



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

5<sup>th</sup> September 2025

Dear Councillor,

## **Town Hall, Assets & Services Committee – 11<sup>th</sup> September 2025**

You are summoned to attend a meeting of the Town Hall, Assets & Services Committee, to be held at Congleton Town Hall on **Thursday 11<sup>th</sup> September 2025**, commencing at **7.00pm**.

- **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

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## **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 26<sup>th</sup> June 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 30<sup>th</sup> April 2025 and to note the content of the summary report.

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

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

**10. Paddling Pool and Send Sessions 2025 Season Report** (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 Recycling and Waste Disposal Contract** (Enclosed)

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

**13. Grand Hall Interactive TV Screen** (Possible if grant application is successful)

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

**14. 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.

**15. Remembrance and Christmas Projection** (Enclosed)

To receive updates relating to Remembrance and Christmas Projection.

**16. Town Hall Gas Boiler Replacement Quotes** (Enclosed)

To receive updates relating to Town Hall Gas Boiler Replacements.

**17. Town Hall Regeneration and Maintenance Plan** (Enclosed)

To receive the report relating to Town Hall Regeneration and Maintenance Plan.

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

**CLls:** 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:** CLls 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 26<sup>th</sup> June 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 – 26<sup>th</sup> June 2025](#)

In attendance:

**Committee members:** Councillor Russell Chadwick (Chair)  
Councillor Robert Douglas  
Councillor Sally Ann Holland  
Councillor Susan Mead  
Councillor Heather Pearce  
Councillor Richard Walton  
Councillor Glen Williams

**Non-Committee members:** Cllr Kay Wesley

**Ex-Officio Members:** Cllr Robert Brittain (Mayor), Cllr Suzy Firkin (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: Councillor Liz Wardlaw (Vice Chair), Councillor Suzie Akers Smith, and Councillor Arabella Holland.

#### 2. Minutes of Previous Meetings

**THAS/01/2526 Resolved to** approve and sign the minutes of the meeting of the Town Hall, Assets and Services Committee held on 10<sup>th</sup> April 2025.

#### 3. Declarations of Interest

Declarations of Interest were received from Councillor Russell Chadwick (Cheshire East), Councillor Sally Ann Holland (Cheshire East), Councillor Glen Williams (Friends of Congleton Park)

#### **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/02/2526 Resolved to** accept the Management Accounts Town Hall to 30<sup>th</sup> April 2025 and to note the content of the summary report.

**Actions:**

- Include a graph to future finance reports to improve presentation of figures.
- Agenda items 7 (Management Accounts) and Agenda item 14 (Town Hall Bookings) to be featured in the same report for future committee meetings.

#### **8. Paddling Pool Accounts**

**THAS/03/2526 Resolved to** accept the Paddling Pool accounts to 30<sup>th</sup> April 2025 and to note the content of the summary report.

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

**THAS/04/2526 Resolved to** accept the Information Centre accounts to 30<sup>th</sup> April 2025 and to note the content of the summary report.

#### **10. Paddling Pool and Send Sessions Update 2025**

**THAS/05/2526 Resolved to** accept the report relating to Paddling Pool and SEND sessions 2025 and agree to continued support for the Ruby's SEND sessions.

**Actions:**

- Research options for a gazebo or tent to be used by users as a changing facility.

#### **11. Paddling Pool Feasibility Study**

**THAS/06/2526 Resolved to** accept the report relating to the Paddling Pool Feasibility Study.

## **12. Town Hall Decarbonisation Updates**

**THAS/07/2526 Resolved to** accept the report relating to Town Hall Decarbonisation Updates.

**Actions:**

- Send details of the Listed Building Application to Councillor Russell Chadwick's Cheshire East email address.

## **13. Grand Hall Interactive TV Screen**

**THAS/08/2526 Resolved to** accept the report relating to Grand Hall Interactive TV screen and for Officers to research further options for screens in the Grand Hall.

