



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

19th June 2025

Dear Councillor,

Town Hall, Assets & Services Committee – 26th June 2025

You are summoned to attend a meeting of the Town Hall, Assets & Services Committee, to be held at Congleton Town Hall on **Thursday 26th June 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 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 Meeting

To approve and sign the [minutes of the meeting of the Town Hall, Assets and Services Committee held on 10th April 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. Outstanding Actions

No outstanding actions.

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 for Town Hall (Enclosed)

To receive the Town Hall Trading accounts for 31st March 2025 and to note the content of the summary report.

8. Paddling Pool Accounts (Enclosed)

To receive the Paddling Pool accounts to 31st March 2025 and to note the content of the summary report.

9. Management Accounts for Congleton Information Centre (Enclosed)

To accept the Information Centre accounts to 31st March 2025 and to note the content of the summary report.

10. Paddling Pool and Send Sessions Update 2025 (Enclosed)

To receive updates relating to the 2025 paddling pool season and SEND sessions.

11. Paddling Pool Feasibility Study (Enclosed)

To receive updates into the feasibility of a Splash Pad in Congleton Park or other locations.

12. Town Hall Decarbonisation Updates (Enclosed)

To receive updates relating to the Town Hall Decarbonisation project.

13. Grand Hall Interactive TV Screen (Enclosed)

To receive updates relating to the screen options for the Grand Hall.

14. Town Hall Bookings January to June 2025 (Enclosed)

To receive updates on Town Hall bookings.

15. Counter Office reconfiguration Information Centre (Enclosed)

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

To: Members of the Town Hall, Assets & Services Committee

Cllrs: **Russell Chadwick (Chair), Liz Wardlaw (Vice Chair).**

Robert Douglas, Arabella Holland, Sally Ann Holland, Susan Mead, Heather Pearce, Suzie Akers Smith, Richard Walton, Glen Williams.

Ex Officio Members: Cllrs Robert Brittain (Mayor), Suzy Firkin (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 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)**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall and Assets Committee												
MEETING DATE AND TIME	26 th June 2025 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 30 th April 2025, Month 1, to accompany the attached spreadsheets in Appendix 7.1 and 7.2.												
Update	<p>These figures cover the financial period from the current financial year to 30th April 2025, month 1 which represents 8.5% 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> <p>Nothing to note to date, first month invoices completed, and future reporting as notes later in the report.</p> <p>Expenditure:</p> <p>Nothing further to add from the notes in the account summary.</p> <p><u>Future Bookings</u></p> <p>Appendix 7.2 shows the figures for the current financial year 2025-2026. Figures including Internal Room values: (Appendix 7.2)</p> <table><tr><td>Budget</td><td>£69,500</td></tr><tr><td>Total Income to date</td><td>£ 6,102</td></tr><tr><td>Total Future bookings @ 31st May 25</td><td>£25,929</td></tr><tr><td>CP Rental Income future</td><td>£2,917</td></tr><tr><td>Cumulative v budget</td><td>(-£34,552)</td></tr></table>			Budget	£69,500	Total Income to date	£ 6,102	Total Future bookings @ 31 st May 25	£25,929	CP Rental Income future	£2,917	Cumulative v budget	(-£34,552)
Budget	£69,500												
Total Income to date	£ 6,102												
Total Future bookings @ 31 st May 25	£25,929												
CP Rental Income future	£2,917												
Cumulative v budget	(-£34,552)												
Financial	No requirements/implications for this decision.												
Environmental	No implications for the decision.												
Equality and Diversity	No implications for the decision.												
Decision Request	To receive the Management Accounts for the Town Hall to 30 th April 2025.												

