



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

3<sup>rd</sup> April 2025

Dear Councillor,

## **Town Hall, Assets & Services Committee – 10<sup>th</sup> April 2025**

You are summoned to attend a meeting of the Town Hall, Assets & Services Committee, to be held at Congleton Town Hall on **Thursday 10<sup>th</sup> April 2025** 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

Tel: 01260 270350

Email: [info@congleton-tc.gov.uk](mailto:info@congleton-tc.gov.uk) [www.congleton-tc.gov.uk](http://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 23<sup>rd</sup> January 2025](#).

### **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. Actions from THAS Meeting February 23<sup>rd</sup> 2025**

To receive an update on actions from previous meetings including any work in progress.

**Action** – Continue and further promote Town Hall Tour bookings.

**Action** – Research option for Board Game Evenings at the Town Hall. Contact Cllr Heather Seddon on this matter.

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

### **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 receive the Town Hall Trading accounts to 28<sup>th</sup> February 2025 and to note the content of the summary report.

### **8. Paddling Pool Accounts (Enclosed)**

To receive the Paddling Pool accounts to 28<sup>th</sup> February 2025 and to note the content of the summary report.

**8.1 Paddling Pool Operational Update** (verbal)

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

To accept the Information Centre accounts to 28<sup>th</sup> February 2025 and to note the content of the summary report.

**10. Counter/Office reconfiguration to Information Centre** (Enclosed)

To receive updates relating to the reconfiguration of the Information Centre counter/office.

**11. Town Hall Decarbonisation Updates** (Enclosed)

To receive any updates relating to the Town Hall Decarbonisation project.

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

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting due to commercially sensitive information

**13. Commercial Partner Update**

To receive an update on matters relating to the Town Council's Commercial Partner.

**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:** Honorary Burgess (5) 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 23<sup>rd</sup> January 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 – 23<sup>rd</sup> January  
2025](#)

In attendance:

#### **Committee members:** Cllrs

**Suzie Akers Smith - Chair**  
**Liz Wardlaw – Deputy Chair**  
Suzy Firkin  
Sally Ann Holland  
Amanda Martin  
Susan Mead  
Heather Pearce  
Glen Williams

#### **Non-Committee members:** Cllrs

David Brown  
Robert Douglas

**Ex-Officio Members:** Cllr Kay Wesley – Mayor, Cllr Robert Brittain – 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 Mark Edwardson and Arabella Holland.

**2. Minutes of Previous Meetings**

**THAS/23/2425 Resolved to** approve and sign the minutes of the meeting of the Town Hall, Assets and Services Committee held on 31<sup>st</sup> October 2024.

**3. Declarations of Interest**

Declarations of interest were received from Cllrs Dave Brown, Sally Ann Holland and Liz Wardlaw for Cheshire East Council.

**4. Outstanding Actions**

No outstanding actions.

**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/24/2425 Resolved to** accept the Management Accounts Town Hall to 30<sup>th</sup> November and to note the content of the summary report.

**8. Paddling Pool Accounts**

**THAS/25/2425 Resolved to** accept the Paddling Pool accounts to 30<sup>th</sup> November 2024 and to note the content of the summary report.

**Action** – Future Paddling Pool Account reports to reflect the figures over the season of the pool rather than the complete year.

**9. Management Accounts for Congleton Information Centre**

**THAS/26/2425 Resolved to** accept the Information Centre accounts to 30<sup>th</sup> November 2024 and to note the content of the summary report.

**10. Town Hall Decarbonisation Updates**

**THAS/27/2425 Resolved to** receive the report relating to Town hall Decarbonisation Updates.

**Action** – Presentation by Pearson Surveyors with full decarbonisation figures when the Tender contract is presented to the Council.

#### **11. Review of Town Hall Hire Charges and 2025/26**

**THAS/28/2425 Resolved to** agree the existing Town Hall Hire Charges remain in place for 2025/26 and recommend these to Council for approval and adoption into the Constitution.

**Action** – Continue and further promote Town Hall Tour bookings.

**Action** – Research option for Board Game Evenings at the Town Hall. Contact Cllr Heather Seddon on this matter.

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

#### **12. Cheshire East Grit Bins**

**THAS/29/2425 Resolved to** contact Cheshire East Council and request they supply CTC with an agreed amount of grit to be distributed to grit bins by Streetscape staff.