## **14. Town Hall Bookings April to June 2025**

**THAS/09/2526 Resolved to** accept report relating to Town Hall Bookings April to June 2025.

**Actions:**

- Include a graph to future finance reports to improve presentation of figures and show comparisons of previous year's bookings.
- Agenda items 7 (Management Accounts) and Agenda item 14 (Town Hall Bookings) to be featured in the same report for future committee meetings.
- Correct the dates on the Decision Request section of the report, change January to April

## **15. Counter Office reconfiguration Information Centre**

**THAS/10/2526 Resolved to** receive the report relating to Counter Office reconfiguration Information Centre and agree not to progress this project any further but develop the overall Maintenance Plan which will include future improvements and development of the Information Centre space.

**CLlr Russell Chadwick  
(Chair)**

# CONGLETON TOWN COUNCIL

## COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall and Assets Committee												
MEETING DATE AND TIME	11 <sup>th</sup> September 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 31 <sup>st</sup> July 2025, Month 4, 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 31<sup>st</sup> July 2025, month 4, which represents 33.5% 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><b><u>Future Bookings</u></b></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>£ 19,949</td></tr><tr><td>Total Future bookings @ 31<sup>st</sup> July 25</td><td>£14,368</td></tr><tr><td>CP Rental Income future</td><td>£2,044</td></tr><tr><td>Cumulative v budget</td><td>(-£33,139)</td></tr></table>			Budget	£69,500	Total Income to date	£ 19,949	Total Future bookings @ 31 <sup>st</sup> July 25	£14,368	CP Rental Income future	£2,044	Cumulative v budget	(-£33,139)
Budget	£69,500												
Total Income to date	£ 19,949												
Total Future bookings @ 31 <sup>st</sup> July 25	£14,368												
CP Rental Income future	£2,044												
Cumulative v budget	(-£33,139)												
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 the Management Accounts for the Town Hall to 31 <sup>st</sup> July 2025.												



**Congleton Town Council**  
**Management Accounts 2025-26**  
**TOWN HALL**  
**Jul-25**

OK  
Monitor  
Overspent

Month 4  
Percentage 33.3%

**TOWN HALL**

		ANNUAL BUDGET	BUDGET TO M4	ACTUAL SPEND TO M4	£ VARIANCE OF M4 BUDGETS	% SPENT AGAINST M4 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M4 EXPECTED
4000	Staff Costs (re-allocated)	81,150	27,050	27,075	-25	100.1%	33.4%	0.06%
4008	Training	1,000	333	0	333	0.0%	0.0%	-33.30%
4009	Protective Clothing\H & Safety	550	183	372	-189	202.9%	67.6%	34.34%
4010	Cleaners	8,400	2,800	2,467	333	88.1%	29.4%	-3.93%
4011	Rates	25,449	8,483	9,980	-1,497	117.6%	39.2%	5.92%
4012	Water	7,875	2,625	2,194	431	83.6%	27.9%	-5.44%
4014	Electricity	33,000	11,000	6,019	4,981	54.7%	18.2%	-15.06%
4015	Gas	30,000	10,000	2,345	7,655	23.5%	7.8%	-25.48%
4016	Cleaning materials	2,250	750	772	-22	102.9%	34.3%	1.01%
4017	Refuse Disposal	2,350	783	986	-203	125.9%	42.0%	8.66%
4020	Miscellaneous Office Costs	2,500	833	886	-53	106.3%	35.4%	2.14%
4025	Insurance	14,346	4,782	13,969	-9,187	292.1%	97.4%	64.07%
4033	Marketing/Promotions	3,500	1,167	90	1,077	7.7%	2.6%	-30.73%
4040	Maintenance Contracts	9,000	3,000	4,594	-1,594	153.1%	51.0%	17.74%
4041	Property Maintenance	21,300	7,100	3,774	3,326	53.2%	17.7%	-15.58%
4065	Architect/Surveyor Fees	0	0	1,645	1,645			
4068	Licences (incl PRS)	4,200	1,400	4,235	-2,835	302.5%	100.8%	67.53%
6000	Central Overheads Reallocated	6,522	2,174	3,154	-980	145.1%	48.4%	15.06%
	Town Hall Expenditure	253,392	84,464	81,267	3,197	96.2%	32.1%	-1.23%
3020	Catering costs	0	0	1,334	-1,334			
3021	Security Supplies			285	-285			
		0	0	1,619	1,619			
	Total Town Hall Expenditure	253,392	84,464	82,886	1,578	98.1%	32.7%	-0.59%
1009	Rent Rec'd - Museum Notional	-4500	-1500	-1500	0	100.0%	33.3%	0.03%
1010	Rent Received - 3rd Party Partnership	-1533	-511	-511	0	100.0%	33.3%	0.03%
1011	Rent Received - Internal CTC	-26517	-8839	-8839	0	100.0%	33.3%	0.03%
1013	Letting Income - Grand Hall	-30000	-10000	-9598	-402	96.0%	32.0%	-1.31%
1014	Letting Income - Bridestones	-5000	-1667	-858	-809	51.5%	17.2%	-16.14%
1015	Letting Income - Spencer Suite	-5000	-1667	-2065	398	123.9%	41.3%	8.00%
1018	Letting Income - Campbell Suite	0	0	0	0		0.0%	-33.30%
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-4000	-25	-3975	0.6%	0.2%	-33.09%
1021	Letting Income - Internal	-9000	-3000	-2872	-128	95.7%	31.9%	-1.39%
1022	Letting income - F&F	-2500	-833	-667	-166	80.0%	26.7%	-6.62%
1023	Commission- CP	-6000	-2000	0	-2000	0.0%	0.0%	-33.30%
1024	Letting Income- Security	0	0	-817	817		0.0%	-33.30%
1035	Service Charges - Brasserie	-4000	-1333	-1331	-2	99.8%	33.3%	-0.03%
1037	Service Charges - Other	-5000	-1667	-798	-869	47.9%	16.0%	-17.34%
1038	Letting Income- Offices	0	0	-1167	1167			
1051	Catering Sales (recharges)	0	0	-1816	1816		0.0%	-33.30%
1199	Miscellaneous income	0	0	0	0			
1179	Grants Receivable- Salix Project	0	0	-7505	7505			
	Total Town Hall Income	-111050	-37017	-40369	3352	109.1%	36.4%	3.05%
	Net Expenditure over Income	142,342	47,447	42,517	4,930	89.6%	29.9%	-3.43%