Congleton Town Council
Management Accounts 2024-25
TOWN HALL
Apr-25

OK
Monitor
Overspent

Month 1
Percentage 8.6%

		ANNUAL BUDGET	BUDGET TO M1	ACTUAL SPEND TO M1	£ VARIANCE OF M1 BUDGETS	% SPENT AGAINST M1 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M1 EXPECTED	NOTES
									Expenditure Variance 0-100% Green 101-115% Amber 115% over Red
TOWN HALL									
4000	Staff Costs (re-allocated)	81,150	6,763	6,865	-103	101.5%	8.5%	-0.14%	
4008	Training	1,000	83	0	83	0.0%	0.0%	-8.60%	
4009	Protective Clothing\H & Safety	550	46	0	46	0.0%	0.0%	-8.60%	
4010	Cleaners	8,400	700	555	145	79.3%	6.6%	-1.99%	
4011	Rates	25,449	2,121	2,495	-374	117.6%	9.8%	1.20%	
4012	Water	7,875	656	0	656	0.0%	0.0%	-8.60%	
4014	Electricity	33,000	2,750	0	2,750	0.0%	0.0%	-8.60%	
4015	Gas	30,000	2,500	0	2,500	0.0%	0.0%	-8.60%	
4016	Cleaning materials	2,250	188	0	188	0.0%	0.0%	-8.60%	
4017	Refuse Disposal	2,350	196	0	196	0.0%	0.0%	-8.60%	
4020	Miscellaneous Office Costs	2,500	208	182	26	87.4%	7.3%	-1.32%	
4025	Insurance	14,346	1,196	5,783	-4,588	483.7%	40.3%	31.71%	3 months Zurich and Critical Illness in full
4033	Marketing/Promotions	3,500	292	0	292	0.0%	0.0%	-8.60%	
4040	Maintenance Contracts	9,000	750	2,289	-1,539	305.2%	25.4%	16.83%	Start of year 1st quarter costs
4041	Property Maintenance	21,300	1,775	2,276	-501	128.2%	10.7%	2.09%	£1200 is upgrade to electricity box
4068	Licences (incl PRS)	4,200	350	692	-342	197.7%	16.5%	7.88%	Wedding License in full for this year
6000	Central Overheads Reallocated	6,522	544	0	544	0.0%	0.0%	-8.60%	
	Town Hall Expenditure	253,392	21,116	21,137	-21	100.1%	8.3%	-0.26%	
3020	Catering costs	0	0	466	-466				Recharged to customers
3021	Security Supplies			285	-285				Recharged to customers
		0	0	751	751				
	Total Town Hall Expenditure	253,392	21,116	21,888	-772	103.7%	8.6%	0.04%	
									Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red
1009	Rent Rec'd - Museum Notional	-4500	-375	-375	0	100.0%	8.3%	-0.27%	
1010	Rent Received - 3rd Party Partnership	-1533	-128	-419	291	100.0%	27.3%	18.73%	
1011	Rent Received - Internal CTC	-26517	-2210	-2210	0	100.0%	8.3%	-0.27%	
1013	Letting Income - Grand Hall	-30000	-2500	-1464	-1036	58.6%	4.9%	-3.72%	
1014	Letting Income - Bridestones	-5000	-417	-332	-85	79.7%	6.6%	-1.96%	
1015	Letting Income - Spencer Suite	-5000	-417	-445	28	106.8%	8.9%	0.30%	
1018	Letting Income - Campbell Suite	0	0	0	0	#DIV/0!	0.0%	-8.60%	
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-1000	0	-1000	0.0%	0.0%	-8.60%	
1021	Letting Income - Internal	-9000	-750	-607	-143	80.9%	6.7%	-1.86%	
1022	Letting income - F&F	-2500	-208	0	-208	0.0%	0.0%	-8.60%	
1023	Commission- CP	-6000	-500	0	-500	0.0%	0.0%	-8.60%	
1024	Letting Income- Security	0	0	-289	289	#DIV/0!	0.0%	-8.60%	Recharge to customers
1035	Service Charges - Brasserie	-4000	-333	0	-333	0.0%	0.0%	-8.60%	Dependant on use by Commercial Partner
1037	Service Charges - Other	-5000	-417	0	-417	0.0%	0.0%	-8.60%	Dependant on use by Museum
1051	Catering Sales (recharges)	0	0	-466	466	#DIV/0!	0.0%	-8.60%	Recharge to customers
1199	Miscellaneous income								
1179	Grants Receivable- Salix Project	0	0	-4550	4550				Grant income for Surveyor fees, 24-25 c/f
	Total Town Hall Income	-111050	-9254	-11157	1903	120.6%	10.0%	1.45%	
	Net Expenditure over Income	142,342	11,862	10,731	1,131	90.5%	7.5%	-1.06%	

