REPORT TITLE	Town Hall Decarbonisation Update		
Background	<p>As approved by Council on 13th June 2024 Pearson Surveyors were appointed as contractor for the Town Hall Decarbonisation Project. Monthly reports have been submitted to Salix by CTC Officers for April, May and June to outline progress so far toward the milestones of the overall project. Salix has been updated on the appointment of Pearson Surveyors as contractors and two, monthly meeting have taken place so far between the CTC Project Board and Pearson Surveyors.</p> <p>Financially year 1 activity is funded by Salix who approved a grant of £57,683 for that period. Pearson's tender for the design development stage is £49,750 leaving a balance of £7933 which can be used for surveys etc.</p> <p>Additional Grant Our Town Hall Development Manager was successful in an additional grant application of £15,000 which can also be used for environmental projects, this has to be spent by March 31st 2025</p>		
Update	<p>Meetings of the Project Board are scheduled for the 10th of every month (depending on the day of the month) during Year 1 of the project. 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:- 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. Updates are received from Pearson Surveyors in advance of the Project Board meeting and Monthly Monitoring Reports are submitted to Salix before 15th of each month.</p> <p>Pearson Surveyors have been on site on a number of occasions to measure and familiarise themselves with the building. Air source heat pumps have started to be investigated as a potential heating solution which if proven to be viable the ASHP would be located in the rear car park following investigations into other options. Relevant surveys into the impact of noise on adjoining properties will need to be undertaken as will energy usage and costs of this usage. Data logging of the electrical and gas usage for this purpose is scheduled to be carried out 9th September. Surveys have also taken place on the location of solar panels which are becoming more important due to the energy supply issue. Pearsons have investigated options to utilise the Town Hall roof as well as the museum roof – the concerns raised</p>		

were about the opinion of the conservation officer with regards to the Town Hall roof, designs have been generated to enable them to have that discussion. The Town Council may also have a viewpoint on this but more information will be required to enable a debate on this matter.

Initial investigations indicate the existing power supply may be close to capacity. As electrical usage in the near future increases (electric vehicle charging, electrical catering equipment) the existing electrical supply may become inadequate to support the demands of the Town Hall. For this reason Pearson Surveyors will be contacting the Distribution Network Operator to establish the cost to upgrade the electrical supply to the Town Hall.

Pearson Surveyors submitted an invoice 05.08.24 to Congleton Town Council for the sum of £22,493 + VAT (£26,991.60 including VAT). Monthly Monitoring Report (MMR) along with Payment Request, Statement of Expenditure for August and Invoices (from Pearson Surveyors) were submitted to Salix Finance by CTC Officers on 14.08.24. The agreement in place is for Salix Finance, on receipt of the MMR, Payment Request, Statement of Expenditure and Pearson Surveyors invoice, to release the invoiced amount to CTC who will then in turn use these funds to pay the Pearson Surveyors invoice.

Monthly reports will be available to THAS Committee members and Councillors and regular updates will be available throughout the project.

Project Board meeting dates are below.

Month	Update from Pearsons	Project Board meeting	Salix updated
Ideal dates of the month	7	10	14
July 2024	8	10	12
August	6	8	14
September	6	4	13
October	7	10	14
November	7	12	14
December	6	11	13
January 2025	7	10	14

	February	7	12	14
	March	7	12	14
Financial	At this stage there are no financial implications or risks to the Town Council based upon the agreed invoicing and payment procedure. The additional grant could also be used if required and agreed.			
Environmental	This project is about decarbonisation and the project board has the opportunity to monitor the environmental impact not only in the delivery of the project at the town hall but also the procurement process for the materials used.			
Equality	The designs if implemented should not negatively impact on accessibility to the building, any equality issues will need to be highlighted and considered by the project board.			
Decision Request	To receive the report relating to Town Hall Decarbonisation Update.			