#### **13. Resolution to Exclude the Public and Press from Item 14**

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting due to private staffing matters.

#### **14. Commercial Partner Bar & Catering**

**THAS/31/2425 Resolved to** continue working with the current commercial partner, Mark's Events, to deliver catering and bar services at Congleton Town Hall with the following conditions:

- 1-year extension with 12-month rolling contract
- Meet 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
- Regular meetings with the nominated CTC Officer to check on feedback
- Options to use Bluey's area for potential CTC bookings

**Cllr Suzie Akers Smith  
(Chair)**

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall and Assets Committee						
MEETING DATE AND TIME	10 <sup>th</sup> April 2025	LOCATION	Congleton Town Hall				
	7.00 pm						
REPORT FROM	Serena Van Schepdael - R.F.O						
AGENDA ITEM REPORT TITLE	7 Management Accounts Town Hall						
Background	Management Accounts and Variance analysis for the period to 28 <sup>th</sup> February 2025, Month 11, to accompany the attached spreadsheets in Appendix 7.1-7.3.						
Update	<p>These figures cover the financial period from the current financial year to 28<sup>th</sup> February 2025, Month 11, which represents 93% of the budget. (Percentages in this report are rounded up /down and are based on full-year <u>budgets, column titled % Spent of Annual Budget</u>) Please refer to notes in Appendix 7.1 for comments.</p> <p>Income:</p> <ul style="list-style-type: none"><li>• Bridestones is below expected levels.</li><li>• Service Charges below expected levels, these are dependent on usage by third parties.</li><li>• Awaiting Commissions information to update this value.</li></ul> <p>There has been receipt of 2 grants this year; £15,000 from CEC for Improved, Greener, Community Facilities Fund Grant and £49,919 from Salix Finance to cover Surveyor fees, these are highlighted on Appendix 7.1. There is corresponding expenditure to offset against these grants.</p> <p>Expenditure:</p> <ul style="list-style-type: none"><li>• Insurance over as paid in full at the beginning of the year.</li><li>• Water is over budget, updated budget setting has been taken into account for 25-26 amounts.</li></ul> <p><b><u>Future Bookings</u></b></p> <p>Appendix 7.2 shows the figures for the current financial year 2024-2025. As the sales invoices are issued a month in advance these total are for the full 12 months. These figures include Internal Room values, table added below to show customer booking values: (Internal Income grant CTC on the summary)</p> <p>Figures including Internal Room values: (Appendix 7.2)</p> <table><tr><td>Budget</td><td>£78,200</td></tr><tr><td>Total Income to date</td><td>£70,637</td></tr></table>			Budget	£78,200	Total Income to date	£70,637
Budget	£78,200						
Total Income to date	£70,637						

	Total Confirmed bookings	£0.00	Figures taking out Internal Room values  (Appendix 7.3)
	CP Rental Income	£0.00	
	Cumulative v budget	(-£6,482)	
	Budget	£69,200	
	Total Income to date	£59,210	
	Total Confirmed bookings	£0.00	
	CP Rental Income	£0.00	
	Cumulative v budget	(-£8,909)	
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's current financial year to date of 28 <sup>th</sup> February 2025.		