	12 mth Budget	APR	Actual	MAY	Actual	JUN	Actual	JUL	Actual	AUG	Actual	SEP	Actual
Letting Income - Grand Hall	30,000	2,500	1,464	5,000	3,306	7,500		10,000		12,500		15,000	
Letting Income - Bridestones	5,000	417	332	833	431	1,250		1,667		2,083		2,500	
Letting Income -Spencer Suite	5,000	417	445	833	983	1,250		1,667		2,083		2,500	
Commissions	6,000	500	-	1,000		1,500		2,000		2,500		3,000	
Lighting /equip	2,500	208	-	417	167	625		833		1,042		1,250	
Lettings income -Internal	9,000	750	607	1,500	607	2,250		3,000		3,750		4,500	
Lettings Income- Campbell	-	-	-	-	-	-		-		-		-	
Brasserie Income	12,000	1,000	-	2,000	25	3,000		4,000		5,000		6,000	
Letting Income- Offices	-	-	-	-	583	-		-		-		-	
Totals	69,500	5,792	2,848	11,583	6,102	17,375	-	23,167	-	28,958	-	34,750	-
Variance		-	2,944		- 5,481		- 17,375		- 23,167		- 28,958		- 34,750
Current bookings value Confirmed							3,202		4,569		7,299		2,033
Cp rental income							292		292		292		292
Current bookings value Provisional													
Total future bookings			-		-		3,494	-	4,861	-	7,591	-	2,325
Cumulative (Includes CP Rent)		-	2,944		- 5,481		- 13,881		- 14,812		- 13,012		- 16,479
	12 mth Budget	OCT	Actual	NOV	Actual	DEC	Actual	JAN	Actual	FEB	Actual	MAR	Actual
Letting Income - Grand Hall	30,000	17,500		20,000		22,500		25,000		27,500		30,000	
Letting Income - Bridestones	5,000	2,917		3,333		3,750		4,167		4,583		5,000	
Letting Income -Spencer Suite	5,000	2,917		3,333		3,750		4,167		4,583		5,000	
Commissions	6,000	3,500		4,000		4,500		5,000		5,500		6,000	
Lighting /equip	2,500	1,458		1,667		1,875		2,083		2,292		2,500	
Lettings income -internal	9,000	5,250		6,000		6,750		7,500		8,250		9,000	
Lettings Income- Campbell	-	-		-		-		-		-		-	
Brasserie Income	12,000	7,000		8,000		9,000		10,000		11,000		12,000	
Lettings Income- Offices	-	-		-		-		-		-		-	
Totals	69,500	40,542	-	46,333	-	52,125	-	57,917	-	63,708	-	69,500	-
Variance		- 34,440		- 40,231		- 46,023		- 51,815		1,000	- 57,606		- 63,398
Current bookings value Confirmed		3,077		2,465		1,589		58		658		976	
Cp rental income		292		292		292		292		292		292	
Current bookings value Provisional													
Total future bookings		3,369	-	2,757	-	1,881	-	350	-	950	-	1,268	-
Cumulative (Includes CP Rent)		- 12,800		- 15,834		- 19,745		- 25,187		- 30,028		- 34,552	-

SUMMARY

6,102 Actual

INVOICED ONE MONTH IN ADVANCE

28,846 Future

34,552 Variance

Updated to include MAY invoicing

SUMMARY

	BUDGET	ACTUAL	FUTURE	TOTAL	VARIANCE
Letting Income - Grand Hall	30,000.00	3,306	20,708	24,014	- 5,986
Letting Income - Bridestones	5,000.00	431	1,479	1,910	- 3,090
Letting Income -Spencer Suite	5,000.00	983	2,145	3,128	- 1,872
Commissions	6,000.00	-		-	- 6,000
Lighting /equip	2,500.00	167	1,500	1,667	- 833
* Lettings income -Internal	9,000.00	607	-	607	- 8,393
Lettings Income - Campbell	-	-	45	45	45
**Brasserie Income	8,500.00	25	50	75	- 8,425
**Lettings Income- Offices	3,500.00	583	2,917	3,500	-
Totals	69,500.00	6,102	28,844	34,946	- 34,552

* Will be updated once all internal bookings have been input

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services Committee		
MEETING DATE AND TIME	26th June 2025 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael- R.F.O		
AGENDA ITEM REPORT TITLE	8 Paddling Pool Accounts		
Background	Management Accounts and Variance analysis for the period to 30 th April 2025, Month 1, to accompany the attached spreadsheets in Appendix 8.1..		
Update	As at 30 th April 2025 the only expenditure in the Paddling Pool cost centre was salaries. Nothing to report at this stage, expenditure commenced from month 2 onwards.		
Financial	No requirements/implications for this decision.		
Environmental	No implications for the decision.		
Equality and Diversity	No implications for the decision.		
Decision Request	To receive the Management Accounts for the Paddling Pool to 30 th April 2025.		