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting								
MEETING DATE AND TIME	5 th September 2024	LOCATION	Congleton Town Hall						
REPORT FROM	Town Hall Manager – Mark Worthington								
AGENDA ITEM	9								
REPORT TITLE	Paddling Pool Season Report 2024								
Background	<p>The paddling pool season for 2024 opened on Saturday 25th May and closes on Sunday 1st of September. The pool has been open Wednesday to Sunday during term time and 7 – days per week during school holidays. There were two sessions per day, 10am – 1pm and 2pm – 5pm, capacity per session is 140. Staff qualified in Active IQ Level 3 pool training were on site throughout opening hours.</p> <p>The booking system used in previous seasons was replaced by a clicker system whereby a member of staff counted users into the facility until the 140 capacity was reached. Additional users above the 140 capacity were able to wait in the newly formed queueing area.</p>								
Update	<p>Due to poor weather conditions in the first half of the season, the paddling pool was closed on several torrential days to allow Streetscape staff supervising the pool to continue with other work. The weather improved to coincide with the start of the school holidays and the 7-day opening. For the majority of fair weather days, the clicker system operated well and allowed users the flexibility to arrive/leave throughout the session. The clicker system removed the need for an external member of security staff at the gate, although during busy periods of warm weather, a 2nd member of CTC staff was required to assist at the gate. Attendance figures for the 2023 and 2024 seasons are below.</p> <table><tr><td></td><td>2023 season with <u>booking</u> system</td><td>2024 season with <u>clicker</u> system</td></tr><tr><td>Total number of attendees</td><td>8,504</td><td>9,027 (up to and including 28th August)</td></tr></table> <p>Individual figures for each session have highlighted that users do not stay at the pool for the duration of the 3-hour session. Some sessions have seen attendance of over 300 users. One negative aspect of this is a continuous queue along the pavement during good weather as the queueing area can only accommodate about 40 people. Users are queueing up to an hour before the start of the session during good weather and we have received a</p>				2023 season with <u>booking</u> system	2024 season with <u>clicker</u> system	Total number of attendees	8,504	9,027 (up to and including 28th August)
	2023 season with <u>booking</u> system	2024 season with <u>clicker</u> system							
Total number of attendees	8,504	9,027 (up to and including 28th August)							

	<p>number of complaints from residents relating to access along the pavement, increased traffic and inconsiderate parking by users of the pool.</p> <p>CTC Officers have worked with Ruby's Fund throughout the season to initially trial and then implement 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 11th June, a date during term time when the pool would normally have been closed. 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. Following a successful trial, future Ruby's Fund SEND sessions were agreed for every Wednesday morning during the school holidays. These sessions have been a huge success leading to the agreed capacity being raised from 45 attendees to 60 attendees at the request of the team at Ruby's Fund. Ruby's Fund will be looking to continue with these sessions for the 2025 season and may request an extra session if interest in the sessions continues to rise.</p>
Financial	To be in accordance with allocated budgets and financial regulations.
Environmental	To assess via the procurement process environmental impact and benefits.
Equality	The introduction of Ruby's SEND sessions has improved equal access to the pool.
Decision Request	To receive the report relating to Paddling Pool Season 2024.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	5th September 2024	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM	10		
REPORT TITLE	Lighting Town Hall for Charities		
Background	<p>Throughout the year Officers receive requests to light up the Town Hall using the coloured uplighters to raise awareness for various charities and foundations. These requests can come from the charities or foundations themselves or a resident who supports their cause and wishes to raise awareness. The coloured uplighters are lit in the chosen colour of the charity and positioned inside the Grand Hall to illuminate the large ceiling windows on either side for one night. The lights can be seen across town and are clearly visible from Mountbatten Way. Charities who have requested the Town Hall be illuminated include NHS, World Polio Day, World Hepatitis C Day, Pancreatic Cancer Day, World Mitochondrial Disease Day. Historically there has been no charge for charities and foundations to light up the Town Hall. Hirers of the Town Hall who have paid for use of the uplighters as part of their hire package have always taken priority if a charity request has been made for the same date.</p>		
Update	<p>Requests to light the Town Hall are increasingly coming from members of the public and not necessarily the charity themselves. Some of the requests are to illuminate the Town Hall for up to a week rather than one night. As a Council we have policies in place for multiple things to provide consistency when dealing with requests from members of the public and organisations, in this instance we do not have a policy in place.</p> <p><u>Considerations</u></p> <ul style="list-style-type: none">• Commercial bookings in the Grand Hall take priority over charity requests on the same date• Registered charity needs to be involved in the request if request is from a member of the public• Period of time the request is for• Environmental impact of lighting the Town Hall while not in use• Electrical cost of running 24 x 62 watt event uplighters, using an electricity rate of £0.22p per kWh, would be £4.08 per 12 hours.• Agreeing with charity/organisation how this will be promoted• Illuminate the Town Hall for all requests relating to a charitable organisation• No longer illuminate the Town Hall for these type of request		

