

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	31st October 2024	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	13 Business Planning		
Update	<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. Consideration should also be given for ongoing maintenance and improvements to other CTC assets and responsibilities including the paddling pool and public toilets. The thoughts of the THAS committee will be taken into the overall budget setting during November where considerations from the other committees will also be discussed and developed. The Business Plan will represent a considerable financial commitment.</p> <p>The current annual budget for Town Hall maintenance is £21,300. This is used for day-to-day maintenance around the building such as lighting and plumbing repairs but also more expensive repairs to the boiler, lifts, CCTV and alarm systems. A detailed Maintenance Plan (see Appendix 13.1) was created by Officers to highlight works around the Town Hall and other assets which would not fall under the annual maintenance budget. The total estimated costs for work in the Maintenance Plan were over £1,000,000 and included £53,000 to completely paint the Grand Hall with an additional cost for scaffolding of £36,000. The Ear Marked Reserve currently stands at £177,000 which includes £15,000 from the Improved, Greener, Community Facilities Fund Grant (which cannot be used for general maintenance and has to be spent by 31st March 2025) and £53,000 for CTCs commitment towards the Salix Decarbonisation project. This Ear Mark Reserve could potentially be used towards future projects/improvements at the Town Hall but would need an annual budget increase to maintain the funds within the Ear Mark Reserve.</p> <p>Potential future projects are detailed below, along with potential costs and budget lines.</p>		

	Project	Potential Costs (£)	Budget Line
	CTC Salix Commitment	53,000	Ear Mark Reserve*
	Improved, Greener, Community Facilities Fund Grant	15,000 (75% of project costs)	Ear Mark Reserve*
	Maintenance Plan (as a whole)	1,000,000	Public Works Loans. Capital Reserve/Ear Mark Reserve*
	Congleton Information Centre	30,000	Capital Reserve/Ear Mark Reserve/Budget Line**
	Splash Pad	200,000 – 400,000	Public Works Loans. Capital Reserve/Ear Mark Reserve**
	Town Hall Toilets	50,000	Capital Reserve/Ear Mark Reserve*/** (there is a balance of funds in an EMR)
	Paddling Pool Toilet Improvements	30,000	Capital Reserve/Ear Mark Reserve**
	Public Toilets	40,000 60,000 annual budget line	Capital Reserve/Ear Mark Reserve** Annual cost centre budgets required for operational costs.
	Poly Tunnels – Congleton Park Yard		Capitol Reserve/Ear Mark reserve .Annual cost centre following completion**
	<p>*EMR IS ALREADY AVAILABLE</p> <p>** EMR WOULD REQUIRE BUILDING UP VIA BUDGET SETTING</p> <p>As a whole, the total figure involved for the Maintenance Programme is not an insignificant sum, however, contingencies need to be set aside to progress with the plan along with funds for proposed improvements to the building and public toilets. Options could include the use of Public Works Loans or funds from the Ear Mark Reserve and Capitol Contingency. Consideration would need to be taken to replenish these budget lines annually, along with any new annual budget lines to support new projects such as public toilets.</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 receive the report relating to Business Planning and for the Committee to recommend projects to form part of Business Planning.

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

Project	Description	Purchase Date	Cost	Condition - ABC
External Painting and Scaffolding				
Scaffolding - Front Elevation Town Hall	Access scaffold		£ 20,000.00	
Town Hall - External Paintwork (Front)	Painting of all windows, doors and other woodwork to front elevation		£ 5,000.00	C
Scaffolding - Rear Elevation Town Hall	Access scaffold		£ 5,000.00	
Town Hall - External Paintwork (Rear)	Painting of all windows, doors and other woodwork to rear elevation		£ 2,000.00	B
Scaffolding - Museum	Access scaffold		£ 3,000.00	
Museum - External Paintwork	Painting of all windows, doors and other woodwork to Museum		£ 2,000.00	B
Stone/Masonry Cleaning	Cleaning of stone facia and pointing		£ 20,000.00	
Internal Painting/Decoration				
Tower scaffold for Grand Hall ground floor level and balcony walls	Access tower scaffold		£ 2,000.00	
Scaffold Grand Hall completely				
Grand Hall, balcony, lower levels and bar area	Painting of all walls, doors, skirting and other woodwork		£ 53,000.00	B
Scaffold for Grand Hall ceiling, windows and roof supports	Access scaffold		£ 36,000.00	
Grand Hall lower level from balcony down	Painting of all walls, doors, skirting and other woodwork		£ 23,000.00	B
Grand Hall Toilets and Corridor	Painting of all walls, doors, skirting and other woodwork		£ 2,000.00	B
Grand Hall Insulation of Roof			TBC	
Campbell Suite and Stairway	Plastering and painting/decoration of all walls and woodwork		£ 2,000.00	B
Spencer Suite and Entrance	Plastering and painting/decoration of all walls and woodwork	01/11/2019	£ 2,600.00	A
Tower scaffold for Bridestones Suite	Access tower scaffold		£ 500.00	
Bridestones Suite	Painting of all walls, doors, skirting and other woodwork		£ 4,000.00	B
Tower scaffold for Bridestones Suite Ceiling	Access tower scaffold		£ 2,000.00	
Bridestones Suite Ceiling	Staining/varnishing of timber ceiling		£ 4,000.00	B
First Floor Office and Corridor	Painting of all walls, doors, windows skirting and other woodwork		£ 1,500.00	A
Second Floor Offices and Stairway	Painting of all walls, doors, windows skirting and other woodwork		£ 2,000.00	B
Town Hall Entrance and Foyer Stone/Masonry/Stairway Cleaning	Cleaning of stone facias and pointing		£ 15,000.00	B
Town Hall Entrance and Foyer	Painting of all doors and other woodwork		£ 1,500.00	B
Entrance Toilets and Corridor	Painting of all walls, doors, skirting and other woodwork		£ 1,800.00	B
Tourist Information Centre	Painting of all walls, doors, skirting and other woodwork		£ 1,200.00	A
Museum	Painting of all walls, doors, skirting and other woodwork		£ 3,000.00	B
First Aid Room	Painting of all walls, doors, skirting and other woodwork		£ 500.00	B
Cotton Club	Painting of all walls, doors, skirting and other woodwork		£ 500.00	B
Rear Offices, Stairs and Corridor	Painting of all walls, doors, skirting and other woodwork		£ 1,200.00	B
Rear Storeroom	Painting of all walls, doors, skirting and other woodwork		£ 500.00	B
Rear Corridor from kitchen to Rear Exit	Painting of all walls, doors, skirting and other woodwork		£ 500.00	B
Rear Corridor Loading Bay	Painting of all walls, doors, skirting and other woodwork		£ 500.00	B
Safety Flooring				
Foyer Toilets and Corridor	Replacement of safety flooring		£ 2,000.00	B
Grand Hall Toilets and Corridor	Replacement of safety flooring		£ 2,000.00	B
Rear Corridor/Loading Bay	Replacement of safety flooring		£ 700.00	B
Kitchen	Replacement of safety flooring		£ 2,400.00	A
Corridor from Kitchen to Rear Door	Replacement of safety flooring		£ 1,000.00	B
First Floor Kitchenette	Replacement of safety flooring		£ 200.00	A
First Floor Disabled Toilet and Corridor	Replacement of safety flooring		£ 200.00	A
Carpets and Flooring				
Grand Hall Wooden Floor	Sand and Polish		£ 12,000.00	