NOTES

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

Top up of uniform

Paid over 10 months rather than 12

Cost increase, review/quote exercise taking place

Full year for Zurich and Critical Illness paid to date.

Start of year 1st quarter costs  
£1200 is upgrade to electricity box  
Salix Grant project, see below  
Music License paid in full

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

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	
Letting Income - Bridestones	5,000	417	332	833	431	1,250	770	1,667	858	2,083	1,413	2,500	
Letting Income - Spencer Suite	5,000	417	445	833	983	1,250	1,950	1,667	2,065	2,083	2,165	2,500	
Commissions	6,000	500	-	1,000		1,500	-	2,000		2,500	-	3,000	
Lighting /equip	2,500	208	-	417	167	625	167	833	667	1,042	833	1,250	
Lettings income -Internal	9,000	750	607	1,500	607	2,250	2,312	3,000	2,312	3,750	2,312	4,500	
Lettings Income- Campbell	-	-	-	-	-	-	-	-	-	-	-	-	
Brasserie Income	12,000	1,000	-	2,000	25	3,000	25	4,000	25	5,000	25	6,000	
Letting Income- Offices	-	-	-	-	583	-	875	-	1,167	-	1,458	-	
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	-
Variance		-	2,944		- 5,481		- 5,597		- 6,475		- 9,009		- 34,750
Current bookings value Confirmed											540		2,838
Cp rental income													292
Current bookings value Provisional													
Total future bookings			-		-		-		-		540	-	3,130
Cumulative (Includes CP Rent)		-	2,944		- 5,481		- 5,597		- 6,475		- 8,469		- 31,080
	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		-	20,593		- 26,384		- 32,176		- 37,968	1,000	- 43,759		- 49,551
Current bookings value Confirmed			3,135		2,298		2,440		1,134		1,008		975
Cp rental income			292		292		292		292		292		292
Current bookings value Provisional													
Total future bookings			3,427		2,590		2,732		1,426		1,300		1,267
Cumulative (Includes CP Rent)		-	13,496		- 16,697		- 19,757		- 24,123		- 28,614		- 33,139

