

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 10th April 2025

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 – 10th April 2025](#)

In attendance:

Committee members: Councillor Liz Wardlaw (Vice Chair)
Councillor Mark Edwardson
Councillor Suzy Firkin
Councillor Amanda Martin
Councillor Susan Mead
Councillor Heather Pearce
Councillor Glen Williams

Non-Committee members: Councillor Robert Douglas

Ex-Officio Members: Cllr Kay Wesley – 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: Councillor Suzie Akers Smith (Chair)

2. Minutes of Previous Meetings

THAS/32/2425 Resolved to approve and sign the minutes of the meeting of the Town Hall, Assets and Services Committee held on 23rd January 2025.

3. Declarations of Interest

Cllr Liz Wardlaw – Cheshire East, David McGifford – Chief Officer – Commercial Partner
Part 2 paper.

4. Outstanding Actions

Action – Continue and further promote Town Hall Tour bookings. Request for 31st March from Beavers but could not accommodate, looking at other dates. Cllr Robert Brittain has indicated he will continue with tours during his Mayoral year.

Action – Contact Cllr Heather Seddon to research options for board game events at the Town Hall. Investigate options for CTC Officers to organise an event on a larger scale than what is provided by Congleton Board Game Society/Bear Town Board Games.

Action – Future discussion on Youth Council and opportunities for younger residents to use the Town Hall.

5. Questions from Members of the Public

No questions from members of the public were received.

6. Urgent Items

No urgent items.

7. Management Accounts Town Hall

THAS/33/2425 Resolved to accept the Management Accounts Town Hall to 31st March 2025 and to note the content of the summary report.

8. Paddling Pool Accounts

THAS/34/2425 Resolved to accept the Paddling Pool accounts to 31st March 2025 and to note the content of the summary report.

9. Management Accounts for Congleton Information Centre

THAS/35/2425 Resolved to accept the Information Centre accounts to 31st March 2025 and to note the content of the summary report.

10. Counter/Office reconfiguration of Information Centre

THAS/36/2425 Resolved to Agree in principle to the pre-fabricated counter on the left of the Info Centre but to re-design and research options for the right hand side office space. Improvements for accessibility to be included in the design.

11. Town Hall Decarbonisation Updates

THAS/37/2425 Resolved to receive the report relating to Town hall Decarbonisation Updates.

12. Resolution to Exclude the Public and Press from Item 13

THAS/38/2425 Resolved to exclude public and press be excluded from the meeting due to commercially sensitive information.

13. Commercial Partner Contract

THAS/39/2425 Resolved to agree to:

1. Bluey's bar area to be responsibility of CTC and for Officers to promote and hire this area as an additional meeting space.

2. Mark's Events to write to Chief Officer requesting to be released from the annual payment of £12,500 for the Blueys area which was agreed by the Committee.

3. Noted that Marks Events would pay £3,500pa for the use of offices he currently occupies.

4. Noted that the current Commercial Partner contract ends in January 2026, the committee agreed to the proposal for 1-year extension with 12-month rolling contract dated from January 2026 subject to the following conditions being met:

- Meeting standards according to the Food Standards Agency including Customer Allergen Symbols & Ingredients Awareness labelling
- Safer Food Better Business Training
- CEC Environmental Rating to be displayed and Health Inspection, In the absence of CEC providing an Environmental rating a monthly check of requirements will be undertaken by senior officers of the council
- Regular meetings with the nominated CTC Officer to check on customer feedback

**Cllr Liz Wardlaw
(Vice Chair)**