



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

30th October 2025

Dear Councillor,

Town Hall, Assets & Services Committee – 6th November 2025

You are summoned to attend a meeting of the Town Hall, Assets & Services Committee, to be held at Congleton Town Hall on **Thursday 6th November 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 11th September 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 30th April 2025 and to note the content of the summary report.

8. Paddling Pool Accounts (Enclosed)

To receive the Paddling Pool accounts to 30th April 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 30th April 2025 and to note the content of the summary report.

10. Paddling Pool Feasibility Study (Enclosed)

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

11. Town Hall Recycling and Waste Disposal Contract (Enclosed)

To receive updates relating to the Town Hall Recycling and Waste Disposal contract.

12. Improved, Greener, Community Facilities Fund Grant (Town Hall Double and Secondary Glazing) (Enclosed)

To receive updates relating to the Improved, Greener, Community Facilities Fund Grant.

13. Remembrance and Christmas Projection (Enclosed)

To receive updates relating to Remembrance and Christmas Projection.

14. Town Hall Replacement Gas Boiler Specification Report (Enclosed)

To receive updates relating to Town Hall Gas Boiler Replacements.

15. Grand Hall Interactive TV Screen (Enclosed)

To receive updates relating to Enabling Communities Grant Programme grant application for the Grand Hall Interactive TV Screen.

16. Use of Brasserie for the emerging Youth Council (To Follow)

To support the emerging Youth Council.

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

CLIs: **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

Title	Town Hall, Assets and Services Committee
Date of Meeting Time	11 th September 2025 7 pm
Status	Draft Minutes – to be ratified at the next Committee meeting
Reference Documents	Agenda Papers for THAS – 11th September 2025

Attendance

Committee Members	Cllr Russell Chadwick (Chair) Cllr Liz Wardlaw (Vice Chair) Cllr Susan Mead Cllr Heather Pearce Cllr Glen Williams
Ex Officio	Cllr Robert Brittain (Mayor)
Non-Committee Members	Cllr Kay Wesley
Officers	David McGifford (Chief Officer) Mark Worthington (Town Hall Manager)
Members of the Press	0
Members of the Public	2

1. Apologies for Absence

Apologies were received from Cllr Suzie Akers Smith, Cllr Robert Douglas, Cllr Arabella Holland, Cllr Sally Ann Holland, Cllr Richard Walton and Cllr Suzy Firkin (Deputy Mayor).

2. Minutes of Previous Meetings

THAS/11/2526 resolved to approve and sign the Town Hall, Assets and Services Committee minutes held on the 26th June 2025 as a correct record.

3. Declaration of Interest

Declarations were received by Cllrs Russell Chadwick, Liz Wardlaw (Cheshire East Council) & Glen Williams (Friends of Congleton Park).

4. Outstanding Actions

There were no questions from members of the public.

5. Questions from Members of the Public

A question was raised by Mr R Wharfe, which was not related to this committee. The Chief Officer offered to provide some advice on the matter outside of the meeting.

6. Urgent Items

None

7. Management Accounts for Town Hall

THAS/12/2526 resolved to receive the Management Accounts for the Town Hall to 30th April 2025 and to note the content of the summary report.

8. Paddling Pool Accounts

THAS/13/2526 resolved to receive the Paddling Pool Accounts to 30th April 2025 and to note the content of the summary report.

9. Management Accounts for Congleton Information Centre

THAS/14/2526 resolved to receive Information Centre accounts to 30th April 2025 and to note the content of the summary report.

10. Paddling Pool and Send Sessions 2025 Season Report

THAS/14/2526 resolved to receive updates relating to the 2025 paddling pool season and SEND sessions and noted that the paddling pool season was a great success.

Actions:

- Source bigger bins for nappies.
- Advertise on the website and at the pool that there are no changing facilities.
- QR code on the website and at the paddling pool for donations.
- Consider the feasibility of offering refreshments.

11. Paddling Pool Feasibility Study

THAS/15/2526 resolved to receive the updates within the report on the feasibility of a Splash Pad in Congleton Park or other locations.

12. Town Hall Recycling and Waste Disposal Contract

THAS/16/2526 resolved to receive updates within the report relating to the Town Hall Recycling and Waste Disposal contract and for the decision to be delegated to the Chief Officer following a site visit to an alternative service provider or providers, which will include an officer and a councillor or councillors from the committee.

13. Grand Hall Interactive TV Screen

THAS/17/2526 resolved to receive updates within the report relating to the screen options for the Grand Hall.

14. Improved, Greener Community Facilities Fund Grant

THAS/18/2526 resolved to receive updates within the report relating to the Improved, Greener, Community Facilities Fund Grant.