Financial	Electrical cost of running 24 x 62 watt event uplighters, using an electricity rate of £0.22p per kWh, would be £4.08 per 12 hours.
Environmental	Electrical usage overnight while the Town Hall is not occupied.
Equality	Where applicable in the procurement of services this is taken into consideration
Decision Request	To agree a policy and process for Charities and organisations to request the Town Hall to be illuminated to promote/raise awareness of their Charity/organisation.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting						
MEETING DATE AND TIME	5th September 2024	LOCATION	Congleton Town Hall				
REPORT FROM	Town Hall Manager – Mark Worthington						
AGENDA ITEM	11						
REPORT TITLE	Tours of the Town Hall						
Background	<p>In July of this year, the Town Hall was hired for a wedding which was attended by almost 50 guests from the United States. Guests stayed in hotels around the Town up to 4 days before the wedding and visited many of the local attractions including Congleton Park, paddling pool, and numerous restaurants and pubs. Officers saw this as an opportunity, and a gesture to our guests, to arrange a tour of the Town Hall during their visit in advance of the wedding. 25 of the American wedding party took up the offer of visiting the Town Hall, viewing the treasures and looking around the museum. The tour included an introduction from Cllr Rob Morton who acted as Town Crier, followed by a video presentation by Mayor Kay Wesley and Burgess Denis Murphy before moving into the museum for a historical talk by Ian Doughty. The tour lasted for almost two hours with our American guests commenting on how much they appreciated and enjoyed the tour and the insight it provided into the history of the Town Hall and the Town itself.</p>						
Update	<p>Following on from the success of the American tour it was felt this could be an ideal opportunity to engage with local organisations to offer a tour of the Town Hall and highlight the general operations of the Council. Tours could be offered to different groups including Care Homes, Schools/Youth Groups and Businesses, with the tour being tailored to their specific needs. Dates for potential tours would need to be arranged around existing bookings and would involve an element of Officer time to arrange, create promotion material and support the event on the day. Interest has already been received from two Care Homes with Officers looking at dates to accommodate potential tours. Possible variations on the tours are detailed below.</p> <table><tr><td>Care Homes</td><td>Tea with the Mayor and Town Treasures</td><td>Greeted by the Mayor and Town Crier, a short talk about the history and town treasures followed by afternoon tea.</td><td>Grand Hall, Charter, Mace, Video.</td></tr></table>			Care Homes	Tea with the Mayor and Town Treasures	Greeted by the Mayor and Town Crier, a short talk about the history and town treasures followed by afternoon tea.	Grand Hall, Charter, Mace, Video.
Care Homes	Tea with the Mayor and Town Treasures	Greeted by the Mayor and Town Crier, a short talk about the history and town treasures followed by afternoon tea.	Grand Hall, Charter, Mace, Video.				

	Businesses	Town Hall Tour, Town Treasures and Tea with the Mayor	Greeted by the Mayor and Town Crier, Town Hall tour and short talk about the history and town treasures, as well as info about the Council and Committees (including what's in it for business), followed by afternoon tea. Option of early evening, followed by company dinner?	Grand Hall, Charter, Mace, Video, PowerPoint slides.
	Schools or Youth Groups	Town Hall Tour, Town Treasures and Town Council	Greeted by the Mayor and Town Crier, have a Town Hall tour and short talk about the history and town treasures, as well as info about the Council and Committees (including what's in it for them - get involved, come to a meeting), then light refreshments.	Grand Hall, Charter, Mace, Video, PowerPoint.

	<table><tr><td>External visits to Schools or Youth Groups</td><td>School Visit with Town Treasures and Town Council Talk</td><td>As above but take the tour, including Mace, PowerPoint to schools and Youth Group venues.</td><td>PowerPoint and Mace (need to check insurance)</td></tr></table>				External visits to Schools or Youth Groups	School Visit with Town Treasures and Town Council Talk	As above but take the tour, including Mace, PowerPoint to schools and Youth Group venues.	PowerPoint and Mace (need to check insurance)
External visits to Schools or Youth Groups	School Visit with Town Treasures and Town Council Talk	As above but take the tour, including Mace, PowerPoint to schools and Youth Group venues.	PowerPoint and Mace (need to check insurance)					
Financial	To be in accordance with allocated budgets and financial regulations							
Environmental	To assess via the procurement process environmental impact and benefits							
Equality	Opportunity to engage with all local community groups and offer the opportunity to visit the Town Hall with a tour tailored to their requirements.							
Decision Request	To approve the report for Tours of the Town Hall and for Officers to move forward with any enquiries and develop the tour to suit the requirements of visiting groups and organisations.							