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Project	Description	Purchase Date	Cost	Condition - ABC
Foyer entrance and stone stairs	Cleaning and sealing		£ 6,000.00	
Grand Hall Balcony	Replacement of carpets		£ 5,000.00	B
Bridestones Suite	Replacement of carpets		£ 5,000.00	B
Spencer Suite and Entrance	Replacement of carpets	01.11.19	£ 832.50	A
Campbell Suite and Rear Stairs	Replacement of carpets		£ 700.00	B
First Floor Office and Corridor	Replacement of carpets		£ 1,550.00	A
Second Floor Offices and Stairway	Replacement of carpets		£ 3,000.00	B
Rear Offices, Stairs and Corridor	Replacement of carpets		£ 2,000.00	B
Meeting Room Furniture				
Grand Hall Rectangular Tables 30 x 6ft	30 x 6ft conference tables	03.01.13	£ 3,778.00	B
Grand Hall Rectangular Tables 10 x 5ft	10 x 6ft conference tables	03.01.13	£ 3,522.00	B
Grand Hall Round Tables 6ft	15 x 6ft round banquet tables	28.07.17	£ 1,319.00	A
Grand Hall Round Tables 5ft	5 x 5ft round banquet tables	28.07.17	£ 319.00	A
Round Tables Storage Trolley x 2	2 x metal storage and carriage trolleys	28/07/2017	£ 425.00	A
Grand Hall Chairs	300 x conference chairs	25.02.13	£ 12,045.00	B
Grand Hall Stage	12 - piece adjustable stage	01.06.08	£ 500.00	B
Grand Hall Fixed Balcony Chairs (re-upholstery)	64 x fixed seats at rear of balcony		£ 7,000.00	B
Bridestones Suite Rectangular Tables	6 x 6ft conference tables	07.06.10	£ 744.00	B
Bridestones Suite Rectangular Tables	3 x 7ft conference tables	07.06.10	£ 402.00	B
Bridestones Suite Round End Tables	2 x 4ft round end conference tables	07.06.10	£ 242.00	B
Bridestones Suite Chairs	42 x meeting room chairs with arms	07.06.10	£ 3,318.00	B
Bridestones Suite Stage	2 x individual adjustable stages	07.06.10	£ 1,668.00	B
Mayor's Chairs	2 x historical chairs	01.06.08	£ 500.00	B
Spencer Suite Tables	2 x 4ft rectangular, 2 x 4ft round end conference tables	01.06.08	£ 680.00	B
Spencer Suite Cupboard	1 x cupboard	01.06.08	£ 580.00	B
Spencer Suite Chairs	10 x meeting room chairs with arms	01.11.19	£ 599.90	A
Campbell Suite Tables	1 x conference table (2 x piece)	01.06.08	£ 680.00	B
Campbell Suite Chairs	10 x conference chairs (part of the 300 from Grand Hall)	25.02.13	£ 500.00	A
Campbell Suite Cupboard			£ 500.00	
Bar Tables	3 x Tall bar tables	01.06.08	£ 540.00	B