Congleton Town Council
Management Accounts 2024-25
PADDLING POOL
Apr-25

OK
Monitor
Overspent

Month 1
Percentage 8.6%

STREETSCAPE

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

ANNUAL BUDGET	BUDGET TO M1	ACTUAL SPEND TO M1	£ VARIANCE OF M1 BUDGETS	% SPENT AGAINST M1 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M1 EXPECTED
25,380	2,115	692	1,423	32.72%	2.7%	-5.87%
3,000	250	0	250	0.00%	0.0%	-8.60%
320	27	0	27	0.00%	0.0%	-8.60%
5,500	458	0	458	0.00%	0.0%	-8.60%
3,200	267	0	267	0.00%	0.0%	-8.60%
3,900	325	0	325	0.00%	0.0%	-8.60%
4,300	358	0	358	0.00%	0.0%	-8.60%
1,000	83	0	83	0.00%	0.0%	-8.60%
2,040	170	0	170	0.00%	0.0%	-8.60%
48,640	4,053	692	3,361	17.07%	1.4%	-7.18%

NOTES

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

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services Committee		
MEETING DATE AND TIME	26th June 2025 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael - R.F.O		
AGENDA ITEM	9		
REPORT TITLE	Management Accounts for Congleton Information Centre		
Background	Management Accounts and Variance analysis for the period to 30 th April 2025, Month 1, to accompany the attached spreadsheets in Appendix 9.1.		
Update	<p>These figures cover the financial period from the current financial year to 30th April 2025, month 1 which represents 8.5% 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 9.1 for comments.</p> <p>Income</p> <ul style="list-style-type: none">• Most income via the Information Centre is third-party income and is dependent on external requirements/events.(Highlighted Yellow) We achieve commission on these sales, which will be updated quarterly.• Our own income streams have budgets attached to them. <p>Expenditure</p> <p>Nothing further to add from the notes in the account summary.</p> <p>Direct Sales</p> <ul style="list-style-type: none">• Direct Sales Income £2,948• Direct Sales Expenditure £1,665		
Financial	No implications for this decision.		
Environmental	No implications for the decision.		
Equality and Diversity	No implications for the decision.		
Decision Request	To receive the Management Accounts for the Information Centre to 30 th April 2025		

	Third Party
	OK
	Monitor
	Overspent

ANNUAL BUDGET	BUDGET TO M1		ACTUAL SPEND TO M1		E VARIANCE OF M1 BUDGETS	% SPENT AGAINST M1 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M1 EXPECTED	
0	-	-	-	-	-	0.0%			
0	-	1,563	-	1,563			#DIV/0!	#DIV/0!	
2,850	238	25	213	10.5%	0.9%	-7.72%			
2,375	198	-	198	0.0%	0.0%	-8.60%			
475	40	-	40	0.0%	0.0%	-8.60%			
0	-	77	-	77		#DIV/0!	#DIV/0!		
0	-	-	-	-		#DIV/0!	#DIV/0!		
1,188	99	-	99	0.0%	0.0%	-8.60%			
0	-	-	-	0.0%	0.0%	-8.60%			
0	-	-	-	0.0%	0.0%	-8.60%			
6,888	574	1,665	-	1,091	290.1%	24.17%	15.57%		
62,381	5,198	5,366	-	168	103.2%	8.6%	0.00%		
5,321	443	565	-	122	127.4%	10.6%	2.02%		
7,500	625	625	-	-	100.0%	8.3%	-0.27%		
2,000	167	212	-	45	127.2%	10.6%	2.00%		
6,014	501	-	501	0.0%	0.0%	-8.60%			
83,216	6,935	6,768	167	97.6%	8.1%	-0.47%			
0	-	-	2,434	2,434		#DIV/0!	#DIV/0!		
-3,000	-	250	-	59	-	191	23.6%	2.0%	-6.63%
-2,500	-	208	-	147	-	61	70.6%	5.9%	-2.72%
-500	-	42	-	5	-	37	12.0%	1.0%	-7.60%
-300	-	25	-	10	-	15	40.0%	3.3%	-5.27%
0	-	-	144	144		#DIV/0!	#DIV/0!		
0	-	-	30	30		#DIV/0!	#DIV/0!		
-1,250	-	104	-	109	5	104.6%	8.7%	0.12%	
0	-	-	10	10	0.0%	0.0%	-8.60%		
-4,000	-	333	-	333	0.0%	0.0%	-8.60%		
-11,550	-	963	-	2,948	2,319	306.3%	25.5%	16.92%	
-11,550	-	963	-	2,948	2,319	306.3%	25.5%	16.92%	
78,554	6,546	5,485	1,395	83.8%	7.0%	-1.62%			