SUMMARY

19,949	Actual
14,368	
2,044	
16,412	Future
33,139	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>11<sup>th</sup> September 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 31 <sup>st</sup> July 2025, Month 4, to accompany the attached spreadsheets in Appendix 8.1.		
<b>Update</b>	<p>These figures cover the financial period from the current financial year to 31<sup>st</sup> July 2025, month 4 which represents 33.5% 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 8.1 for comments.</p> <ul style="list-style-type: none"><li>• The main discrepancy is on budget line 4039-Pool Chemicals. This will be approximately 25% over budget at the end of the season.</li><li>• There remains an issue with the Water Meter readings, which will be reviewed with Water Plus at the end of the season.</li></ul>		
<b>Financial</b>	No cost implications for this decision, noting of accounts only.		
<b>Environmental</b>	No implications for the decision.		
<b>Equality and Diversity</b>	No implications for the decision.		
<b>Decision Request</b>	To receive the Management Accounts for the Paddling Pool to 31 <sup>st</sup> July 2025.		

Congleton Town Council  
Management Accounts 2025-26  
**PADDLING POOL**  
Jul-25

	OK
	Monitor
	Overspent

Month 4  
Percentage 33.3%

**PADDLING POOL**

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 M4	ACTUAL SPEND TO M4	£ VARIANCE OF M4 BUDGETS	% SPENT AGAINST M4 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M4 EXPECTED
25,380	8,460	7780	680	91.96%	30.7%	-2.65%
3,000	1,000	0	1,000	0.00%	0.0%	-33.30%
320	107	103	4	96.56%	32.2%	-1.11%
5,500	1,833	123	1,710	6.71%	2.2%	-31.06%
3,200	1,067	1100	-33	103.13%	34.4%	1.08%
3,900	1,300	5382	-4,082	414.00%	138.0%	104.70%
4,300	1,433	1434	-1	100.05%	33.3%	0.05%
1,000	333	188	145	56.40%	18.8%	-14.50%
2,040	680	986	-306	145.00%	48.3%	15.03%
48,640	16,213	17,096	- 883	105.44%	35.1%	1.85%

NOTES

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

Expected to be £6200, 125% of budget.

**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>11<sup>th</sup> September 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</b>	<b>9</b>		
<b>REPORT TITLE</b>	<b>Management Accounts for Congleton Information Centre</b>		
<b>Background</b>	Management Accounts and Variance analysis for the period to 31 <sup>st</sup> July 2025, Month 4, to accompany the attached spreadsheets in Appendix 9.1.		
<b>Update</b>	<p>These figures cover the financial period from the current financial year to 31<sup>st</sup> July 2025, month 4, which represents 33.5% 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"><li>• Yellow-highlighted lines are third-party income and is dependent on external requirements/events. We achieve commission on these sales, which will be updated quarterly.</li><li>• Our own income streams have budgets attached to them.</li><li>• First quarter commission is £458.</li></ul> <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"><li>• Sales Income                      £16,075 (includes commission)</li><li>• Sales Expenditure              £11,225</li></ul>		
<b>Financial</b>	No cost implications for this decision, noting of accounts only.		
<b>Environmental</b>	No implications for the decision.		
<b>Equality and Diversity</b>	No implications for the decision.		
<b>Decision Request</b>	To receive the Management Accounts for the Information Centre to 31 <sup>st</sup> July 2025.		