**Congleton Town Council**  
**Management Accounts 2024-25**  
**TOWN HALL**  
**Feb-25**

OK  
Monitor  
Overspent

Month 11  
Percentage 92.6%

**TOWN HALL**

		ANNUAL BUDGET	BUDGET TO M11	ACTUAL SPEND TO M11	£ VARIANCE OF M11 BUDGETS	% SPENT AGAINST M11 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED
4000	Staff Costs (re-allocated)	74,918	68,675	73,038	-4,363	106.4%	97.5%	4.89%
4008	Training	1,000	917	196	721	21.4%	19.6%	-73.00%
4009	Protective Clothing\H & Safety	550	504	42	462	8.3%	7.6%	-84.96%
4010	Cleaners	8,000	7,333	6,512	821	88.8%	81.4%	-11.20%
4011	Rates	26,522	24,312	24,950	-638	102.6%	94.1%	1.47%
4012	Water	4,000	3,667	7,038	-3,371	191.9%	176.0%	83.35%
4014	Electricity	26,950	24,704	21,916	2,788	88.7%	81.3%	-11.28%
4015	Gas	25,920	23,760	18,421	5,339	77.5%	71.1%	-21.53%
4016	Cleaning materials	2,250	2,063	1,847	216	89.6%	82.1%	-10.51%
4017	Refuse Disposal	2,350	2,154	2,206	-52	102.4%	93.9%	1.27%
4020	Miscellaneous Office Costs	1,600	1,467	1,304	163	88.9%	81.5%	-11.10%
4025	Insurance	12,647	11,593	13,785	-2,192	118.9%	109.0%	16.40%
4033	Marketing/Promotions	3,500	3,208	796	2,412	24.8%	22.7%	-69.86%
4040	Maintenance Contracts	9,000	8,250	7,690	560	93.2%	85.4%	-7.16%
4041	Property Maintenance	21,300	19,525	8,506	11,019	43.6%	39.9%	-52.67%
4065	Architect/Surveyor Fees	0	0	49,919	-49,919			
4068	Licences (incl PRS)	4,200	3,850	5,846	-1,996	151.8%	139.2%	46.59%
6000	Central Overheads Reallocated	5,822	5,337	5,048	289	94.6%	86.7%	-5.89%
4951	Tfr to EMR	0	0	15,000	-15,000			
	Town Hall Expenditure	230,529	211,318	264,060	-52,742	125.0%	114.5%	21.95%
3020	Catering costs	0	0	4,491	-4,491			
3021	Security Supplies	0	0	2,310	-2,310			
		0	0	6,801	6,801			
	Total Town Hall Expenditure	230,529	211,318	270,861	-59,543	128.2%	117.5%	24.90%
1009	Rent Rec'd - Museum Notional	-4500	-4125	-4125	0	100.0%	91.7%	-0.93%
1010	Rent Received - 3rd Party Partnership	-1533	-1405	-1405	-0	100.0%	91.7%	-0.95%
1011	Rent Received - Internal CTC	-26517	-24307	-24307	-0	100.0%	91.7%	-0.93%
1013	Letting Income - Grand Hall	-30000	-27500	-24698	-2802	89.8%	82.3%	-10.27%
1014	Letting Income - Bridestones	-13200	-12100	-4554	-7546	37.6%	34.5%	-58.10%
1015	Letting Income - Spencer Suite	-5000	-4583	-4626	43	100.9%	92.5%	-0.08%
1018	Letting Income - Campbell Suite	0	0	0	0		0.0%	-92.60%
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-11000	-12000	1000	109.1%	100.0%	7.40%
1021	Letting Income - Internal	-9000	-8250	-10309	2059	125.0%	114.5%	21.94%
1022	Letting income - F&F	-1000	-917	-2296	1379	250.5%	229.6%	137.00%
1023	Commission- CP	-8000	-7333	-6287	-1046	85.7%	78.6%	-14.01%
1024	Letting Income- Security	0	0	-2930	2930		0.0%	-92.60%
1035	Service Charges - Brasserie	-4000	-3667	-3117	-550	85.0%	77.9%	-14.68%
1037	Service Charges - Other	-5000	-4583	-3724	-859	81.3%	74.5%	-18.12%
1051	Catering Sales (recharges)	0	0	-5195	5195		0.0%	-92.60%
1177	Grant Income- CEC Greener	0	0	-15000	15000		0.0%	-92.60%
1199	Miscellaneous income	0	0	-253				
1179	Grants Receivable- Salix Project	0	0	-47189	47189			
	Total Town Hall Income	-119750	-109771	-172015	61991	156.7%	143.6%	51.05%
	Net Expenditure over Income	110,779	101,547	98,846	2,448	97.3%	89.2%	-3.37%

NOTES

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

Paid over 10 months not 12  
Insufficient budget, has been noted for 25-26 budgeting  
Invoiced to January 2025  
Invoiced to January 2025

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

Salix Grant project, see below

Paid at start of the year. Wedding License require prepayment journal out.

CEC Grant (1177-Income) transferred to Property Maintenance EMR

- Recharged to customers  
Recharged to customers

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

Expected to be under budget, noted for 25-26 budgets.

No budget

Last quarter invoiced in Month 9  
Recharged to customers  
Next invoice due out January 2025  
Next invoice due out January 2025  
Recharged to customers  
Grant income to be moved out of TH to Property Maintenance EMR

Grant income for Surveyor fees

This sheet refers to chargeable sales income and CTC internal income.