15. Remembrance and Christmas Projection

THAS/19/2526 resolved to receive updates within the report relating to Remembrance and Christmas Projection, and for officers to contact Light-tec for alternative options due to Reeds Rains building no longer being made available, this may include adjoining premises to Reeds Rains. Delegated Authority to the Chief Officer to spend the budget if alternative methods/ locations of projection are available.

16. Town Hall Gas Boiler Replacement Quotes

THAS/20/2526 resolved to receive updates within the report relating to Town Hall Gas Boiler Replacements and progress to appointing a company to undertake a Detailed Mechanical Design for the boiler room refurbishment and replacement of fan convectors and destratification fans in the main hall – total budget £4700 plus VAT.

17. Town Hall Regeneration and Maintenance Plan

THAS/21/2526 resolved to receive the report relating to the Town Hall Regeneration and Maintenance Plan and noted that there would be Strategy Working Group Meetings to finalise proposals for inclusion in the business planning for the 2026-27 budget.

Meeting ended: 8:30 pm

Chair
Cllr Russel Chadwick

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall and Assets Committee												
MEETING DATE AND TIME	6 th November 2025 7.00 pm	LOCATION	Congleton Town Hall										
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 30 th September 2025, Month 6, to accompany the attached spreadsheets in Appendix 7.1 and 7.2.												
Update	These figures cover the financial period from the current financial year to 30th September 2025, month 6 which represents 50% 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. Income: No additional observations beyond those recorded in the Appendix, and as below per future bookings. Expenditure, as per the notes on budget lines 4041 and 4951, window/double glazing upgrades have started. <u>Future Bookings</u> Appendix 7.2 shows the figures for the current financial year 2025-2026. Figures including Internal Room values: (Appendix 7.2) <table><tr><td>Budget</td><td>£69,500</td></tr><tr><td>Total Income to date</td><td>£ 26,037</td></tr><tr><td>Total Future bookings @ 30th September 2025</td><td>£16,092</td></tr><tr><td>CP Rental Income future</td><td>£1,752</td></tr><tr><td>Cumulative v budget</td><td>(-£25,619)</td></tr></table> These figures are being presented to Finance and Policy on 20th November 2025.			Budget	£69,500	Total Income to date	£ 26,037	Total Future bookings @ 30 th September 2025	£16,092	CP Rental Income future	£1,752	Cumulative v budget	(-£25,619)
Budget	£69,500												
Total Income to date	£ 26,037												
Total Future bookings @ 30 th September 2025	£16,092												
CP Rental Income future	£1,752												
Cumulative v budget	(-£25,619)												
Financial	No cost implications for this decision, noting of accounts only.												
Environmental	No implications for the decision.												
Equality and Diversity	No implications for the decision.												
Decision Request	To receive and note the Management Accounts for the Paddling Pool to 30 th September 2025.												

Congleton Town Council
Management Accounts 2025-26
TOWN HALL

Sep-25

	OK
	Monitor
	Over/Under (Exp./Income)