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Project	Description	Purchase Date	Cost	Condition - ABC
Office Furniture				
5 x First Floor Office Work Stations (price per table)	5 x curved work stations		£ 300.00	A
5 x First Floor Office Chairs (price per chair)	5 x swivel office chairs		£ 150.00	B
1 x First Floor Office Filing Cabinets	3 x tamber door filing cabinets		£ 150.00	A
5 x First Floor Office Desk Drawers (price per unit)	5 x under desk draws		£ 200.00	A
1 x First Floor Office Bookcase			£ 250.00	A
Second Floor Office 1(Ruth) Work Stations	2 x curved work stations		£ 300.00	A
Second Floor Office 1 Chairs	2 x swivel office chairs		£ 150.00	B
Second Floor Office 1 Filing Cabinets	2 x filing cabinets		£ 150.00	B
Second Floor Office 1 Desk Drawers	1 x under desk drawers		£ 200.00	A
Second Floor Office 1 Storeroom Racking	4 x storage racks	22.10.18	£ 363.00	A
3 x Second Floor Office 2 (David) Work Stations (price per unit)	4 x curved work stations		£ 300.00	A
3 x Second Floor Office 2 Chairs (price per chair)	4 x swivel office chairs		£ 150.00	B
1 x Second Floor Office 2 Filing Cabinets	2 x filing cabinets		£ 150.00	B
3 x Second Floor Office 2 Desk Drawers (price per unit)	4 x under desk drawers		£ 200.00	A
1 x Second Floor Office 2 Meeting Tables	1 x meeting table		£ 250.00	B
2 x Second Floor Office 2 Meeting Chairs (price per unit)	4 x meeting chairs		£ 200.00	B
Grand Hall and Balcony Furnishings and Lighting				
Sprung Wooden Flooring	Replacement of sprung wooden flooring		£ 60,000.00	B
Balcony Carpet	Replacement of balcony carpet and carpet around fixed seating		£ 5,000.00	B
Chandeliers x 2	2 x metal, feature chandeliers replacement		£ 14,000.00	B
Chandelier Winding Mechanism x 2	2 x manual chandelier winches		£ 4,950.00	B
Wall Lights x18	18 x balcony, wall mounted lights		£ 4,000.00	B
Spot Lights x 16	16 x balcony, wall mounted, directional spot lights		£ 4,000.00	B
Under Balcony Light x 27	27 x under balcony mounted, down lighters		£ 3,000.00	C
Emergency Lighting x 15	15 x bulk head and directional emergency lights		£ 2,000.00	A
Radiators x 18	18 x wall mounted, boiler linked radiators		£ 7,200.00	B
Fan Heaters x 6	6 x under balcony mounted, boiler linked, fan heaters		£ 2,400.00	B
Recirculator ceiling Fans x 2	2 x recirculator ceiling fans to blow heat or cold air down from the ceiling		£ 800.00	B
Window Fans x 4	4 x window fans to blow cool air into the room		£ 1,600.00	B
Sound System and 6 speakers	Fixed sound system and 5 x speakers		£ 5,000.00	A
Hearing Loop	Fixed hearing loop connected to sound system		£ 2,500.00	A
Upright Piano	Schaiedmyer upright piano		£ 1,500.00	B
Bridestones Suite Furnishings and Lighting				
Curtain System	1 x manually operated curtain opener/closure. 1 x fixed curtain		£ 800.00	C
2 x Recirculator Ceiling Fans	2 x recirculator ceiling fans to blow heat or cold air down from the ceiling		£ 800.00	A
2 x Window Fans	2 x window fans to blow cool air into the room		£ 800.00	B
2 x Chandeliers	2 x metal feature chandeliers		£ 14,106.00	A
2 x Chandelier Winding Mechanism	2 x manual chandelier winches		£ 4,950.00	A

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Project	Description	Purchase Date	Cost	Condition - ABC
8 x Up/Down Lighters	8 x wall mounted up/down lighters		£ 4,269.00	A
Carpets	Carpet replacement		£ 5,000.00	A
2 x Emergency Lighting	2 x wall mounted emergency lights		£ 400.00	A
9 x Radiators	2 x double, wall mounted radiators linked to boiler		£ 4,000.00	A
Sound System and 4 speakers	Fixed sound system and 4 x speakers		£ 4,000.00	A
Hearing Loop	Fixed hearing loop connected to sound system		£ 2,000.00	A
Spencer Suite Furnishings and Lighting				
3 x Window Blinds	3 x roller blinds		£ 600.00	A
2 x LED Fluorescent Lights	2 x Led strip lights		£ 500.00	A
1 x LED Feature Light	1 x feature lantern		£ 250.00	A
Carpets	Carpets		£ 850.00	A
2 x Radiators	2 x double radiators		£ 300.00	A
2 x Radiator Covers	2 x bespoke radiator covers		£ 300.00	A
Campbell Suite Furnishings and Lighting				
3 x Window Blinds	3 x Venetian blinds		£ 200.00	C
3 x Fluorescent lights	3 x fluorescent lights		£ 300.00	C
1 x Radiator	1 x double radiator		£ 150.00	B
Carpets	Carpets		£ 500.00	B
Rear Offices and Stores Furnishing and Lighting				
6 x Fluorescent Lights	6 x fluourescent strip lights		£ 600.00	B
2 x Emergency Lights	2 x emergency lights		£ 300.00	A
3 x Radiators	3 x double radiators		£ 450.00	B
1 x Under Counter Water Boiler	1 x electric water heater		£ 300.00	B
Carpets	Carpets		£ 2,000.00	B
Foyer, Entrance Furnishings and Lighting				
13 x LED Lights	13 x LED lights		£ 800.00	
6 x Emergency Lights	6 x emergency lights		£ 400.00	
4 x Radiators	4 x cast iron feature radiators		£ 1,600.00	
Corridor Furnishings and Lighting				
17 x Fluorescent Lights	17 x fluorescent lights		£ 2,000.00	B
5 x Emergency Lights	5 x emergency lights		£ 1,000.00	A
4 x Radiators	4 x double radiators		£ 600.00	B
Cotton Club and Kitchen Furnishings and Lighting				
14 x Fluorescent Lights	14 x fluorescent lights		£ 1,800.00	B