Yellow	Third Party
Green	OK
Orange	Monitor
Red	Overspent

ANNUAL BUDGET	BUDGET TO M4		ACTUAL SPEND TO M4	E VARIANCE OF M4 BUDGETS	% SPENT AGAINST M4 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M4 EXPECTED
0	-	-	-	-	0.0%		
0	-	9,730	-	9,730			
2,850	950	139	811	14.6%	4.9%	-28.42%	
2,375	792	114	678	14.4%	4.8%	-28.50%	
475	158	172	14	108.6%	36.2%	2.91%	
0	-	854	854				
0	-	38	38				
1,188	396	178	218	44.9%	15.0%	-18.32%	
0	-	-	-	0.0%	0.0%	-33.30%	
0	-	-	-	0.0%	0.0%	-33.30%	
6,888	2,296	11,225	-	8,929	488.9%	162.96%	129.66%
62,381	20,794	21,301	-	507	102.4%	34.1%	0.85%
5,321	1,774	2,248	-	474	126.7%	42.2%	8.95%
7,500	2,500	2,500	-	-	100.0%	33.3%	0.03%
2,000	667	388	279	58.2%	19.4%	-13.90%	
6,014	2,005	2,424	-	419	120.9%	40.3%	7.01%
83,216	27,739	28,861	-	1,122	104.0%	34.7%	1.38%
0	-	-	-	-			
0	-	-	-	-			
-3,000	- 1,000	- 259	- 741	25.9%	8.6%	-24.67%	
-2,500	- 833	- 717	- 116	86.0%	28.7%	-4.62%	
-500	- 167	- 41	- 126	24.6%	8.2%	-25.10%	
-300	- 100	- 51	- 49	51.0%	17.0%	-16.30%	
0	-	- 872	872				
0	-	- 40	40				
-1,250	- 417	- 423	6	101.5%	33.8%	0.54%	
0	-	- 23	23		0.0%	-33.30%	
-4,000	- 1,333	- 458	- 875	34.4%	0.0%	-33.30%	
-11,550	- 3,850	- 16,075	13,100	417.5%	139.2%	105.88%	
-11,550	- 3,850	- 16,075	13,100	417.5%	139.2%	105.88%	
78,554	26,185	24,011	3,049	91.7%	30.6%	-2.73%	

**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 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 quarterley

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

COMMITTEE:	Town Hall, Assets & Services Committee Meeting								
MEETING DATE AND TIME	11 <sup>th</sup> September 25 7 pm	LOCATION	Congleton Town Hall						
REPORT FROM	Town Hall Manager – Mark Worthington								
AGENDA ITEM REPORT TITLE	10 Paddling Pool and SEND Sessions 2025 Season Report								
Background	<p>The paddling pool season for 2025 opened on Saturday 24<sup>th</sup> May and closed on Sunday 31<sup>st</sup> August. The pool has been open Wednesday to Sunday during term time and 7 days per week during school holidays. There were two sessions per day, 10am – 1pm and 2pm – 5pm, capacity per session is 140. Staff qualified in Active IQ Level 3 pool training were on site throughout opening hours, qualified staff include 3 x members of Streetscape staff, 3 x members of caretaking staff and 1 x long-serving casual staff member. Once again, a clicker system was used to control access, whereby a member of staff counted users into the facility until the 140 capacity was reached. Additional users above the 140 capacity were able to wait in the fenced-off queueing area.</p>								
Update	<p>Due to sustained periods of good weather this year, the paddling pool has once again proved a popular asset within the Town. For the majority of fair weather days, the clicker system operated well and allowed attendees the flexibility to arrive/leave throughout the session. This resulted in some sessions accommodating over 300 users during a typical 3-hour session. One member of CTC staff on site was required to support fair weather days, although during busy periods of hot weather, a 2<sup>nd</sup> member of CTC staff was required to assist at the gate. Attendance figures for the 2025 season are very similar to last season; however, the sustained periods of warm weather have resulted in a 58% increase in chemicals used.</p> <table><tr><td></td><td>2024 season attendance</td><td>2025 season attendance</td></tr><tr><td>Total number of attendees</td><td>9,408</td><td>9,438</td></tr></table> <p>CTC Officers have once again worked with Ruby’s Fund throughout the season to support paddling pool SEND sessions (Special Educational Needs and Disabilities) to allow families and children with these specific needs to enjoy a quieter environment at the facility. A weekly Wednesday morning session during school holidays was reserved for Ruby’s Fund. The SEND</p>				2024 season attendance	2025 season attendance	Total number of attendees	9,408	9,438
	2024 season attendance	2025 season attendance							
Total number of attendees	9,408	9,438							

	<p>sessions were advanced bookings only through the Ruby's Fund website, with a capacity of 60 attendees at the recommendation of Ruby's staff. CTC paddling pool staff were on site during the session for operational purposes, as well as a member of Ruby's Fund staff who was responsible for bookings. These sessions have once again proved to be huge success. Ruby's Fund will be looking to continue with these sessions for the 2026 season and may request an extra session if interest in the sessions continues to rise.</p>
<b>Financial</b>	To be in accordance with allocated budgets and financial regulations
<b>Environmental</b>	To assess via the procurement process the environmental impact and benefits.
<b>Equality</b>	The introduction of Ruby's SEND sessions has improved equal access to the pool.
<b>Decision Request</b>	To receive the report relating to Paddling Pool Season 2025.