Month 6
Percentage 50.0%

TOWN HALL

		ANNUAL BUDGET	BUDGET TO M6	ACTUAL TO M6	£ VARIANCE OF M6 BUDGETS	% AGAINST M6 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M6 EXPECTED
4000	Staff Costs (re-allocated)	81,150	40,575	42,475	-1,900	104.7%	52.3%	2.34%
4008	Training	1,000	500	0	500	0.0%	0.0%	-50.00%
4009	Protective Clothing\H & Safety	550	275	372	-97	135.3%	67.6%	17.64%
4010	Cleaners	8,400	4,200	3,635	565	86.5%	43.3%	-6.73%
4011	Rates	25,449	12,725	14,970	-2,246	117.6%	58.8%	8.82%
4012	Water	7,875	3,938	3,821	117	97.0%	48.5%	-1.48%
4014	Electricity	33,000	16,500	9,001	7,499	54.6%	27.3%	-22.72%
4015	Gas	30,000	15,000	3,001	11,999	20.0%	10.0%	-40.00%
4016	Cleaning materials	2,250	1,125	887	238	78.8%	39.4%	-10.58%
4017	Refuse Disposal	2,350	1,175	976	199	83.1%	41.5%	-8.47%
4020	Miscellaneous Office Costs	2,500	1,250	1,325	-75	106.0%	53.0%	3.00%
4025	Insurance	14,346	7,173	14,059	-6,886	196.0%	98.0%	48.00%
4033	Marketing/Promotions	3,500	1,750	90	1,660	5.1%	2.6%	-47.43%
4040	Maintenance Contracts	9,000	4,500	7,383	-2,883	164.1%	82.0%	32.03%
4041	Property Maintenance	21,300	10,650	11,592	-942	108.8%	54.4%	4.42%
4065	Architect/Surveyor Fees	0	0	-1,645	1,645			
4068	Licences (incl PRS)	4,200	2,100	4,410	-2,310	210.0%	105.0%	55.00%
4951	Transfer from EMR	0	0	-5,000	5,000			
6000	Central Overheads Reallocated	6,522	3,261	3,835	-574	117.6%	58.8%	8.80%
	Town Hall Expenditure	253,392	126,696	115,187	11,509	90.9%	45.5%	-4.54%
3020	Catering costs	0	0	2,428	-2,428			
3021	Security Supplies	0	0	1,817	-1,817			
		0	0	4,245	4,245			
	Total Town Hall Expenditure	253,392	126,696	119,432	7,264	94.3%	47.1%	-2.87%
1009	Rent Rec'd - Museum Notional	-4500	-2250	-2250	0	100.0%	50.0%	0.00%
1010	Rent Received - 3rd Party Partnership	-1533	-767	-767	1	100.0%	50.0%	0.03%
1011	Rent Received - Internal CTC	-26517	-13259	-13259	1	100.0%	50.0%	0.00%
1013	Letting Income - Grand Hall	-30000	-15000	-13013	-1987	86.8%	43.4%	-6.62%
1014	Letting Income - Bridestones	-5000	-2500	-2090	-410	83.6%	41.8%	-8.20%
1015	Letting Income - Spencer Suite	-5000	-2500	-2950	450	118.0%	59.0%	9.00%
1018	Letting Income - Campbell Suite	0	0	0	0		0.0%	-50.00%
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-6000	-25	-5975	0.4%	0.2%	-49.79%
1021	Letting Income - Internal	-9000	-4500	-4646	146	103.2%	51.6%	1.62%
1022	Letting income - F&F	-2500	-1250	-833	-417	66.6%	33.3%	-16.68%
1023	Commission- CP	-6000	-3000	-2207	-793	73.6%	36.8%	-13.22%
1024	Letting Income- Security	0	0	-2211	2211		0.0%	-50.00%
1035	Service Charges - Brasserie	-4000	-2000	-1331	-669	66.6%	33.3%	-16.73%
1037	Service Charges - Other	-5000	-2500	-798	-1702	31.9%	16.0%	-34.04%
1038	Letting Income- Offices	0	0	-1750	1750			
1051	Catering Sales (recharges)	0	0	-3207	3207		0.0%	-50.00%
1199	Miscellaneous income	0	0	0	0			
1179	Grants Receivable- Salix Project	0	0	-7505	7505			
	Total Town Hall Income	-111050	-55525	-58842	3317	106.0%	53.0%	2.99%
	Net Expenditure over Income	142,342	71,171	60,590	10,581	85.1%	42.6%	-7.43%

NOTES

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

Pav award settled and paid in August 2025, backdated t April 2025

Top up of uniform

Paid over 10 months rather than 12

Full year for Zurich and Critical Illness paid to date.

Paid quarterly, will be monitored by RFO

£1200 is upgrade to electricity box, £5,000 for windows upgrade see notes on budget line 4951

Salix Grant project, see below

Music License paid in full

Windows/secondary glazing upgrades, EMR set aside for this, £5,000 is within budget line 4041

Recharged to customers

Recharged to customers

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

Recharge to customers

Dependant on use by Commercial Partner

Dependant on use by Museum, Q 2 to be invoiced

Recharge to customers

Grant income for Surveyor fees, 24-25 c/f

Town Hall Summary 2025-2026
As at Month 4 July 25

	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	5,679	10,000	9,598	12,500	11,743	15,000	13,013
Letting Income - Bridestones	5,000	417	332	833	431	1,250	770	1,667	858	2,083	1,413	2,500	2,090
Letting Income - Spencer Suite	5,000	417	445	833	983	1,250	1,950	1,667	2,065	2,083	2,165	2,500	2,950
Commissions	6,000	500	-	1,000		1,500	-	2,000		2,500	-	3,000	2,207
Lighting /equip	2,500	208	-	417	167	625	167	833	667	1,042	833	1,250	833
Lettings income -Internal	9,000	750	607	1,500	607	2,250	2,312	3,000	2,312	3,750	2,312	4,500	3,169
Lettings Income- Campbell	-	-		-		-	-	-	-	-		-	-
Brasserie Income	12,000	1,000	-	2,000	25	3,000	25	4,000	25	5,000	25	6,000	25
Letting Income- Offices	-	-		-	583	-	875	-	1,167	-	1,458	-	1,750
Totals	69,500	5,792	2,848	11,583	6,102	17,375	11,778	23,167	16,692	28,958	19,949	34,750	26,037
Variance			- 2,944		- 5,481		- 5,597		- 6,475		- 9,009		- 8,713
Current bookings value Confirmed Internal													961
Cp rental income													
Current bookings value Provisional													
Total future bookings			-		-		-		-		-		961
Cumulative (Includes CP Rent)			- 2,944		- 5,481		- 5,597		- 6,475		- 9,009		- 7,752
	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			- 14,505		- 20,296		- 26,088		- 31,880	1,000	- 37,671		- 43,463
Current bookings value Confirmed Internal			3,139		1,853		3,012		1,208		1,846		2,439
Cp rental income			1,006		489						50		89
Current bookings value Provisional			292		292		292		292		292		292
Total future bookings			4,437	-	2,634	-	3,304	-	1,500	-	2,188	-	2,820
Cumulative (Includes CP Rent)			- 9,107		- 12,264		- 14,752		- 19,044		- 22,647		- 25,619
SUMMARY													
26,037 Actual													
13,497 2,595 1,752													
17,844 Future													
25,619 Variance													