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Project	Description	Purchase Date	Cost	Condition - ABC
2 x Emergency Lights	2 x emergency lights		£ 400.00	A
2 x Radiators	2 x double radiators		£ 300.00	B
Kitchen Suspended Ceiling			£ 8,000.00	C
Toilet Furnishings				
Grand Hall Sanitary Ware	Toilets, wash basins, taps etc		£ 20,000.00	B
Grand Hall Toilets and Corridor Suspended Ceiling	Tiled suspended ceiling		£ 7,000.00	B
Foyer Toilets Sanitary Ware	Toilets, wash basins, taps etc		£ 3,000.00	B
Foyer Toilets Suspended Ceilings	Toilets, wash basins, taps etc		£ 2,000.00	B
First Floor Toilets Sanitary Ware	Toilets, wash basins, taps etc		£ 1,000.00	B
Presentation Equipment				
NEC M311W Projector 1	Mobile projector used in Grand Hall and Bridestones Suite	26.07.16	£ 463.00	B
NEC M311W Projector 2	Mobile projector used in Grand Hall and Bridestones Suite		£ 463.00	B
Avocor Interactive Screen (Spencer Suite)	Wall mounted interactive touch screen in Spencer Suite	12.02.18	£ 1,854.00	A
Flat screen TV (Campbell Suite)	Wall mounted flat screen TV with laptop connectability	01.06.08	£ 300.00	B
Flat Screen TV (Foyer)	Wall mounted flat screen TV with laptop connectability	01.06.08	£ 300.00	B
Sound Equipment				
Bosch Dicontis Conference System	Conference system featuring 12 x handsets and 1 x control unit plus cases	08.05.17	£ 15,193.00	A
Audio Technica Hand Held Microphones x 1	1 x hand held microphones and cases used in Bridestones Suite	28.02.17	£ 305.00	A
Audio Technica Hand Held Microphones x 4	4 x hand held microphones and cases used in Grand Hall	23.05.19	£ 1,051.00	A
Grand Hall Sound System including 6 speakers	Sound system, amplifier and 6 Bose wall speakers in Grand Hall	01.08.11	£ 6,000.00	A
Bridestones Sound System including 4 speakers	Sound system, amplifier and 4 wall speakers in Bridestones Suite	28.01.11	£ 5,000.00	A
CCTV Equipment				
Chubb CCTV	Chubb CCTV Controller and 13 Cameras. Annual service charge.	26.04.17	£ 5,187.00	A
Event Lighting				
Coloured Uplighter x 24	LEDJ Slimline 7Q5 Parcan RGBW	31.07.17	£ 1,896.00	A
Wireless Coloured Uplighters x 4	Chauvet DJ SlimPAR Q6 USB LED Par Can rechargeable	31.07.17	£ 760.00	A
Light Carry Cases x 7	LEDJ 7Q5 Carry Case (holds 4)	31.07.17	£ 495.83	A
String Lighting	String Light Indoor LED Warm White White Cable - 10m 100 bulbs	31.07.17	£ 560.00	B
First Aid Equipment				
Defibrillator	Lifepak CR2 Defibrillator	28.09.17	£ 980.00	A
Safety Harness x 2	Fall Arrest Harness x 1 and Safety Harness x 1	19.09.17	£ 1,142.00	A
First Aid Bed	Town Hall ground floor First Aid bed	13.10.10	£ 324.00	A
Boilers/Heating and Hot Water Systems				
2 x Remeha Gas 110 Eco Boilers	2 x boilers and control board situated in boiler room beneath TIC. Annual service charge	2009	£ 50,000.00	A
1 x TIC/First Aid Room Water Heater	1 x Water boiler to supply 1st floor toilet		£ 800.00	
1 x Entrance Foyer Toilets Water Heater	1 x Water boiler to supply hot water to 3 x entrance toilets	2019	£ 800.00	A

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<u>Project</u>	<u>Description</u>	<u>Purchase Date</u>	<u>Cost</u>	<u>Condition - ABC</u>
1 x Campell Suite Water Heater	1 x Water boiler to supply hot water to Campbell Suite		£ 400.00	B
1 x First Floor Kitchen/Brewroom Water Heater	1 x Water boiler to supply hot water to 1st floor kitchen/brewroom		£ 400.00	B
1 x Second Floor Office Hot Water Heater	1 x Water boiler to supply hot water to 2nd floor office		£ 400.00	B
2 x Second Floor Office Electric Radiators	2 x Wall mounted electric radiators		£ 300.00	C
2 x Second Floor Office Electric Radiators	2 x Wall mounted electric radiators		£ 300.00	C
Town Hall and Museum Guttering/Soil Pipes				
Town Hall Rear Guttering	Plastic guttering in courtyard area and droppers from main hall roof		£ 4,000.00	B
Town Hall Car Park Guttering	Cast iron guttering/soil pipes from first floor toilet to car park		£ 2,000.00	C
Museum Guttering	Plastic guttering around museum		£ 5,000.00	B
Car Park and Drainage				
Town Hall/Museum Car Park	Situated behind Town Hall/Museum with rear access to businesses on High Street			B