Updated to end March 2025

INVOICED ONE MONTH IN ADVANCE

1,081	Future
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Town Hall Summary 24-25

This sheet refers to chargeable sales income from bookings only.

	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	11,980	15,000	14,174
Letting Income - Bridestones	13,200	1,100	688	2,200	893	3,300	1,201	4,400	1,701	5,500	1,916	6,600	2,414
Letting Income -Spencer Suite	5,000	417	370	833	823	1,250	1,233	1,667	1,686	2,083	2,098	2,500	2,458
Commissions	8,000	667	-	1,333	-	2,000	-	2,667	-	3,333	3,402	4,000	3,295
Lighting /equip	1,000	83	-	167	500	250	1,000	333	1,438	417	1,438	500	1,771
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	6,000	7,000
Totals	69,200	5,767	3,127	11,533	7,479	17,300	13,756	23,067	18,716	28,833	26,834	34,600	31,112
Variance		-	2,640		- 4,054		- 3,544		- 4,351		- 1,999		- 3,488
Current bookings value Confirmed													
Commissions to invoice													
Cp rental income													
Current bookings value Provisional													
<b>Total future bookings</b>			-		-				-		-		-
<b>Cumulative (Includes CP Rent)</b>													
	12 mth Budget	October	Actual	November	Actual	December	Actual	January	Actual	February	Actual	March	Actual
Letting Income - Grand Hall	30,000	17,500	15,468	20,000	19,586	22,500	21,038	25,000	22,857	27,500	24,313	30,000	27,778
Letting Income - Bridestones	13,200	7,700	2,949	8,800	3,313	9,900	4,007	11,000	4,225	12,100	4,554	13,200	5,415
Letting Income -Spencer Suite	5,000	2,917	3,036	3,333	3,448	3,750	3,711	4,167	4,171	4,583	4,626	5,000	5,101
Commissions	8,000	4,667	3,295	5,333	3,295	6,000	3,295	6,667	6,287	7,333	6,287	8,000	6,287
Lighting /equip	1,000	583	2,104	667	2,104	750	2,104	833	2,104	917	2,296	1,000	2,629
Cp rental income	12,000	7,000	7,000	8,000	8,000	9,000	9,000	10,000	11,000	11,000	12,000	12,000	12,000
Totals	69,200	40,367	33,852	46,133	39,746	51,900	43,155	57,667	50,644	63,433	54,076	69,200	59,210
Variance			18,843		13,077		7,310		1,543	1,000	- 4,223		- 9,990
Current bookings value Confirmed													
Commissions to invoice													
Cp rental income													
Current bookings value Provisional													
<b>Total future bookings</b>					-				-		-		-
<b>Cumulative (Includes CP Rent)</b>												- 9,990	- 9,990

Updated to end March 25

INVOICED ONE MONTH IN ADVANCE

- Future

- 9,990 Variance

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Town Hall, Assets and Services Committee</b>		
<b>MEETING DATE AND TIME</b>	<b>10<sup>th</sup> January 2025 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>8 Paddling Pool Accounts</b>		
<b>Background</b>	Management Accounts and Variance analysis for the period to 28 <sup>th</sup> February 2025, to accompany the attached spreadsheets in Appendix 8.1		
<b>Update</b>	<p>These figures cover the financial period of the current financial year to 28<sup>th</sup> February 2024, Month 11, which represents 93% of the budget. (Percentages in this report are rounded up /down and are based on <u>full-year budgets</u>.) Please refer to Appendix 1 for notes/issues, for revenue expenditure.</p> <p>Expenditure</p> <ul style="list-style-type: none"><li>• All Utilities will be overspent at the end of the year, this is a budgeting issue which has been noted for the 2025-26 budget-setting period.</li><li>• Overall the Pool will come in under budget as a cost centre total.</li></ul> <p>All overspends as noted and approved by Council on 12<sup>th</sup> December 2024, CTC/63/2425.</p>		
<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 Paddling Pool for the current financial year to 28 <sup>th</sup> February 2025.		