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services Committee		
MEETING DATE AND TIME	6th November 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 September 2025, Month 6, to accompany the attached spreadsheets in Appendix 8.1.		
Update	These figures cover the financial period from the current financial year to 30th September 2025, month 6 which represents 50% 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 8.1 for comments. • The main discrepancy is on budget line 4039-Pool Chemicals, the overspend was presented to Council for noting on 23rd October 2025, due to continuous warm weather, absorption of chemicals was higher. • There remains an issue with the Water Meter readings, which will be reviewed with Water Plus at the end of the season, still to be completed. • Overall, the cost centre is due to be within budget at the end of the year. These figures are being presented to Finance and Policy on 20th November 2025.		
Financial	No cost implications for this decision, noting of accounts only.		
Environmental	No implications for the decision.		
Equality and Diversity	No implications for the decision.		
Decision Request	To receive and note the Management Accounts for the Paddling Pool to 30 th September 2025.		

Congleton Town Council
Management Accounts 2025-26
PADDLING POOL
Sep-25

Month 6
Percentage 50.0%

PADDLING POOL

Staff Costs
4000
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

	OK
	Monitor
	Over/Under (Exp./Income)

ANNUAL BUDGET	BUDGET TO M6	ACTUAL TO M6	E VARIANCE OF M6 BUDGETS	% AGAINST M6 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M6 EXPECTED
25,380	12,690	19875	-7,185	156.62%	78.3%	28.31%
3,000	1,500	0	1,500	0.00%	0.0%	-50.00%
320	160	103	57	64.38%	32.2%	-17.81%
5,500	2,750	266	2,484	9.67%	4.8%	-45.16%
3,200	1,600	2298	-698	143.63%	71.8%	21.81%
3,900	1,950	6095	-4,145	312.56%	156.3%	106.28%
4,300	2,150	1534	616	71.35%	35.7%	-14.33%
1,000	500	218	282	43.60%	21.8%	-28.20%
2,040	1,020	1199	-179	117.55%	58.8%	8.77%
48,640	24,320	31,588	-7,268	129.88%	64.9%	14.94%

NOTES

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

Pay award settled and paid in August 2025, backdated t April 2025, and main expenditure is over 3 months.

Final costs, Council asked to note on 23rd October 2025

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services Committee		
MEETING DATE AND TIME	6th November 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 September 2025, Month 6, to accompany the attached spreadsheets in Appendix 9.1.		
Update	These figures cover the financial period from the current financial year to 30th September 2025, month 6 which represents 50% 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. Income • Yellow-highlighted lines are third-party income and are dependent on external requirements/events. We achieve commission on these sales, which will be updated quarterly. • Our own income streams have budgets attached to them. • .First 2 quarters' commission is £1,138 Expenditure Nothing further to add from the notes in the account summary. Direct Sales • Sales Income £28,544 (includes commission) • Sales Expenditure £18,599 (awaiting September invoices for some 3rd party ticket sales) These figures are being presented to Finance and Policy on 20th November 2025		
Financial	No cost implications for this decision, noting of accounts only.		
Environmental	No implications for the decision.		
Equality and Diversity	No implications for the decision.		
Decision Request	To receive and note the Management Accounts for the Paddling Pool to 30 th September 2025.		