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Project	Description	Purchase Date	Cost	Condition - ABC
Commercial Kitchen & Bar Equipment				
Combi Oven	Rational Self Cooking Centre	15.02.18	£ 12,963.00	A
Bottle Cooler	Under counter bottle cooler in bar area	11.11.17	£ 350.00	B
Double Door Fridge	Free standing fridge used for kitchen and bar area		£ 1,100.00	B
Glass Washer	Bar and Kitchen Glass Washer		£ 1,350.00	B
Glass Fronted Bottle Fridge	Glass fonted bottle fridge used in bar	01.06.08	£ 400.00	B
Industrial Gas Cooker	Commercial kitchen gas oven	01.06.08	£ 12,000.00	B
Ice Machine	Commercial kitchen ice maker	2019	£ 600.00	A
Bottle Cooler	Under counter bottle cooler in bar area	01.06.08	£ 400.00	B
Imperial 6 Burner Range	Commercial kitchen gas range	01.06.08	£ 8,000.00	B
Chest Freezer	Commercial kitchen chest freezer	09.08.13	£ 389.00	B
Standup Fridge	Commercial kitchen fridge	13.06.13	£ 850.00	B
Microwave 1	Commercial kitchen microwave	13.07.12	£ 549.00	B
Microwave 2	Commercial kitchen microwave	13.07.12	£ 549.00	B
Hotplate	Commercial kitchen hotplate	13.07.12	£ 1,295.00	B
Ovan Lincat 6 Burner Range	Commercial kitchen gas range	13.07.12	£ 1,406.00	B
Grill	Commercial kitchen grill	13.07.12	£ 948.00	B
Free Standing Fridge	Commercial kitchen Sterling Pro fridge	13.07.12	£ 458.00	B
Dishwasher	Commercial kitchen C Range dishwasher	13.07.12	£ 2,801.00	B
Under Counter Fridge	Commercial kitchen under counter fridge	10.09.10	£ 358.00	B
Under Storage Chiller	Commercial under storage chiller	14.04.10	£ 1,500.00	B
Bottle Cooler	Under counter bottle cooler in bar area	01.06.08	£ 400.00	B
Hot Water Boiler	Commercial kitchen hot water boiler	01.06.08	£ 543.00	B
Suspended Ceiling			£ 7,000.00	
Museum				
Suspended Ceilings First Floor Meeting Rooms	Replacement of first floor suspended ceiling		£ 10,000.00	B
Ground Floor Lighting	Replacement lighting in entrance and landing area		£ 3,000.00	C
First Floor Lighting	Replacement lighting in first floor meeting rooms		£ 3,000.00	C
Visitor Information Centre				
Potential Addition of Reception Office Space	Conversion to reception and office space for CTC		£ 15,000.00	
Paddling Pool				
Paddling Pool Surface	Concrete surface area of paddling pool	2010	£ 22,000.00	C
Safety Surface	Wet pour rubber safety surface surrounding the paddling pool	2017	£ 8,000.00	B
Toilet Facilities	Toilet facilities housed within separate brick structure		£ 20,000.00	B
Perimetre Fencing	Metal fencing around border of Paddling Pool		£ 5,000.00	B
Plant/pump/pipework/tanks	Operational equipment to operate the pumpin gof water throughout the system		£ 10,000.00	C
Computer and Chemical Pumps	Self dosing computer and pumps to control chemical dosing	2018	£ 5,000.00	A
Market Street Public Toilets				
Commercial Sanitary Ware	Toilets, urinals, sinks, hand driers		£ 5,000.00	B
Plumbing/Pipework			£ 3,000.00	B
Lighting	Doors, tiling, water and electrical supplies		£ 2,000.00	B
Main Doors			£ 2,000.00	C

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

Description	Apr-20	Apr-21	Apr-22	Apr-23	Apr-24	Apr-25		
Access scaffold	0	20,000		0	0	20000		
Painting of all windows, doors and other woodwork to front elevation	0	5,000	0	0	0	0		
Access scaffold	0	0	5000	0	0	0		
Painting of all windows, doors and other woodwork to rear elevation	0	0	2000	0	0	0		
Access scaffold	0	0	3000	0	0	0		
Painting of all windows, doors and other woodwork to Museum	0	0	2000	0	0	0		
Cleaning of stone facia and pointing	0	0	0	0	0	20000		
Access tower scaffold	0	0	0	2000	0	0		
Painting of all walls, doors, skirting and other woodwork	0	0	0	10000	0	0		
Access scaffold	0	0	20000	0	0	0		
Painting of all walls, doors, skirting and other woodwork	0	0	20000	0	0	0		
Painting of all walls, doors, skirting and other woodwork	0	0	0	2000	0	0		
	0							
Plastering and painting/decoration of all walls and woodwork	0	0	0	2000	0	0		
Plastering and painting/decoration of all walls and woodwork	0	0	0	0	0	2000		
Access tower scaffold	0	0	500	0	0	0		
Painting of all walls, doors, skirting and other woodwork	0	0	4000	0	0	0		
Access tower scaffold	0	0	2000	0	0	0		
Staining/varnishing of timber ceiling	0	0	4000	0	0	0		
Painting of all walls, doors, windows skirting and other woodwork	0	0	0	1500	0	0		
Painting of all walls, doors, windows skirting and other woodwork	0	0	0	2000	0	0		
Cleaning of stone facias and pointing	0	0	0	15,000	0	0		
Painting of all doors and other woodwork	0	0	0	1500	0	0		
Painting of all walls, doors, skirting and other woodwork	0	0	0	1800	0	0		
Painting of all walls, doors, skirting and other woodwork	0	0	0	1200	0	0		
Painting of all walls, doors, skirting and other woodwork	0	0	0	0	3000	0		
Painting of all walls, doors, skirting and other woodwork	0	0	0	500	0	0		
Painting of all walls, doors, skirting and other woodwork	0	0	0	500	0	0		
Painting of all walls, doors, skirting and other woodwork	0	0	0	0	1200	0		
Painting of all walls, doors, skirting and other woodwork	0	0	0	0	500	0		
Painting of all walls, doors, skirting and other woodwork	0	0	0	0	500	0		
Painting of all walls, doors, skirting and other woodwork	0	0	0	0	500	0		
Replacement of safety flooring	0	0	0	2000	0	0		
Replacement of safety flooring	0	0	2000	0	0	0		
Replacement of safety flooring	0	0	0	0	700	0		
Replacement of safety flooring	0	0	0	0	0	2400		
Replacement of safety flooring	0	0	0	0	1000	0		
Replacement of safety flooring	0	0	0	0	700	0		
Replacement of safety flooring	0	0	0	0	200	0		
Sand and Polish								