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

Paid over 10 months not 12

Stationery replenishment

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

Will update quarterley

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	26th June 2025 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM	10		
REPORT TITLE	Paddling Pool & SEND Sessions Update 2025		
Background	<p>The 2025 paddling pool season opened on Saturday, 24th May and will continue until Sunday, 31st August. The pool will be open from Wednesday to Sunday during term time and 7 days per week during school holidays. There are two sessions per day, 10 am – 1 pm and 2 pm – 5 pm, with a capacity per session is 140. Staff qualified in Active IQ Level 3 pool training will be on site throughout these opening hours.</p> <p>Access to the pool will continue to be via the clicker system, whereby a member of staff will count users into the facility until the 140 capacity is reached. Additional users above the 140 capacity are able to wait in the queueing area, not on the pavement, until spaces become available. This system was used last year and proved successful on days when the weather is changeable. Queues at the entrance to the pool still formed when hot weather was forecast; however, CTC Officers will be informing users via social media of the potential for queues on these days and recommending not to travel too far to avoid the disappointment of not gaining access to the pool.</p>		
Update	<p>Following the success of last year's Ruby's Fund SEND sessions at the pool (Special Educational Needs and Disabilities), CTC Officers have continued to work with Ruby's staff to provide the sessions again this season. SEND sessions were implemented to allow families and children with these specific needs to enjoy a quieter environment at the facility and will continue to take place every Wednesday morning throughout the Summer school holidays in 2025.</p> <p>Dates for this season are Wednesday 23rd, 30th July, and 6th, 13th, 20th August, 10 am – 1 pm. The SEND sessions are advanced bookings only through the Ruby's Fund website. These sessions proved to be a huge success with Ruby's members last year, with the original capacity of 45 per session being increased to 60 attendees at the request of Ruby's staff. A qualified member of CTC paddling pool staff is on site during</p>		

	<p>each session for operational purposes, as well as a member of Ruby's Fund staff who is responsible for bookings. We have received some requests this season from organisations outside the Congleton area who wish to arrange individual sessions at the pool for their respective groups. These organisations have been signposted to the team at Ruby's Fund (with their permission) to arrange places where possible on the Ruby's Fund SEND Sessions. For this reason, Ruby's Fund may request additional sessions for their existing Wednesday morning slot.</p>
Financial	<p>SEND Sessions require no additional staff costs are fall within the usual opening hours of the paddling pool season.</p>
Environmental	<p>SEND Sessions support a local organisation.</p>
Equality	<p>SEND Sessions allow access to the pool for families with specific needs and improve equal access to the pool facilities.</p>
Decision Request	<p>To receive the report relating to Paddling Pool & SEND Sessions 2025 and to agree to the continued support for Ruby's Fund SEND Sessions.</p>

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	26th June 2025 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	11 Paddling Pool Feasibility Study		
Background	<p>Congleton paddling pool is an extremely popular asset within the community, offering users a cost-free leisure activity. Despite the amenity's popularity, it does suffer from several inherent inconveniences. The chief amongst these are ease and convenience of access, user control and operating costs. The current location of the facility results in traffic congestion and inconvenience to residents in the adjacent street during periods of good weather and school holidays. This is due to the shortage, location and nature of parking facilities near the pool. Due to the popularity of the facility, user management measures have needed to be put in place to control access in the interests of safety and enjoyment of the users. These measures have led to significant operating costs and some user inconvenience.</p> <p>The operating costs, location and lease arrangement of the paddling pool facility have been an area of discussion for a number of years. For this reason, CTC Officers have previously contacted local authorities who have replaced their existing paddling pools with modern Splash Pads, such as Amber Valley Borough Council and Great Yarmouth Borough Council. Both authorities reported that the installation of a Splash Pad made a financial saving on operating costs but also created a safer, more environmentally friendly water facility.</p> <p>To determine if previous discussions relating to replacement/relocation of the paddling pool are viable/possible, it was agreed at the meeting of the THAS Committee on 31/10/24 and Finance & Policy Committee on 14/11/24, FAP/49/2425 RESOLVED To receive the report relating to the Splash Pad Feasibility Study and to agree to the proposed expenditure of £ 5,000 on a Splash Pad Feasibility Study.</p>		
Update	CTC Officers have had initial meetings and site visits with a local company (IB Development) who specialises in the installation of		