Congleton Town Council
Management Accounts 2025-26
CONGLETON INFORMATION CENTRE
Sep-25

	OK
	Monitor
	Over/Under (Exp./Income)

Month 6
Percentage 50.0%

TOWN HALL
CONGLETON INFORMATION CENTRE

	ANNUAL BUDGET	BUDGET TO M6	ACTUAL TO M6	£ VARIANCE OF M6 BUDGETS	% AGAINST M6 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M6 EXPECTED
3000 Stock at 1st April	0	-	-	-	0.0%		
3041 3rd Party ticket resales	0	-	15,788	- 15,788			
3042 Books, Maps, Guides resale	2,850	1,425	277	1,148	19.4%	9.7%	-40.28%
3043 Souvenirs for resale	2,375	1,188	161	1,027	13.6%	6.8%	-43.22%
3044 Stamps for resale	475	238	172	66	72.4%	36.2%	-13.79%
3046 Local Produce for resale	0	-	1,769	- 1,769			
3047 Theatre gift cards for resale	0	-	38	- 38			
3048 Food & Drink for resale	1,188	594	394	200	66.3%	33.2%	-16.84%
3049 CTC Merchandise	0	-	-	-	0.0%	0.0%	-50.00%
3999 Stock at 31st March 2022	0	-	-	-	0.0%	0.0%	-50.00%
Direct Expenditure	6,888	3,444	18,599	- 15,155	540.0%	270.02%	220.02%
4000 Staff costs	62,381	31,191	34,687	- 3,497	111.2%	55.6%	5.61%
4011 Rates	5,321	2,661	3,370	- 710	126.7%	63.3%	13.33%
4013 Rent Payable	7,500	3,750	3,750	-	100.0%	50.0%	0.00%
4162 General Expenditure	2,000	1,000	544	456	54.4%	27.2%	-22.80%
6000 Central Overheads Reallocated	6,014	3,007	2,948	59	98.0%	49.0%	-0.98%
Indirect Expenditure	83,216	41,608	45,299	- 3,691	108.9%	54.4%	4.44%
1041 Third Party Ticket Sales	0	-	23,181	- 23,181			
1042 Books, Maps, Guides sales	-3,000	- 1,500	- 619	- 881	41.3%	20.6%	-29.37%
1043 Souvenir sales	-2,500	- 1,250	- 1,046	- 204	83.7%	41.8%	-8.16%
1044 Stamp Sales	-500	- 250	- 76	- 174	30.4%	15.2%	-34.80%
1045 Photocopy sales	-300	- 150	- 80	- 70	53.3%	26.7%	-23.33%
1046 Local Produce for resale	0	-	1,668	- 1,668			
1047 Theatre gift cards	0	-	40	- 40			
1048 Food and Drink sales	-1,250	- 625	- 666	- 41	106.6%	53.3%	3.28%
1049 CTC Merchandise sales	0	-	30	- 30		0.0%	-50.00%
1199 Commission	-4,000	- 2,000	- 1,138	- 862	56.9%	0.0%	-50.00%
Income	-11,550	- 5,775	- 28,544	- 23,631	494.3%	247.1%	197.13%
Total Income	-11,550	- 5,775	- 28,544	- 23,631	494.3%	247.1%	197.13%
Net Expenditure over Income	78,554	39,277	35,354	4,785	90.0%	45.0%	-4.99%

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

Pay award settled and paid in August 2025, backdated t April 2025
Paid over 10 months rather than 12

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 quarterly, Q1 and Q2 completed.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	6th November 2025 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM	10		
REPORT TITLE	Paddling Pool Feasibility Study		
Background	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. IB Development, who specialise in the installation of aquatic leisure applications, including swimming pools, water features, aquatic leisure facilities and plant, have visited the paddling pool and associated sites to carry out the feasibility study. Investigations have centred around the feasibility of improving/relocating the paddling pool or the option of a new water facility at a more suitable location.		
Update	Meetings with IB Development have continued, and they now have the broad elements of the “best solution” clear, as far as the location and form of the potential facility can be defined. They are currently engaged in estimating the capital cost of the project, which of course, is determined by the size and complexity of any future facility. These costs will also be dictated by the technical parameters of any project and attaching costs to them. IB Developments are working on a budget to establish a “minimum worthwhile cost”. This is the minimum cost required to “make the job worth doing”. Depending on what that cost is, it may well be that developing a design that is limited in size immediately, but that can be easily expanded, would be a good solution. This would allow the cost to be phased over more than one operating year. The study will also separate out the costs of “must-haves” and “nice to have’s”. IB Developments is hoping to have the study completed by mid-November, when they will meet with Officers and Committee members to view the findings before a presentation to THAS Committee.		
Financial	To be in accordance with allocated budgets and financial regulations.		