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

Description	Apr-20	Apr-21	Apr-22	Apr-23	Apr-24	Apr-25		
Cleaning and sealing								
Replacement of carpets	0	0	5000	0	0	0		
Replacement of carpets	0	0	0	5000	0	0		
Replacement of carpets	0	0	0	0	0	0		
Replacement of carpets	0	0	1000	0	0	0		
Replacement of carpets	0	0	0	0	0	0		
Replacement of carpets	0	0	3000	0	0	0		
Replacement of carpets	0	0	2000	0	0	0		
30 x 6ft conference tables	0	0	0	0	4000	0		
10 x 6ft conference tables	0	0	0	0	4000	0		
15 x 6ft round banquet tables	0	0	0	0	0	0		
5 x 5ft round banquet tables	0	0	0	0	0	0		
2 x metal storage and carriage trolleys	0	0	0	0	0	0		
300 x conference chairs	0	0	0	0	12000	0		
12 - piece adjustable stage	0	0	0	10000	0	0		
64 x fixed seats at rear of balcony	0	0	0	0	0	7000		
6 x 6ft conference tables	0	0	800	0	0	0		
3 x 7ft conference tables	0	0	500	0	0	0		
2 x 4ft round end conference tables	0	0	300	0	0	0		
42 x meeting room chairs with arms	0	0	3500	0	0	0		
2 x individual adjustable stages	0	0	0	0	0	0		
2 x historical chairs	0	0	500	0	0	0		
2 x 4ft rectangular, 2 x 4ft round end conference tables	0	0	700	0	0	0		
1 x cupboard	0	0	600	0	0	0		
10 x meeting room chairs with arms	0	0	0	0	0	600		
1 x conference table (2 x piece)	0	0	700	0	0	0		
10 x conference chairs (part of the 300 from Grand Hall)	0	0	500	0	0	0		
		0	0	0	0	0		
3 x Tall bar tables	0	0	0	0	0	0		

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

Description	Apr-20	Apr-21	Apr-22	Apr-23	Apr-24	Apr-25		
8 x wall mounted up/down lighters	0	0	2000					
Carpet replacement	0	0	0	0	0	5000		
2 x wall mounted emergency lights	0	0	0	0	0	0		
2 x double, wall mounted radiators linked to boiler	0	0	0	0	0	4000		
Fixed sound system and 4 x speakers	0	0	0	0	0	4000		
Fixed hearing loop connected to sound system	0	0	0	0	0	2000		
3 x roller blinds	0	0	0	0	0	600		
2 x Led strip lights	0	0	0	0	0	500		
1 x feature lantern	0	0	0	0	0	250		
Carpets	0	0	0	0	0	850		
2 x double radiators	0	0	0	0	0	300		
2 x bespoke radiator covers	0	0	0	0	0	300		
3 x Venetian blinds	0	0	200	0	0	0		
3 x fluorescent lights	0	0	300	0	0	0		
1 x double radiator	0	0	150	0	0	0		
Carpets	0	0	500	0	0	0		
6 x fluorescent strip lights	0	0	0	0	600	0		
2 x emergency lights	0	0	0	0	300	0		
3 x double radiators	0	0	0	0	450	0		
1 x electric water heater	0	0	0	0	300	0		
Carpets	0	0	0	0	2000	0		
13 x LED lights	0	0	0	0	800	0		
6 x emergency lights	0	0	0	0	0	0		
4 x cast iron feature radiators	0	0	0	0	0	1600		
17 x fluorescent lights	0	0	0	0	0	2000		
5 x emergency lights	0	0	0	0	0	0		
4 x double radiators	0	0	0	0	600	0		
14 x fluorescent lights	0	0	0	0	1800	0		

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

Description	Apr-20	Apr-21	Apr-22	Apr-23	Apr-24	Apr-25		
2 x emergency lights	0	0	0	0	0	0		
2 x double radiators	0	0	0	0	300	0		
	0	8000	0	0	0	0		
Toilets, wash basins, taps etc	0	0	20000	0	0	0		
Tiled suspended ceiling	0	0	7000	0	0	0		
Toilets, wash basins, taps etc	0	0	2000	0	0	0		
Toilets, wash basins, taps etc	0	0	2000	0	0	0		
Toilets, wash basins, taps etc	0	0	1000	0	0	0		
Mobile projector used in Grand Hall and Bridestones Suite	0	0	0	500	0	0		
Mobile projector used in Grand Hall and Bridestones Suite	0	0	0	0	500	0		
Wall mounted interactive touch screen in Spencer Suite	0	0	0	0	0	2000		
Wall mounted flat screen TV with laptop connectability	0	0	0	300	0	0		
Wall mounted flat screen TV with laptop connectability	0	0	0	300	0	0		
Conference system featuring 12 x handsets and 1 x control unit plus cases	0	0	0	0	0	5000		
1 x hand held microphones and cases used in Bridestones Suite	0	0	0	300	0	0		
4 x hand held microphones and cases used in Grand Hall	0	0	0	0	100	0		
Sound system, amplifier and 6 Bose wall speakers in Grand Hall	0	0	0	6000	0	0		
Sound system, amplifier and 4 wall speakers in Bridestones Suite	0	0	0	0	5000	0		
Chubb CCTV Controller and 13 Cameras. Annual service charge.	500	500	500	500	500	500		
LEDJ Slimline 7Q5 Parcan RGBW	0	200	200	200	200	200		
Chauvet DJ SlimPAR Q6 USB LED Par Can rechargeable	0	100	100	100	100	100		
LEDJ 7Q5 Carry Case (holds 4)	0	100	100	100	100	100		
String Light Indoor LED Warm White White Cable - 10m 100 bulbs	0	100	100	100	100	100		
Lifepak CR2 Defibrillator	0	200	200	200	200	200		
Fall Arrest Harness x 1 and Safety Harness x 1	0	200	200	200	200	200		
Town Hall ground floor First Aid bed	0	80	80	80	80	80		
2 x boilers and control board situated in boiler room beneath TIC. Annual service charge	500	500	500	500	500	500		
1 x Water boiler to supply 1st floor toilet	0	0	0	0	0	0		
1 x Water boiler to supply hot water to 3 x entrance toilets	0	0	0	0	0	0		