	<p>aquatic leisure applications, including swimming pools, water features, aquatic leisure facilities and plant. Discussions have centred around the feasibility of improving/relocating the paddling pool. Initial discussions indicate that, despite the dated design of the paddling pool facilities, it is possible that by incorporating more recent design concepts, practices and processes, a Splash Pad could be a viable option. IB Development have visited the existing paddling pool along with Congleton Park and Congleton Skate Park to better understand the location of these sites and how they may benefit, or not, from a Splash Pad or relocation of the existing paddling pool. CTC Officers are providing IB Developments with information on pool plant room and pool operating and maintenance procedures, drawings of the site and surrounding areas and annual operating costs. IB Developments will be visiting the paddling pool throughout the pool season, and especially on good weather days, to gather information to form part of the feasibility study.</p> <p>The proposed study for the improvement of the paddling pool facility would centre on and around the following possible major considerations:</p> <ul style="list-style-type: none"> • A change in the location for the paddling pool (ideally to Congleton Park) • Adaptation of the existing facility • A change in the design of the facility from a paddling pool to a modern “splash pad” • A combination of the above options to optimise user enjoyment and convenience, capital expenditure and operating costs. <p>The product of the proposed study would generally be as follows:</p> <ul style="list-style-type: none"> • To examine, identify and quantify the operating environment of the existing facility • To identify, quantify and examine the benefits and disadvantages of the existing facility, both from the viewpoint of the user and the operator • To establish and examine the possible effects on user enjoyment and operator capital and running costs of possible changes to the location, design and operation of the existing facility • Preparation of a written report and verbal presentation of the completed study to interested parties in the Council.
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	<ul style="list-style-type: none"> • Suggestions and recommendations. <p>CTC Officers have met with Cheshire East Officers to inform them of the feasibility study and the reasons behind it as detailed above. Any recommendation from the feasibility study to relocate the paddling pool or install a Splash Pad to Congleton Park would require approval by Cheshire East. Cheshire East Officers would look to review the information provided in the feasibility study.</p>
Financial	To be in accordance with allocated budgets and financial regulations.
Environmental	Environmental considerations and chemical usage will form part of the feasibility study.
Equality	Equality and access will form part of the feasibility study.
Decision Request	To receive the report relating to the Paddling Pool Feasibility Study.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	26th June 2025 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	12 Town Hall Decarbonisation Updates		
Background	<p>Financial Year 1 for the Salix Decarbonisation Project came to an end on 31.03.25. Year 1 involved the design stage of the project, along with the Planning Applications and Tender process. Meetings between project board members, Pearson Surveyors and SALIX representatives have continued throughout this period since the end of Financial Year 1.</p> <p>Financially year 1 activity was funded by Salix, who approved a grant of £57,683 for that period. Pearson's tender for the design development stage was £49,750, leaving a balance of £7933, which was to be used for surveys etc.</p> <p>Additional Grant 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, which funded this grant, are supportive of the need to go beyond 31st March due to delays with planning applications.</p>		
Update	<p>MMR, Payment Requests, Statement of Expenditure and invoices for £4,550+ VAT (Pearson Surveyors and Green Contract Services Asbestos Survey) were submitted to Salix on 14.03.25. CTC received payment from Salix Finance of £4,550 on 18.04.25 to pay the above-mentioned invoices.</p> <p>MMR, Payment Requests, Statement of Expenditure and invoices for £2,995 + VAT (Pearson Surveyors and ADC Acoustics) were submitted to Salix on 14.04.25. CTC received payment from Salix Finance of £2,955 on 19.04.25 to pay the above-mentioned invoices. The £40 discrepancy between payments is an overspend above the annual forecast due to additional surveys.</p>		

The SALIX Decarbonisation Project was discussed at the Council Meeting on 01.05.25, where the resolution from this meeting is detailed below.

9.1 Town Hall Decarbonisation Update

CTC/98/2425 Resolved to not go ahead this year but, subject to listed planning consent, use the experience to reappraise the project and reapply for SALIX or other applicable grant funding in the future.

Resolution from this meeting relating to the double glazing to the windows at the front of the Town Hall is below. Funding for this area of work is provided by the Improved, Greener, Community Facilities Fund Grant of £15,000 (75% of projects up to £20k)

9.2 Town Hall Decarbonisation – windows

- **CTC/99/2425 Resolved** that subject to Listed Building Consent progress with replacing the ground floor windows and arch wood frames with double glazing for £19,188.

The revised target date for Listed Building Consent for this area of work was 23.05.25. Cheshire East have been contacted following the expiry of this target date, but CTC have received no reply or confirmation of Listed Building Consent as of yet.

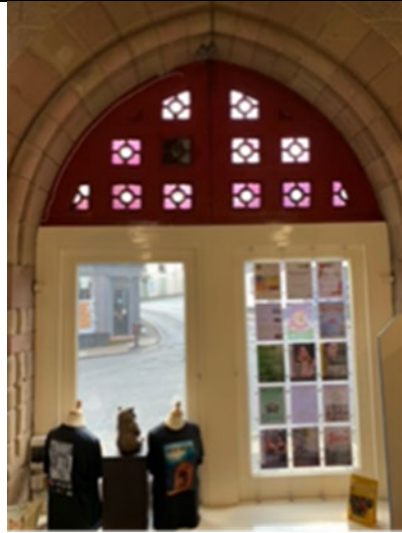


Ground Floor (Red)

8 x existing sections of glass to be removed and replaced with double glazing.