Environmental	To assess via the procurement process, the 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 Paddling Pool Feasibility Study.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	6th November 2025 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	11 Town Hall Recycling and Waste Disposal Contract		
Background	The existing contract to remove waste from the Town Hall is with Cheshire East Trade Waste. The contract is a rolling contract with 30 days' notice required to terminate the agreement. Cheshire East currently provide 2 x 1100 litre bins for general waste, which are collected on a weekly basis, and 1 x 1100 litre bin for all recyclables, which is also collected weekly. Plastic, metal, cardboard, glass, and paper all go into the same recycling bin and are separated at the waste depot by Cheshire East. Due to cost increases and recycling limitations of the existing contract, Officers have researched alternatives, including Cheshire East. Companies were contacted to provide quotes and information relating to recycling options. Two of these companies stood out due to the level of recycling options they provided and how these services could be tailored to the needs of CTC. Services included removal of food waste and flexible collection options. Clear plastic or biodegradable bags can be used inside all recycling bins to reduce contamination of food waste. The existing contract with Cheshire East allows all recyclables to be disposed of in the same bin as the recycling is separated at the depot. New contractors would provide individual bins for each type of recycling, as all waste would need to be recycled at the point of disposal. For this reason, additional recycling bins would need to be purchased and located sympathetically around the Town Hall and commercial kitchen, with colour co-ordination and labels to match the relevant recycling bin. The potential increase in colour-coordinated bins to be located around the Town Hall was an issue raised by Committee members, with the need for this to be investigated further. At the THAS Committee meeting on 11/09/25 members agreed the following resolution: THAS/16/2526 resolved to receive updates within		

	the report relating to the Town Hall Recycling and Waste Disposal contract and for the decision to be delegated to the Chief Officer following a site visit to an alternative service provider or providers, which will include an officer and a councillor or councillors from the committee.																								
Update	Officers and Chairs of both the THAS and Environment Committees visited the Veolia recycling site at Newstead Industrial Estate, Stoke-on-Trent, on 01.10.25. The site at Newstead mainly operates as a Waste Transfer Station. Recyclable and compostable material is first separated by each household, collected via kerbside recycling schemes or the network of Household Waste Recycling Sites, and then processed for recycling. The remaining waste is then delivered (again either direct from the kerbside, the Household Waste Recycling Sites or in bulk from Waste Transfer Stations) to the Energy Recovery Facility at Stafford where it is deposited into a bunker. The waste is then placed into a feed hopper by crane grab before dropping through a feed chute onto the furnace grate. The action of the moving grate turns the waste to allow it to combust fully. Bottom ash left over from the furnace passes through the ash discharger onto an ash handling system, which extracts metal for recycling. The remaining bottom ash is suitable for recycling or disposal and will be sent for reprocessing and reuse in the construction industry. Hot gases produced in the combustion process pass through a water tube boiler, where they are cooled, and the heated water becomes steam. A turbo-generator uses the steam to produce electricity for export to the National Grid. The gases from the boiler go through an extensive flue gas cleaning process. This consists of a gas scrubber and a bag filter, where particulates are filtered out. The resulting material, known as Air Pollution Control Residues, is sent for safe disposal at a Veolia, specialist licensed, facility in Cheshire. The cleaned gases are finally released to the atmosphere through the twin exhaust stacks. Officers and Chairs were satisfied with the system in place at Veolia and were reassured of the level of recycling demonstrated through the processes Veolia have in place. <table><tr><th colspan="5">Existing contract with Cheshire East Trade Waste</th></tr><tr><th colspan="5">(Cost for 2024 with ANSA Trade Waste was £2,316)</th></tr><tr><th>Bin</th><th>Number of bins</th><th>Size of bins</th><th>Collection</th><th>Cost (2025)</th></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>					Existing contract with Cheshire East Trade Waste					(Cost for 2024 with ANSA Trade Waste was £2,316)					Bin	Number of bins	Size of bins	Collection	Cost (2025)					
Existing contract with Cheshire East Trade Waste																									
(Cost for 2024 with ANSA Trade Waste was £2,316)																									
Bin	Number of bins	Size of bins	Collection	Cost (2025)																					

	General Waste	2	1100 litres	Weekly	£3,418 + VAT
	All recycling	1	1100 litres	Weekly	
	To add food waste collection to the above				30-day notice to leave the contract
	Food	1	140 litres	Weekly	£526.24
					£3,944.24
	Updated contract with Cheshire East Trade Waste				
	Bin	Number of bins	Size of bins	Collection	Cost
	General Waste	2	1100 litres	Weekly	£5,576.48 + VAT 30 day notice to leave contract
	Food	1	140 litres	Weekly	
	Glass	2	240 litres	Weekly	
	Cardboard	1	1100 litres	Weekly	
	Mixed recycling (plastic,cans,tin)	1	240 litres	Weekly	
					£5,576.48
	Quote from alternative service provider				
	Bin	Number of bins	Size of bins	Collection	Cost
	General Waste	2	1100 litres	Weekly	£2,716.66 + VAT
	Food	1	240 litres	Weekly	
	Glass	2	240 litres	Weekly	
	Cardboard	1	660 litres	Fortnightly*	

Mixed recycling (plastic,cans,tin)	1	660 litres	Fortnightly*	24 month contract
*Fortnightly collections have been requested to change to weekly collections at an additional cost of £367.90.				