Congleton Town Council  
Management Accounts 2024-25  
**PADDLING POOL**  
Feb-25

OK  
Monitor  
Overspent

Month 11  
Percentage 92.6%

**STREETSCAPE**

4000 Staff Costs  
4008 Training  
4009 Protective Clothing\H & Safety  
4012 Water  
4014 Electricity  
4039 Pool Chemicals  
4041 Property Maintenance  
4042 Grounds Maintenance  
4162 General expenditure  
4970 Tfs from Cap Contingency  
6000 Central Overheads Reallocated  
Pool Expenditure

ANNUAL BUDGET	BUDGET TO M11	ACTUAL SPEND TO M11	£ VARIANCE OF M11 BUDGETS	% SPENT AGAINST M11 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED
32,265	29,576	16837	12,739	56.93%	52.2%	-40.42%
3,000	2,750	0	2,750	0.00%	0.0%	-92.60%
320	293	184	109	62.73%	57.5%	-35.10%
5,102	4,677	1002	3,675	21.42%	19.6%	-72.96%
2,000	1,833	3073	-1,240	167.62%	153.7%	61.05%
3,900	3,575	3951	-376	110.52%	101.3%	8.71%
4,300	3,942	4565	-623	115.81%	106.2%	13.56%
0	0	13424	-13,424	0.00%	0.0%	0.00%
1,000	917	1480	-563	161.45%	148.0%	55.40%
0	0	-13424	13,424	0.00%	0.0%	0.00%
2,507	2,298	2174	124	94.60%	86.7%	-5.88%
54,394	49,861	33,266	16,595	66.72%	61.2%	-31.44%

NOTES

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

Insufficient budget  
Spends are over pool season not 12 months  
Pump replacement required.  
Approved by Council CTC/42/2324  
Omnify booking system subscription not budgeted, now cancelled.  
Resurfacing pathway completed

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Town Hall, Assets and Services Committee</b>		
<b>MEETING DATE AND TIME</b>	<b>10<sup>th</sup> April 2025 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>9 Management Accounts for Congleton Information Centre</b>		
<b>Background</b>	Management Accounts and Variance analysis for the period to 28 <sup>th</sup> February 2025, to accompany the attached spreadsheets in Appendix 9.1		
<b>Update</b>	<p>These figures cover the financial period of the current financial year to 28<sup>th</sup> February 2025, month 11, which represents 66.6% of the budget. (Percentages in this report are rounded up /down and are based on <u>full-year budgets</u>.) Please refer to Appendix 9.1 for notes/issues for revenue expenditure.</p> <p>Income</p> <ul style="list-style-type: none"><li>• Most income via the Information Centre is third-party income and is dependent on external requirements/events.</li></ul> <p>Expenditure</p> <ul style="list-style-type: none"><li>• All expenditure currently at levels on target within variance levels for year end.</li></ul> <p>Direct Sales</p> <ul style="list-style-type: none"><li>• Direct Sales Income                      £87,047 – 98%</li><li>• Direct Sales Expenditure                £84,912 – 101%</li></ul>		
<b>Financial</b>	No 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 28 <sup>th</sup> February 2025.		

Yellow	Third Party
Green	OK
Orange	Monitor
Red	Overspent

ANNUAL BUDGET	BUDGET TO M11	ACTUAL SPEND TO M11	E VARIANCE OF M11 BUDGETS	% SPENT AGAINST M11 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED
0	-	-	-	0.0%		
73,150	67,054	78,264	- 11,210	116.7%	107.0%	14.39%
2,850	2,613	552	2,061	21.1%	19.4%	-73.23%
2,375	2,177	1,608	569	73.9%	67.7%	-24.89%
500	458	223	235	48.7%	44.6%	-48.00%
3,800	3,483	3,315	168	95.2%	87.2%	-5.36%
150	138	200	63	145.5%	133.3%	40.73%
1,197	1,097	750	347	68.4%	62.7%	-29.94%
0	-	-	-	0.0%	0.0%	-92.60%
0	-	-	-	0.0%	0.0%	-92.60%
84,022	77,020	84,912	- 7,892	110.2%	101.06%	8.46%
60,704	55,645	55,916	- 271	100.5%	92.1%	-0.49%
5,068	4,646	5,245	- 599	112.9%	103.5%	10.89%
7,500	6,875	6,875	-	100.0%	91.7%	-0.93%
2,000	1,833	1,906	- 73	104.0%	95.3%	2.70%
4,807	4,406	4,091	315	92.8%	85.1%	-7.49%
80,079	73,406	74,033	- 627	100.9%	92.4%	-0.15%
-77,000	- 70,583	- 78,745	- 8,162	111.6%	102.3%	9.67%
-3,000	- 2,750	- 968	- 1,782	35.2%	32.3%	-60.33%
-2,500	- 2,292	- 1,495	- 797	65.2%	59.8%	-32.80%
-500	- 458	- 265	- 193	57.8%	53.0%	-39.60%
-300	- 275	- 396	- 121	144.0%	132.0%	39.40%
-4,000	- 3,667	- 3,831	- 164	104.5%	95.8%	3.17%
-150	- 138	- 218	- 81	158.5%	145.3%	52.73%
-1,260	- 1,155	- 1,060	- 95	91.8%	84.1%	-8.47%
0	-	- 69	- 69	0.0%	0.0%	-92.60%
-88,710	- 81,318	- 87,047	- 5,729	107.0%	98.1%	5.53%
-88,710	- 81,318	- 87,047	- 5,729	107.0%	98.1%	5.53%
75,391	69,108	71,898	- 2,790	104.0%	95.4%	2.77%