## **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>11<sup>th</sup> September 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 Paddling Pool Feasibility Study</b>		
<b>Background</b>	<p>Congleton Paddling Pool is an extremely popular asset within the community, offering users a 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 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 &amp; Policy Committee on 14/11/24, <b>FAP/49/2425 RESOLVED</b> 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>		
<b>Update</b>	<p>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.</p> <p>The task of the first phase of the feasibility study is to identify changes that could be made to offer improvements to the existing pool or a facility at a different site.</p>		

	<p>The effect of each suggested change to the current paddling pool facility will be examined in isolation and evaluated for:</p> <ul style="list-style-type: none"> <li>• technical feasibility</li> <li>• benefit to users</li> <li>• cost of implementation</li> <li>• cost of operation of the change compared to current costs and those of alternative changes</li> </ul> <p>For each proposed change, as much engineering design will be carried out as is necessary to establish, in isolation or in combination with other changes:</p> <ul style="list-style-type: none"> <li>• the technical feasibility of a proposed change</li> <li>• a budgetary cost for its implementation</li> <li>• the effect of its implementation on public safety, satisfaction and convenience</li> <li>• its effect on the cost of pool operation</li> </ul> <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 or Hankinson Fields Skate Park would require approval by Cheshire East. Cheshire East Officers would look to review the information provided in the feasibility study. The feasibility study carried out by IB Developments is expected to be complete during October 2025 and will be presented to Committee members on completion.</p>
<b>Financial</b>	To be in accordance with allocated budgets and financial regulations.
<b>Environmental</b>	To assess via the procurement process the 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 the Paddling Pool Feasibility Study.

**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>11<sup>th</sup> September 25 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</b>	<b>12</b>		
<b>REPORT TITLE</b>	<b>Town Hall Recycling and Waste Disposal Contract</b>		
<b>Background</b>	<p>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.</p>		
<b>Update</b>	<p>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.</p> <p>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. These would be purchased by CTC and be similar in style to the bins in the picture below (estimated cost £37 per 75 litre bin). Cost and recycling details are in the table below. Cheshire East have provided an additional quote to provide individual collection for separated waste.</p>		



### 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  30-day notice to leave the contract
All recycling	1	1100 litres	Weekly	
To add food waste collection to the above				
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
Food	1	140 litres	Weekly	
Glass	2	240 litres	Weekly	
Cardboard	1	1100 litres	Weekly	

	Mixed recycling (plastic,cans,tin)	1	240 litres	Weekly	leave contract
					£5,576.48
Quote from other service provider					
Bin	Number of bins	Size of bins	Collection	Cost	
General Waste	2	1100 litres	Weekly	£2,725.76 + VAT  24 month contract	
Food	1	240 litres	Fortnightly		
Glass	2	240 litres	Weekly		
Cardboard	1	1100 litres	Fortnightly		
Mixed recycling (plastic,cans,tin)	1	360 litres	Weekly		
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 will also be noted at Finance and Policy on 25 <sup>th</sup> 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 the renewal of the trade waste provider from the options below: <ul style="list-style-type: none"><li>Remain with the existing service provider and existing collection arrangements for £3,418 per year.</li><li>Remain with the existing service provider and existing collection arrangements, with the addition of a food waste bin collected weekly at £3,944.24 per year.</li><li>Enter a new 24-month contract with a new service provider. The new service provider will supply CTC with additional bins</li></ul>				

	for individual recyclables, including cardboard, glass, food, and mixed recycling. Cost - £2,725.76 per year. 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.
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**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

COMMITTEE:	Town Hall, Assets & Services Committee Meeting										
MEETING DATE AND TIME	11 <sup>th</sup> September 2025 7 pm	LOCATION	Congleton Town Hall								
REPORT FROM	Town Hall Manager – Mark Worthington										
AGENDA ITEM REPORT TITLE	13 Grand Hall Interactive TV Screen										
Background	Officers presented a report for the THAS Committee meeting on 26 <sup>th</sup> June 2025 to highlight the need for an additional interactive screen for use in the Grand Hall. <b>THAS/08/2526</b> 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	<p>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 10<sup>th</sup> 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.</p> <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										