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

<u>Description</u>	<u>Apr-20</u>	<u>Apr-21</u>	<u>Apr-22</u>	<u>Apr-23</u>	<u>Apr-24</u>	<u>Apr-25</u>		
1 x Water boiler to supply hot water to Campbell Suite	0	0	0	400	0	0		
1 x Water boiler to supply hot water to 1st floor kitchen/brewroom	0	0	0	400	0	0		
1 x Water boiler to supply hot water to 2nd floor office	0	0	0	400	0	0		
2 x Wall mounted electric radiators	0	300	0	0	0	0		
2 x Wall mounted electric radiators	0	300	0	0	0	0		
Plastic guttering in courtyard area and droppers from main hall roof	0	0	0	0	4000	0		
Cast iron guttering/soil pipes from first floor toilet to car park	0	2000	0	0	0	0		
Plastic guttering around museum	0	0	0	0	5000	0		
Situated behind Town Hall/Museum with rear access to businesses on High Street	0	1000	1000	1000	1000			

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

Description	Apr-20	Apr-21	Apr-22	Apr-23	Apr-24	Apr-25		
Rational Self Cooking Centre	0	0	0	0	0	0		
Under counter bottle cooler in bar area	0	0	0	0	0	350		
Free standing fridge used for kitchen and bar area	0	0	1100	0	0	0		
Bar and Kitchen Glass Washer	0	1350	0	0	0	0		
Glass fonted bottle fridge used in bar	0	0	400	0	0	0		
Commercial kitchen gas oven	0	0	0	12000	0	0		
Commercial kitchen ice maker	0	0	0	0	0	0		
Under counter bottle cooler in bar area	0	400	0	0	0	0		
Commercial kitchen gas range	0	0	8000	0	0	0		
Commercial kitchen chest freezer	0	0	0	389	0	0		
Commercial kitchen fridge	0	0	0	0	850	0		
Commercial kitchen microwave	0	0	0	0	549	0		
Commercial kitchen microwave	0	0	0	0	549	0		
Commercial kitchen hotplate	0	1295	0	0	0	0		
Commercial kitchen gas range	0	1406	0	0	0	0		
Commercial kitchen grill	0	0	948	0	0	0		
Commercial kitchen Sterling Pro fridge	0	0	0	458	0	0		
Commercial kitchen C Range dishwasher	0	2800	0	0	0	0		
Commercial kitchen under counter fridge	0	358	0	0	0	0		
Commercial under storage chiller	0	0	0	0	1500	0		
Under counter bottle cooler in bar area	0	0	400	0	0	0		
Commercial kitchen hot water boiler	0	543	0	0	0	0		
	0							
Replacement of first floor suspended ceiling	0	10,000	0	0	0	0		
Replacement lighting in entrance and landing area	0	3000	0	0	0	0		
Replacement lighting in first floor meeting rooms	0	3000	0	0	0	0		
Conversion to reception and office space for CTC	0	15000	0	0	0	0		
Concrete surface area of paddling pool	0	22,000	0	0	0	0		
Wet pour rubber safety surface surrounding the paddling pool	0	0	0	0	8000	0		
Toilet facilities housed within separate brick structure	0	0	0	20000	0	0		
Metal fencing around border of Paddling Pool	0	0	0	0	0	0		
Operational equipment to operate the pumpin gof water throughout the system	0	0	0	10000	0	0		
Self dosing computer and pumps to control chemical dosing	0	0	0	0	5000	0		
Toilets, urinals, sinks, hand driers	0	0	0	5000	0	0		
	0	0	0	3000	0	0		
Doors, tiling, water and electrical supplies	0	0	2000	0	0	0		
	0	2000						

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

Description	Apr-20	Apr-21	Apr-22	Apr-23	Apr-24	Apr-25		
Replace in 2010	3000	3000	3000	3000	3000	3000		
Replace in 2010	1500	1500	1500	1500	1500	1500		
Replace in 2010	1500	1500	1500	1500	1500	1500		
Replace in 2010	400	400	400	400	400	400		
	300	300	300	300	300	300		
	1200	1200	1200	1200	1200	1200		
	8900	110432	144078	176827	82928	120180		
Access scaffold	0	1500	1500	1500	1500	1500		
2 x metal fabricated flagpoles and brackets	0	1000	1000	1000	1000	1000		
3 x 6ft stone statues	0	40000	40000	40000	40000	40000		
4 x cast iron hanging basket brackets	0	500	500	500	500	500		
2 x metal feature lanterns	0	200	200	200	200	200		
	0	6000	6000	6000	6000	6000		
	0	49200	49200	49200	49200	49200		

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

<u>Description</u>	
Access scaffold	
Painting of all windows, doors and other woodwork to front elevation	
Access scaffold	
Painting of all windows, doors and other woodwork to rear elevation	
Access scaffold	
Painting of all windows, doors and other woodwork to Museum	
Cleaning of stone facia and pointing	
Access tower scaffold	
Painting of all walls, doors, skirting and other woodwork	
Access scaffold	
Painting of all walls, doors, skirting and other woodwork	
Painting of all walls, doors, skirting and other woodwork	
Plastering and painting/decoration of all walls and woodwork	
Plastering and painting/decoration of all walls and woodwork	
Access tower scaffold	
Painting of all walls, doors, skirting and other woodwork	
Access tower scaffold	
Staining/varnishing of timber ceiling	
Painting of all walls, doors, windows skirting and other woodwork	
Painting of all walls, doors, windows skirting and other woodwork	
Cleaning of stone facias and pointing	
Painting of all doors and other woodwork	
Painting of all walls, doors, skirting and other woodwork	
Painting of all walls, doors, skirting and other woodwork	
Painting of all walls, doors, skirting and other woodwork	
Painting of all walls, doors, skirting and other woodwork	
Painting of all walls, doors, skirting and other woodwork	
Painting of all walls, doors, skirting and other woodwork	
Painting of all walls, doors, skirting and other woodwork	
Painting of all walls, doors, skirting and other woodwork	
Painting of all walls, doors, skirting and other woodwork	
Replacement of safety flooring	
Replacement of safety flooring	
Replacement of safety flooring	
Replacement of safety flooring	
Replacement of safety flooring	
Replacement of safety flooring	
Replacement of safety flooring	
Sand and Polish	