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall and Assets Committee		
MEETING DATE AND TIME	5th September 2024 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael- R.F.O		
AGENDA ITEM REPORT TITLE	12 Management Accounts for Congleton Information		
Background	Management Accounts and Variance analysis for the period to 31 st July 2024, to accompany the attached spreadsheets in Appendix 12.1.		
Update	<p>These figures cover the financial period of current financial year to 31st July 2024, month 4, which represents 33.3% of the budget. (Percentages in this report are rounded up /down and are based on full year budgets.)</p> <p>The following figures will be presented to the F&P Committee on the 19th September 2024.</p> <p><u>225-Congleton Information Centre</u></p> <ul style="list-style-type: none">• Direct Sales Income £17,996 - 20.3%• Direct Sales Expenditure £18,194 - 21.7%		
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 Congleton Information Centre's current financial year to 31 st July 2024.		

Congleton Town Council
Management Accounts 2024-25
CONGLETON INFORMATION CENTRE
Jul-24

Third Party
OK
Monitor
Overspent

Month 4
Percentage 33.3%

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
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

Total Income

Net Expenditure over Income

ANNUAL BUDGET	BUDGET TO M4	ACTUAL SPEND TO M4	£ VARIANCE OF M4 BUDGETS	% SPENT AGAINST M4 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M4 EXPECTED
0	-	-	-	0.0%		
73,150	24,383	15,938	8,445	65.4%	21.8%	-11.51%
2,850	950	225	725	23.7%	7.9%	-25.41%
2,375	792	753	39	95.1%	31.7%	-1.59%
500	167	138	29	82.8%	27.6%	-5.70%
3,800	1,267	811	456	64.0%	21.3%	-11.96%
150	50	57	7	114.0%	38.0%	4.70%
1,197	399	272	127	68.2%	22.7%	-10.58%
0	-	-	-	0.0%	0.0%	-33.30%
0	-	-	-	0.0%	0.0%	-33.30%
84,022	28,007	18,194	9,813	65.0%	21.65%	-11.65%
60,704	20,235	21,021	786	103.9%	34.6%	1.33%
5,068	1,689	2,622	933	155.2%	51.7%	18.44%
7,500	2,500	2,500	-	100.0%	33.3%	0.03%
2,000	667	355	312	53.3%	17.8%	-15.55%
4,807	1,602	2,231	629	139.2%	46.4%	13.11%
80,079	26,693	28,729	2,036	107.6%	35.9%	2.58%
-77,000	- 25,667	- 15,849	- 9,818	61.7%	20.6%	-12.72%
-3,000	- 1,000	- 321	- 679	32.1%	10.7%	-22.60%
-2,500	- 833	- 301	- 532	36.1%	12.0%	-21.26%
-500	- 167	- 49	- 118	29.4%	9.8%	-23.50%
-300	- 100	- 167	67	167.0%	55.7%	22.37%
-4,000	- 1,333	- 864	- 469	64.8%	21.6%	-11.70%
-150	- 50	- 60	10	120.0%	40.0%	6.70%
-1,260	- 420	- 359	- 61	85.5%	28.5%	-4.81%
0	-	- 26	26	0.0%	0.0%	-33.30%
-88,710	- 29,570	- 17,996	- 11,574	60.9%	20.3%	-13.01%
-88,710	- 29,570	- 17,996	- 11,574	60.9%	20.3%	-13.01%
75,391	25,130	28,927	3,797	115.1%	38.4%	5.07%

NOTES

Expenditure Variance 0-100% Green 101-115% Amber 115% over Red
Yellow are 3rd party expenditure, traffic lights CTC

Third Party Income see corresponding expense line

Third Party Income see corresponding expense line

Third Party Income see corresponding expense line

Third Party Income see corresponding expense line

50% of invoice paid, switching to Direct Debit for remainder

As per requirement, includes card payment bank charges

Yellow are 3rd party income, traffic lights our own income
Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red

Third Party expenditure

Third Party expenditure

Third Party expenditure

Third Party expenditure

No budget, old stock