

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	10th April 2025 7pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	10 Counter/Office reconfiguration to Information Centre		
Background	<p>Recent staff restructuring has involved the Senior Information Centre Advisors providing administration support to Officers, therefore releasing Officers to take on additional responsibilities of the previous Deputy Chief Officer. The existing Information Centre counter is set up for two members of staff to service ticket/merchandise sales from members of the public as well as being the reception for the Town Hall and operating the information phone line. Information staff also handle the Town Hall booking processes from the Information Centre throughout the week.</p>		
	<p>Due to the varied and expanded administration role of the Information Centre staff, and the need for two members of staff to be in the Information Centre, the existing counter does not give the privacy required for staff to carry out administration work without distraction from members of the public. Officers have investigated options to create a new counter and office area within the Information Centre which will allow for better access for members of the public while at the same time offering privacy to administration staff.</p> <p>To create an office area it is proposed to board out and install a window and door to the right of the existing counter area. In addition to this there will be a part return studded wall added behind the counter to offer further privacy. The left hand side of the counter will be used by members of the public and will consist of a manufactured DDA compliant counter which will fit within the existing space. Work would involve removal of existing electrical and IT sockets built into the existing counter, removal of existing counter, installation of studded wall/window/door, plastering, installation of manufactured counter, re-installation of electrical and IT sockets, decoration, carpets.</p>		

	IT Sockets – removal of existing IT sockets and re-installing following completion of counter and office.	Quote due – visited site 28.03.25
	Electrical Sockets – removal of existing electrical sockets and re-installing following completion of counter and office.	To follow
	Stud wall/window/door/return stud wall – removal of existing counter and construction of stud wall/window/door/return stud wall, positioning of manufactured counter, plastering.	£1,787.00 inc VAT
	Manufactured DDA compliant counter	£1,172.60 + VAT
	Decoration	£790.00 inc VAT
	Carpets	£600 + VAT
	Total	TBC
Financial	To be in accordance with allocated budgets and financial regulations - note that this would need final approval by Council	
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 agree the proposed improvements to the Information Centre counter/office up to a spend of £10,000 excluding VAT	