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

<u>Description</u>	
Cleaning and sealing	
Replacement of carpets	
Replacement of carpets	
Replacement of carpets	
Replacement of carpets	
Replacement of carpets	
Replacement of carpets	
Replacement of carpets	
30 x 6ft conference tables	
10 x 6ft conference tables	
15 x 6ft round banquet tables	
5 x 5ft round banquet tables	
2 x metal storage and carriage trolleys	
300 x conference chairs	
12 - piece adjustable stage	
64 x fixed seats at rear of balcony	
6 x 6ft conference tables	
3 x 7ft conference tables	
2 x 4ft round end conference tables	
42 x meeting room chairs with arms	
2 x individual adjustable stages	
2 x historical chairs	
2 x 4ft rectangular, 2 x 4ft round end conference tables	
1 x cupboard	
10 x meeting room chairs with arms	
1 x conference table (2 x piece)	
10 x conference chairs (part of the 300 from Grand Hall)	
3 x Tall bar tables	

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

<u>Description</u>	
8 x wall mounted up/down lighters	
Carpet replacement	
2 x wall mounted emergency lights	
2 x double, wall mounted radiators linked to boiler	
Fixed sound system and 4 x speakers	
Fixed hearing loop connected to sound system	
3 x roller blinds	
2 x Led strip lights	
1 x feature lantern	
Carpets	
2 x double radiators	
2 x bespoke radiator covers	
3 x Venetian blinds	
3 x fluorescent lights	
1 x double radiator	
Carpets	
6 x fluorescent strip lights	
2 x emergency lights	
3 x double radiators	
1 x electric water heater	
Carpets	
13 x LED lights	
6 x emergency lights	
4 x cast iron feature radiators	
17 x fluorescent lights	
5 x emergency lights	
4 x double radiators	
14 x fluorescent lights	

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

Description	
2 x emergency lights	
2 x double radiators	
Toilets, wash basins, taps etc	
Tiled suspended ceiling	
Toilets, wash basins, taps etc	
Toilets, wash basins, taps etc	
Toilets, wash basins, taps etc	
Mobile projector used in Grand Hall and Bridestones Suite	
Mobile projector used in Grand Hall and Bridestones Suite	
Wall mounted interactive touch screen in Spencer Suite	
Wall mounted flat screen TV with laptop connectability	
Wall mounted flat screen TV with laptop connectability	
Conference system featuring 12 x handsets and 1 x control unit plus cases	
1 x hand held microphones and cases used in Bridestones Suite	
4 x hand held microphones and cases used in Grand Hall	
Sound system, amplifier and 6 Bose wall speakers in Grand Hall	
Sound system, amplifier and 4 wall speakers in Bridestones Suite	
Chubb CCTV Controller and 13 Cameras. Annual service charge.	
LEDJ Slimline 7Q5 Parcan RGBW	
Chauvet DJ SlimPAR Q6 USB LED Par Can rechargeable	
LEDJ 7Q5 Carry Case (holds 4)	
String Light Indoor LED Warm White White Cable - 10m 100 bulbs	
Lifepak CR2 Defibrillator	
Fall Arrest Harness x 1 and Safety Harness x 1	
Town Hall ground floor First Aid bed	
2 x boilers and control board situated in boiler room beneath TIC. Annual service charge	
1 x Water boiler to supply 1st floor toilet	
1 x Water boiler to supply hot water to 3 x entrance toilets	

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

<u>Description</u>	
1 x Water boiler to supply hot water to Campbell Suite	
1 x Water boiler to supply hot water to 1st floor kitchen/brewroom	
1 x Water boiler to supply hot water to 2nd floor office	
2 x Wall mounted electric radiators	
2 x Wall mounted electric radiators	
Plastic guttering in courtyard area and droppers from main hall roof	
Cast iron guttering/soil pipes from first floor toilet to car park	
Plastic guttering around museum	
Situated behind Town Hall/Museum with rear access to businesses on High Street	

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

<u>Description</u>	
Rational Self Cooking Centre	
Under counter bottle cooler in bar area	
Free standing fridge used for kitchen and bar area	
Bar and Kitchen Glass Washer	
Glass fonted bottle fridge used in bar	
Commercial kitchen gas oven	
Commercial kitchen ice maker	
Under counter bottle cooler in bar area	
Commercial kitchen gas range	
Commercial kitchen chest freezer	
Commercial kitchen fridge	
Commercial kitchen microwave	
Commercial kitchen microwave	
Commercial kitchen hotplate	
Commercial kitchen gas range	
Commercial kitchen grill	
Commercial kitchen Sterling Pro fridge	
Commercial kitchen C Range dishwasher	
Commercial kitchen under counter fridge	
Commercial under storage chiller	
Under counter bottle cooler in bar area	
Commercial kitchen hot water boiler	
Replacement of first floor suspended ceiling	
Replacement lighting in entrance and landing area	
Replacement lighting in first floor meeting rooms	
Conversion to reception and office space for CTC	
Concrete surface area of paddling pool	
Wet pour rubber safety surface surrounding the paddling pool	
Toilet facilities housed within separate brick structure	
Metal fencing around border of Paddling Pool	
Operational equipment to operate the pumpin of water throughout the system	
Self dosing computer and pumps to control chemical dosing	
Toilets, urinals, sinks, hand driers	
Doors, tiling, water and electrical supplies	