	<b>Total</b>	£5,857.50
	<b>Advantages</b>	<ul style="list-style-type: none"><li>• 982 diagonal touch screen</li><li>• 40pt touch screen</li><li>• Android 11 operating system</li><li>• iiyama DMS</li><li>• NOTE web browser</li><li>• File management</li><li>• Cloud drives</li><li>• WPS office</li><li>• Iiyama Share</li><li>• Wireless connection with Windows/iOS/Android devices</li><li>• WiFi</li><li>• Bluetooth Support</li><li>• Screen share from laptop via HDMI cable or USB-C</li><li>• Moveable around the room with a stand</li></ul>
	<b>Disadvantages</b>	<ul style="list-style-type: none"><li>• Could only be used in rooms on the ground floor due to size</li></ul>
	Committee members will be updated on the progress of the grant application from October.	
<b>Financial</b>	To be in accordance with allocated budgets and financial regulations	
<b>Environmental</b>	To assess via the procurement process the 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 the Grand Hall Interactive TV Screen.	




## **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>11<sup>th</sup> September 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>14 Improved, Greener, Community Facilities Fund Grant (Town Hall Double and Secondary Glazing)</b>		
<b>Background</b>	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.		
<b>Updates</b>	A deposit of £5,209 + VAT has been paid to Beech Joinery, who will be carrying out these works. Beech Joinery will be on site during September to measure for double glazing and manufacture templates for use when producing the secondary glazing arches. Secondary glazing units will be manufactured off-site and installed over 4 days. Works will be scheduled to minimise disruption to Town Hall events and day-to-day operations.		
<b>Financial</b>	To be in accordance with allocated budgets and financial regulations.		
<b>Environmental</b>	Works will go towards the overall decarbonisation of the Town Hall while using local businesses to carry out the work.		
<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 the Improved, Greener, Community Facilities Fund Grant.		

## 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>11<sup>th</sup> September 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</b>	<b>15</b>		
<b>REPORT TITLE</b>	<b>Remembrance and Christmas Projection</b>		
<b>Background</b>	<p>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 project would not be possible without the cooperation of Reeds Rain Estate Agents, who allow the use of their first-floor office space to house the projection equipment.</p> <p>For 2024, the Remembrance projection was on display for 7 days, covering the Remembrance weekend. The Christmas projection was on display from 16<sup>th</sup> December to 2<sup>nd</sup> January 2025 to cover the 2-week build-up to Christmas. Due to rising utility costs, it was agreed to pay the calculated electricity costs of the projection during these periods to Reeds Rains, who without their help, the projection would not be possible. CTC also provided Reeds Rain with 2 x free Christmas trees and 2 x free hanging baskets.</p> 		



Projection 2024	Dates 2024	Cost and extras 2024
<b>Remembrance</b>	Install - 6 <sup>th</sup> November  Switch On – 7 <sup>th</sup> November  4:30pm – 9pm  Remove – 14 <sup>th</sup> November	£880 + VAT
<b>Christmas</b>	Install and Switch On – 16 <sup>th</sup> December  4:30 pm – 9 pm  Remove – 2 <sup>nd</sup> January	£2,530 + VAT  CTC to supplement electrical usage by £270  2 x Christmas Trees provided and installed by CTC at the Reeds Rains building  2 x hanging baskets provided and installed by CTC at Reeds Rains building

#### Update

Reeds Rain have confirmed that the office space previously used to house the projection equipment is no longer leased by Reeds Rain and

	<p>is currently being converted into an apartment. For this reason, the space is not available, now or in the future, for projection purposes.</p> <p>The two shop units next to Reeds Rain (Whitaker &amp; Biggs and Salon 6277) have been contacted to discuss whether housing the projection equipment on their premises would be an option. Initial investigations suggest the rooms above these premises are in use as business premises and may not be available for use. Windows at these premises are also half the size of the window space used at Reeds Rains, meaning a reduced number of projectors, even if the rooms were to be available. Officers are looking at all options to accommodate the projection, but if suitable space opposite the Town Hall cannot be found, projection onto the front of the building will not be possible.</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 the Remembrance and Christmas projection.