Veolia would provide colour-coordinated signage for bins located inside the Town Hall, so we are able to purchase bins of a similar colour to aid with correct recycling at the point of disposal.



Internal bins would be purchased by CTC and be similar in style to the bins in the picture below (estimated cost £739.05 + VAT for 39 x 50 litre bins). Meeting/function rooms and offices would only require bins for general non-recyclable waste and mixed recycling, with glass and food waste bins being located in the staff kitchen area. Glass and food waste bins would be located in the commercial kitchen and bar area.

	
Financial	To be in accordance with allocated budgets and financial regulations. Whichever decision is made will mean an overspend for Waste Disposal (For a wider range of services). This was noted at Finance and Policy on 25 th September.
Environmental	To assess via the procurement process, the environmental impact and benefits.
Equality	Where applicable in the procurement of services, this is taken into consideration
Decision Request	To agree on a new 24-month contract with a new waste and recycling service provider. The new service provider will supply CTC with additional bins for individual recyclables, including cardboard, glass, food, and mixed recycling. Cost - £2,716.66 per year (*Fortnightly collections have been requested to change to weekly collections at an additional cost of £367.90) CTC will need to purchase additional recycling bins to be located in the Town Hall for the recycling to be separated at the point of use at a cost of £739.05 + vat.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	6th November 2025 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	12 - Improved, Greener, Community Facilities Fund Grant (Town Hall Double and Secondary Glazing)		
Background	CTC Officers successfully secured grant funding of £15,000 from the Improved, Greener, Community Facilities Fund Grant scheme to be used for decarbonisation improvements to the Town Hall. The completion date for this funding was originally 31.03.25. However, Cheshire East are aware and supportive that this project would go beyond the completion date due to planning applications and the Salix project. Works will involve the installation of double glazing to the Information Centre and brasserie windows as well as internal secondary glazing to the arches above these windows, as well as internal secondary glazing to the arched windows on the second floor.		
Update	A deposit of £5,209 + VAT has been paid to Beech Joinery, who will be carrying out the above works. Beech Joinery have been on site during October (8 th , 9 th & 21 st) to install double glazing to the windows in the Information Centre and Brasserie, as well as installing internal secondary glazing to the arched windows on the landing area of the second floor. Work still to be completed is the installation of secondary glazing to the arches above the windows in the Information Centre and Brasserie. Information Centre staff have already noticed a reduction in outside noise since the installation of the double glazing.		
Financial	To be in accordance with allocated budgets and financial regulations.		
Environmental	Works will go towards the overall decarbonisation of the Town Hall while using local businesses to carry out the work.		
Equality	Where applicable in the procurement of services, this is taken into consideration.		
Decision Request	To receive the report relating to the Improved, Greener, Community Facilities Fund Grant.		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	6th November 2025	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM	13		
REPORT TITLE	Remembrance and Christmas Projection		
Background	Since 2020, the front façade of the Town Hall has featured light projection during Remembrance weekend and the build-up to the Christmas period. Projection has been provided by the same local, specialist lighting company. The projection equipment has previously been located in the office space on the first floor of Reeds Rain Estate Agents to project the images across to the Town Hall. Reeds Rain have confirmed that the office space previously used to house the projection equipment is no longer available; therefore, a new location to house the projection equipment is required. 		