Ground Floor Secondary Glazing(Internal)

The internal arched area above the windows is to have softwood secondary glazing installed internally.



Second Floor Secondary Glazing (Yellow Internal)

2 x secondary Gothic softwood arched frames with double glazing to the tower staircase windows (landing)



	Ground Floor (Red) – Info Centre and Bar	£14,588.00 +VAT
	Supply and fit double-glazed units to 4 x window frames. All units are to be laminated on the outside glass and toughened on the inner. All are fitted with new hardwood-painted beads. Work to include 4 x fixed secondary glazed softwood frames with 6.8mm laminated glass to the arch above the window. The quote does not include any electrical work on the existing Expel Air fans set into the arches.	
	Second Floor Secondary Glazing (Yellow)	£4,600.00 + VAT
	To ONLY supply and fit 2 x Gothic softwood arched frames with double glazing.	
Financial	To access up to £15,000 of grant funding, we would need to contribute £5,000 from our Earmarked Reserve for Property Maintenance. From a procurement perspective, the five companies that quoted for the overall Salix contract all used the quotes provided by the Congleton Company to undertake the works on glazing.	
Environmental	By inserting both double and secondary glazing it will retain more heat in the associated rooms, reducing both our carbon footprint and heating costs. We will also be using a Congleton-based company to undertake the requisite work.	
Equality	The replacement of windows should not have an equality impact.	
Decision Request	To receive the report relating to Town Hall Decarbonisation Updates.	

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	26th June 2025 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM	13		
REPORT TITLE	Grand Hall Interactive TV Screen		
Background	<p>To accommodate the need for remote access to meetings, CTC purchased the DTEN Interactive Zoom screen in 2022 at a cost of £7,298.47 + VAT. The associated electric height-adjustable trolley was an additional £768.99 + VAT. The screen is used on a regular basis for CTC staff and Committee meetings, both Zoom meetings and screen sharing facilities, as well as being used by hirers of the Town Hall. The DTEN screen touch screen is 75” in size and features Zoom meeting access, internet facility, and whiteboard facility. While the DTEN is used mainly in the Bridestones Suite, the unit can be moved to the Grand Hall, however, this is not ideal as the screen only just fits into the lift and is an expensive piece of equipment to be moved around.</p> <p>The 75” screen is also at the limits of its capabilities when used in the Grand Hall due to the size of the room.</p>		



Update

As the use of the DTEN screen in the Grand Hall is increasing, the screen size compared to the size of the room has been highlighted by users. Officers are investigating options for an additional screen for use in the Grand Hall, with a number of options available.

	iiyama 98" PureTouch	Samsung 98" Diagonal Class BED-H Series LED-backlit LCD TV
Cost	£3597.85 + VAT	£2711.58 + VAT
Additional electric height adjustable stand	£1759.65 + VAT	£1759.65 + VAT
Full installation	£500 + VAT	£500 + VAT

	Total	£5,857.50	£4,971.23
	Advantages	<ul style="list-style-type: none"> • 982 diagonal touch screen • 40pt touch screen • Android 11 operaing system • iiyama DMS • NOTE web browser • File manage • Cloud drives • WPS office • Iiyama Share • Wireless connection with Windows/iOS/Android devices • WiFi • Bluetooth Support • Screen share from laptop via HDMI cable or USB c • Moveable around the room with stand 	<ul style="list-style-type: none"> • 98" diagonal screen • Crystal UHD • Smart TV • 4K UHD • Screen share from laptop via HDMI cable • Moveable around the room with stand
	Disadvantages	<ul style="list-style-type: none"> • Could only be used in rooms on the ground floor due to size 	<ul style="list-style-type: none"> • Could only be used in rooms on the ground floor due to size • Only feature other than as a TV is screen sharing from laptop

Another option to consider would be a video wall similar to the image taken from New Life Church. A video wall is a display system made of multiple monitors or screens arranged together to create a single, large, seamless display.

- Video walls create a large, immersive display experience.
- Built from multiple individual display units, such as monitors, projectors, or LED panels.
- Video walls can be configured in various arrangements, such as 2x2, 6x4, or even 16x9, and can display different content on individual screens or function as one large display.
- Widely used in diverse settings, including retail stores, command centres, education and conference venues, and more.
- Video walls offer high resolution, flexibility, and scalability, allowing for dynamic content display and engaging presentations.