**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

Paid over 10 months not 12.

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

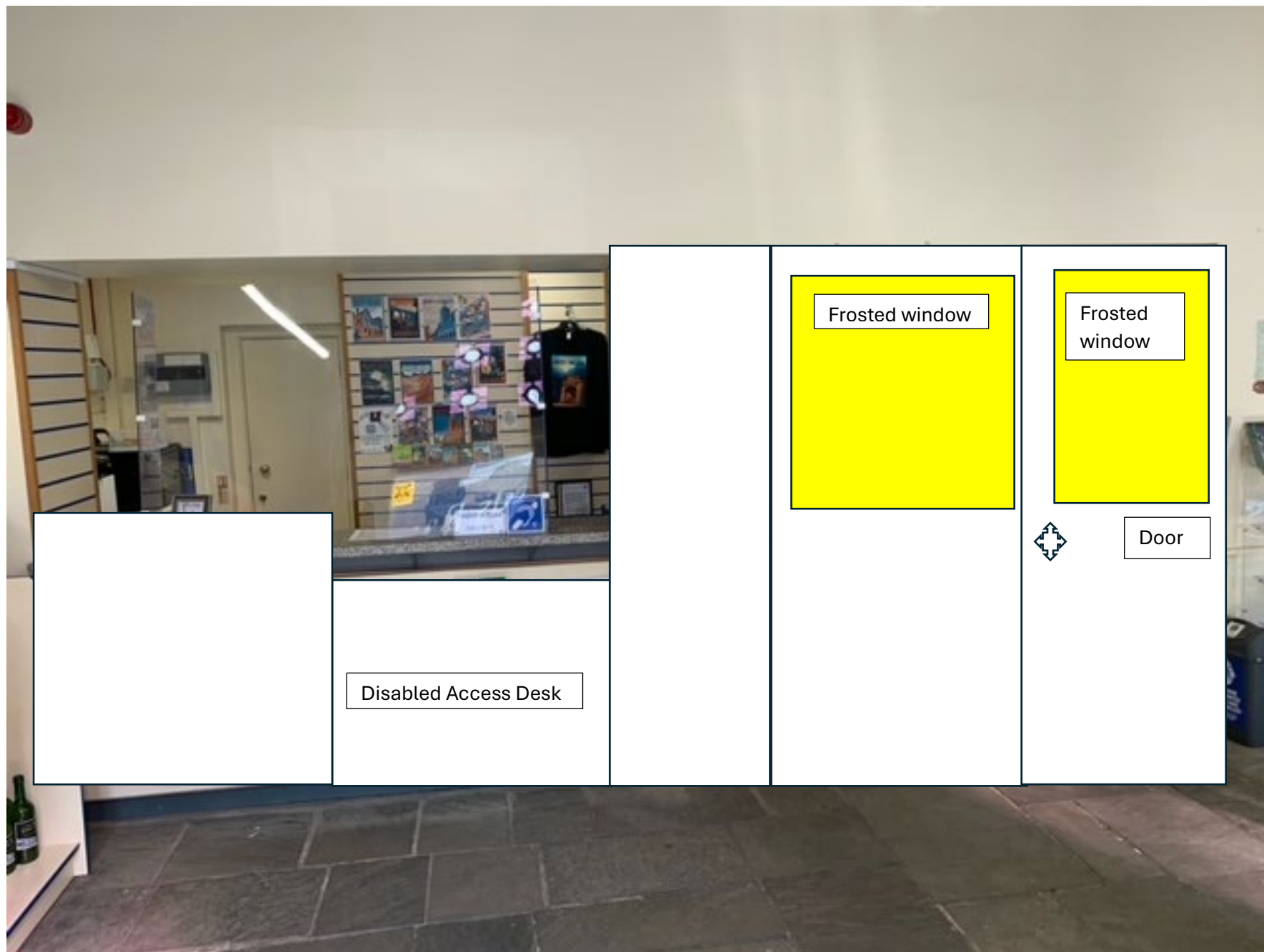
## **CONGLETON TOWN COUNCIL**

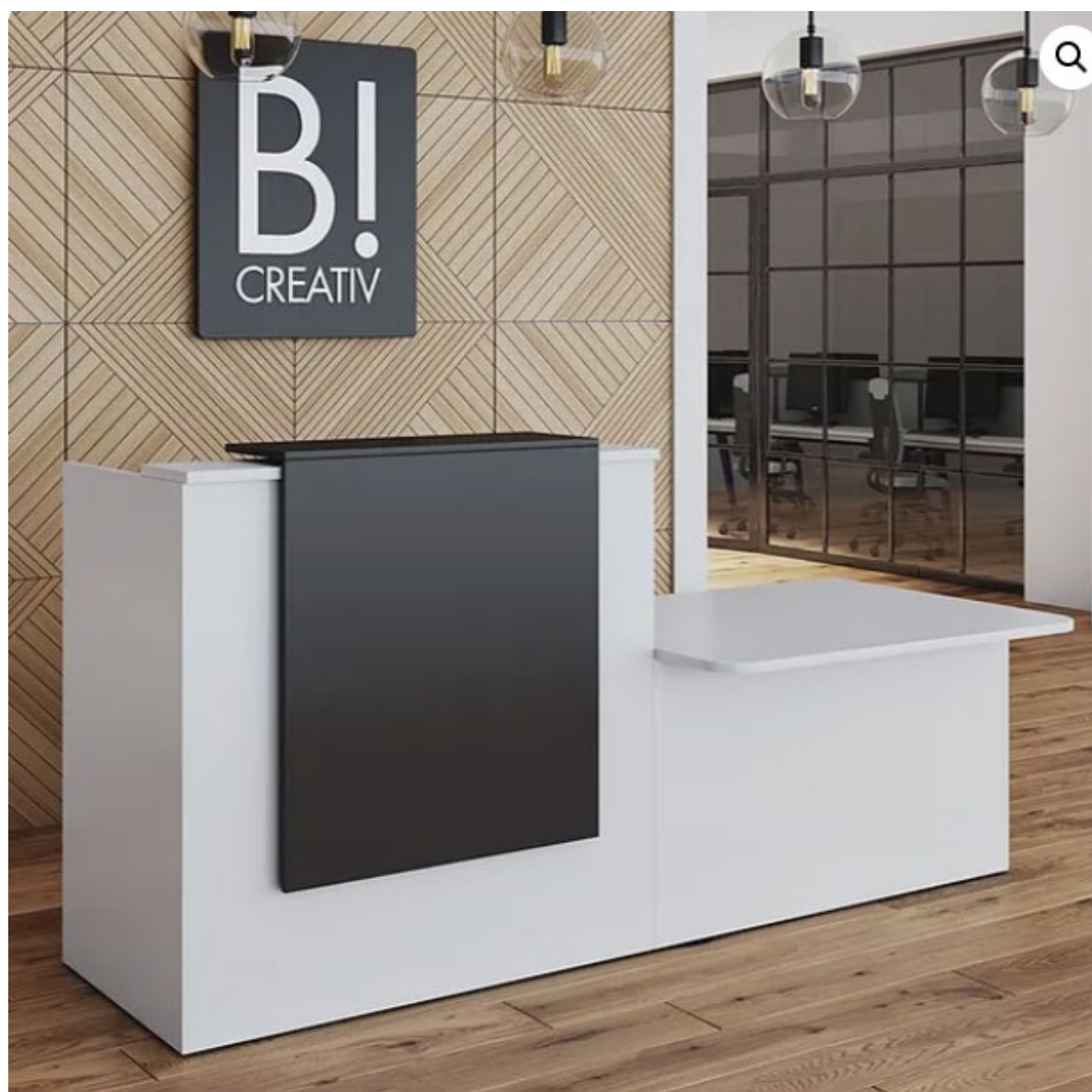
### **COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Town Hall, Assets &amp; Services Committee Meeting</b>		
<b>MEETING DATE AND TIME</b>	<b>10<sup>th</sup> April 2025 7pm</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>10 Counter/Office reconfiguration to Information Centre</b>		
<b>Background</b>	<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
<b>Financial</b>	To be in accordance with allocated budgets and financial regulations - note that this would need final approval by Council	
<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 agree the proposed improvements to the Information Centre counter/office up to a spend of £10,000 excluding VAT	