	
Update	Whittaker & Biggs have been contacted to discuss whether housing the projection equipment on their premises would be an option. Staff at Whittaker & Biggs were keen to support the projection project, and following an assessment of the available space by the projection company, it was agreed that the space on the first floor of Whittaker & Biggs estate agents would be large enough and suitable to house the projection equipment. Installation of the projection equipment on the first floor of the Whittaker & Biggs premises will take place on Tuesday, 4th November, with the projection being turned on from Thursday, 6th November. The projection will display every night from 6th November to Wednesday, 12th November 4:30 pm to 12 am. Whittaker & Biggs will be supplied with two Christmas trees and lights by CTC for the front of their premises over the Christmas period as a show of appreciation for their support.
Financial	To be in accordance with allocated budgets and financial regulations.
Environmental	To assess via the procurement process, the 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 Remembrance and Christmas projection.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	6th November 2025	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM	14		
REPORT TITLE	Town Hall Replacement Gas Boiler Specification Report		
Background	To determine the level of work involved in the event of replacing the existing gas boilers with new gas boilers, and to guarantee like-for-like quotes, it was agreed at the meeting of THAS Committee on 11/09/25, THAS/20/2526 resolved to receive updates within the report relating to Town Hall Gas Boiler Replacements and progress to appointing a company to undertake a Detailed Mechanical Design for the boiler room refurbishment and replacement of fan convectors and destratification fans in the main hall – total budget £4700 plus VAT.		
Update	Officers have been working with Omnia-mep https://omnia-mep.co.uk/about-us to develop a specification for replacement gas boilers at the Town Hall for the purpose of generating like-for-like quotes and designs. The specifications will include: • 2D Design Drawing or Schematic • As-fitted Drawings (produced from drawings marked up by the contractor on-site) • Mechanical Calculation Packages View preliminary report. <i>(Due to the size of the documents, this has been sent separately to councillors to view.)</i> The preliminary tender package will include options for the boiler room, including floor and wall-mounted boilers, but due to the restricted headroom, the location of the existing chimney and the falls required on the flues, the layout will be very similar to the existing. The proposal includes Remeha Gas 120 ACE boilers and Grundfos Pumps. Since approving this specification report, unforeseen repairs have been required to the boiler TREND Building Management System. Following the annual service, the TREND IQ3 controller failed, meaning that, although the boilers could still operate, there was no control over the different heating zones of the building. The TREND IQ3 controller was replaced with the latest TREND IQ5 controller, screen and software at a cost of £5,176.15 + VAT.		

Financial	To be in accordance with allocated budgets and financial regulations.
Environmental	To assess via the procurement process the 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 Replacement Gas Boiler Specification Report.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting										
MEETING DATE AND TIME	6 th November 2025 7 pm	LOCATION	Congleton Town Hall								
REPORT FROM	Town Hall Manager – Mark Worthington										
AGENDA ITEM REPORT TITLE	15 Grand Hall Interactive TV Screen										
Background	Officers presented a report for the THAS Committee meeting on 26 th June 2025 to highlight the need for an additional interactive screen for use in the Grand Hall. THAS/08/2526 Resolved to accept the report relating to the Grand Hall Interactive TV screen and for Officers to research further options for screens in the Grand Hall.										
Update	Officers have applied for the Enabling Communities Grant Programme 2025, funded by the UK Shared Prosperity Fund and UK Rural England Prosperity Fund. Funding will be awarded to projects which demonstrate investment and support for digital infrastructure for local community facilities. To apply for this fund, applicants must be a voluntary or community organisation, local council, registered charity or other not-for-profit organisation, including community faith sector organisations, community groups and community buildings operating within Cheshire East. Funds available are £100,000 with a maximum application amount of £7,000. Closing date for applications was 10th Aug 2025, with a view to confirming successful grant applications in early September. Due to the high number of applicants, successful grant applicants will not be informed until early October. Applicants were required to provide details and costs for any equipment purchased following a successful grant application. Officers provided details of the screen below as part of the application. <table><tr><td></td><td>iiyama 98" PureTouch</td></tr><tr><td>Cost</td><td>£3597.85 + VAT</td></tr><tr><td>Additional electric height adjustable stand</td><td>£1759.65 + VAT</td></tr><tr><td>Full installation</td><td>£500 + VAT</td></tr></table>				iiyama 98" PureTouch	Cost	£3597.85 + VAT	Additional electric height adjustable stand	£1759.65 + VAT	Full installation	£500 + VAT
	iiyama 98" PureTouch										
Cost	£3597.85 + VAT										
Additional electric height adjustable stand	£1759.65 + VAT										
Full installation	£500 + VAT										

	Total	£5,857.50
	Advantages	• 982 diagonal touch screen • 40pt touch screen • Android 11 operating system • iiyama DMS • NOTE web browser • File management • 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 a stand
	Disadvantages	• Could only be used in rooms on the ground floor due to size

Cheshire East Grants team contacted Officers at the end of September to inform us that, following a thorough review by the assessment panel, our application was not successful on this occasion. However, CE Grants acknowledged that the project was eligible and showed potential to contribute positively to improving our community facility and digital inclusion; therefore, CE Grants strongly encourage Officers to reapply for this grant funding opportunity. Officers have reapplied for the Enabling Communities Grant Programme funding with the aim of purchasing the iiyama 98” Touch Screen if the grant application is successful. Applications closed on 10th October with no date given for

	notification of a successful application. Committee members will be updated on the progress of the grant application from November.
Financial	To be in accordance with allocated budgets and financial regulations
Environmental	To assess via the procurement process, the 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.