The screen in the image below is a 3 metres x 1.7 metres LED screen, made up of 18 individual panels, each panel being 1000mm wide x 281mm high. The cost of this screen, including installation and mounting equipment, was £15,950 + VAT. (Price in 2020). Although a video wall would offer the advantages of being much larger than a TV or interactive touch screen, ideally, it would need to be attached to a wall. The obvious location would be behind the stage; however, viewing would then be hindered by people on the stage as well as the curtain, which is currently in place to create storage space. Floor-standing video walls are an option, but would still need to remain in situ once constructed. Indoor LED wall displays come in various sizes and pixel pitches, catering to specific needs in different industries. The lower the pixel pitch the finer the image, but the more costly; so there's a balance to be made between quality and viewing distance. For instance, a 2.5m x 2m LED wall might range approximately between £8,000 to £15,000 for a finer P2 pitch suitable for closer viewing distances (4-6 meters) and £5,000 to £10,000 for a P10 pitch suitable for longer distances (20-30 meters). Similarly, a 3m x 2m display could range approximately from £10,000 to £18,000 for P2 and £6,000 to £12,000 for P10 and follow the same viewer distance.



Image below shows framework which the individual monitors are connected to creating a seamless display.



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 the Grand Hall Interactive/TV screen and propose an option and cost for Officers to investigate further.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting																		
MEETING DATE AND TIME	26th June 2025 7 pm	LOCATION	Congleton Town Hall																
REPORT FROM	Town Hall Manager – Mark Worthington																		
AGENDA ITEM	14																		
REPORT TITLE	Town Hall Bookings April to June 2025																		
Update	<p>Town Hall room bookings so far for 2025 are listed in the table below. These figures are for external bookings only and do not include CTC meetings. Bookings include weekly sessions with Seetec, Mentel, Fitness Class, as well as nine NHS Blood Donation sessions. New bookings include Disco For Grown Ups, who have confirmed four events, as have Disco Bliss. Events organised by CTC Officers include band nights with The Jam'd, bingo with Legs 11 Bingo, VE Day Celebration Tea Party, Clairvoyant Nights, Food & Drink Festival and Town Hall Tours. Other external events include concerts, Comedy Nights, Paranormal Nights, Craft and Clothes Fayres, Weddings and Memorials, and recruitment days.</p> <table><tr><td>April/May/June 2025</td><td>Grand Hall</td><td>Bridestones Suite</td><td>Spencer Suite</td></tr><tr><td>Total number of bookings</td><td>24</td><td>14</td><td>28</td></tr><tr><td>Income to date</td><td>£6,307.20</td><td>£9,93.90</td><td>£1,686.00</td></tr><tr><td>Total budgeted income for 2025/26</td><td></td><td></td><td></td></tr></table>			April/May/June 2025	Grand Hall	Bridestones Suite	Spencer Suite	Total number of bookings	24	14	28	Income to date	£6,307.20	£9,93.90	£1,686.00	Total budgeted income for 2025/26			
April/May/June 2025	Grand Hall	Bridestones Suite	Spencer Suite																
Total number of bookings	24	14	28																
Income to date	£6,307.20	£9,93.90	£1,686.00																
Total budgeted income for 2025/26																			
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 Town Hall bookings from January to June 2025.																		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	26th June 2025 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM	15		
REPORT TITLE	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>		
Update	<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>Initial ideas for the reconfiguration were shown to Committee members at the THAS meeting on 10.04.25. While the general principle of the reconfiguration was supported by the Committee, the feeling was that further research was required for the partitioned side of the counter. Resolution from the THAS meeting on 10.04.25 for this agenda item is below:</p> <p style="text-align: center;">THAS/36/2425 Resolved to agree in principle to the pre-fabricated counter on the left of the Info Centre, but to redesign and research options for the right-hand side office space. Improvements for accessibility are to be included in the design.</p> <p>Officers have continued to research options with a possible outcome being the installation of a glass partition screen and door with integral blinds to the right-hand side of the counter.</p>		

A counter similar to the picture below to be constructed on the left-hand side to replace the existing Information Centre counter.



Partition and door similar to the picture below to be constructed on the right-hand side to replace the existing Information Centre counter. This partition will feature blinds built into the framework and create a more private area for admin staff to work.



Financial	To be in accordance with allocated budgets and financial regulations
Environmental	Use local businesses where possible to carry out any work.
Equality	Accessibility and equality are to be considered within the design of improvements.
Decision Request	To agree on the principle of the design and to bring relevant quotes to the next appropriate committee meeting