## 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>10<sup>th</sup> April 2025 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 Town Hall Decarbonisation Updates</b>		
<b>Background</b>	<p>Monthly meetings between project board members and Pearson Surveyors have taken place on 12<sup>th</sup> February and 12<sup>th</sup> March 2025 since the last Town Hall, Assets &amp; Services Committee meeting. CTC Officers also meet monthly with our Salix project representative before submitting reports to Salix on the 15<sup>th</sup> of each month.</p> <p><b>Financially year 1</b> 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><b>Additional Grant</b> Improved, Greener, Community Facilities Fund Grant of £15,000 which can also be used for environmental projects, this has to be spent by March 31st 2025. (75% of projects up to £20k). Cheshire East, who funded this grant, are supportive of the need to go beyond 31<sup>st</sup> March due to delays with planning applications.</p>		
<b>Update</b>	<p>Planning Applications and Listed Building Consent were submitted to Cheshire East on 8<sup>th</sup> &amp; 9<sup>th</sup> of January 2025 with a target date of the 5<sup>th</sup> &amp; 6<sup>th</sup> of March. The target date has since been changed to 28<sup>th</sup> March 2025 for further surveys regarding the acoustic enclosure required for the ASHP. An overnight acoustic survey was carried out on 15.01.25 to ensure noise emissions from the ASHP remain within acceptable limits and do not negatively impact neighbouring properties. Findings from this initial survey suggested operating the ASHP throughout the night increased the potential for disturbance to neighbouring properties. For this reason, a further acoustic survey was carried out on 18.02.25 taking into consideration an acoustic enclosure to suppress noise emissions from the ASHP. Following recommendations in the secondary acoustic survey, the addition of an acoustic enclosure around the ASHP will significantly reduce noise levels to an acceptable level. The additional acoustic survey was submitted to Planning on 03.03.25.</p> <p>The Tender package was advertised from 25.02.25 with a closing date of 14.03.25. Several companies visited the Town Hall during this period</p>		

	<p>to quote for works with CTC receiving five Tenders by the closing date. Tenders were opened on 17.03.25 before being submitted to Pearson Surveyors for evaluation.</p> <p>Project Board members met 28.03.25 for an overall review of Tenders which have been evaluated by Pearson Surveyors. At the time of writing (28.03.25) Planning Applications are still being progressed with Pearsons receiving questions from Planning Officers regarding the plans. Target date for the Planning Applications is 28.03.25, at this stage this date has not been extended. Councillors will be updated on all aspects of the project at a to-be-arranged Council Meeting.</p> <p>The January Monthly Monitoring Report (MMR) along with Payment Request, Statement of Expenditure and Invoices from Pearson Surveyors for £1,229 + VAT were submitted to Salix Finance by CTC Officers on 10.01.25. CTC received payment of £1,229.00 from Salix on 19.02.25 and these funds paid Pearson's January invoice on 25/02/25.</p> <p>MMR, Payment Requests, Statement of Expenditure and invoices for £2,989 + VAT (Pearson Surveys and ADC Acoustics) were submitted to Salix on 14.02.25. CTC received a payment of £2,989.00 from Salix on 19.03.25 and these funds paid Pearson's and ADC Acoustics' February invoices.</p> <p>MMR, Payment Requests, Statement of Expenditure and invoices for £4,550+ VAT (Pearson Surveys and Green Contract Services Asbestos Survey) were submitted to Salix on 14.03.25. CTC are expecting payment from Salix Finance around 18<sup>th</sup> of April to cover these invoices.</p> <p>Monthly reports will be available to THAS Committee members and Councillors and regular updates will be available throughout the project.</p>
<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 Decarbonisation Updates.