**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>11<sup>th</sup> September 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>16 Town Hall Gas Boiler Replacement Quotes</b>		
<b>Background</b>	<p>Designs within the Salix decarbonisation project highlighted the costs and restrictions involved in making decarbonisation improvements to the Town Hall. While works within the Salix designs are being implemented, the major project of heating the Town Hall using an Air Source Heat Pump proved to be beyond budget and problematic due to the limited, usable space on the site of the Town Hall. For this reason, Officers have researched quotes to replace the existing gas boilers, which were installed during 2009/10, with new gas boilers.</p>		
<b>Update</b>	<p>Two companies have visited the Town Hall to quote for replacement boilers. Following their site visits, both companies raised concerns about the potential for inaccurate quotes as replacing the boilers was, in their opinion, only part of the project. The pumps within the boiler room are actually older than the boilers themselves (the system has 8 pumps), and there is no way of identifying when the flue from the boiler was installed. The flue liner extends to the top of the Town Hall chimney, which would involve considerable cost to access via a scaffolding tower. Companies quoting for works to replace the gas boilers would require an exact specification of the work required to guarantee accurate and like-for-like quotes.</p> <p>Officers have met with a company that can provide advice on the work required to replace the existing gas boilers and create a specification to be used for quotes and tender purposes.</p> <p><b>Detailed Mechanical Building Services Design duties to £3,200.00 RIBA Stage 5 for Boiler Room Refurbishment, including:</b></p> <ul style="list-style-type: none"><li>• 2D Design Drawings/Schematic</li><li>• Mechanical Services Specification</li><li>• As-fitted Drawings (produced from drawings marked up by the contractor on-site)</li><li>• Mechanical Calculation Packages</li><li>• 2No. Site Visits (1No. Engineer)</li></ul>		

	<ul style="list-style-type: none"> <li>• 2No. Teams Meeting</li> </ul> <p><b>Detailed Mechanical Building Services Design duties to RIBA Stage 5 for the Replacement of Fan Convectors and destratification fans in Main Hall, including:</b></p> <ul style="list-style-type: none"> <li>• 2D Design Drawing or Schematic</li> <li>• As-fitted Drawings (produced from drawings marked up by contractor on-site)</li> <li>• Mechanical Calculation Packages</li> <li>• 1No. Site Visit (1No. Engineer)</li> </ul> <p><b>Additional Costs:</b></p> <ul style="list-style-type: none"> <li>• Site Meetings - £70 per hour, per engineer whilst on site plus travel time, expenses and mileage</li> </ul> <p style="text-align: right;"><b>£1,500.00</b></p> <p style="text-align: right;"><b>£4,700.00</b></p> <ul style="list-style-type: none"> <li>• <b>Total Project Fee (exc. VAT) + VAT</b></li> </ul>
<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 boiler replacement quotes and agree to spend £4,700.00 on a specification report to determine the level of work required to guarantee like-for-like quotes.

## **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>11<sup>th</sup> September 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>17 Town Hall Regeneration and Maintenance Plan</b>		
<b>Background</b>	<p>Whilst the Town Hall is a magnificent building, we recognise that we are the custodians of a Grade 2* listed building, which we have a duty to maintain. As a committee, we need to understand and agree on the priorities for both maintenance and, where possible, developments and projects such as the Decarbonisation project. Consideration should also be given to ongoing maintenance and improvements to other CTC assets and responsibilities, including the paddling pool and public toilets. The thoughts of the THAS committee will be taken into the overall budget setting during November, where considerations from the other committees will also be discussed and developed. The regeneration and ongoing maintenance of the Town Hall and other assets will represent a considerable financial commitment.</p> <p>The current annual budget for Town Hall maintenance is £21,300. This is used for day-to-day maintenance around the building, such as lighting and plumbing repairs, but also more expensive repairs to the boiler, lifts, CCTV and alarm systems. A detailed Maintenance Plan (see Appendix 13.1) was created by Officers to highlight works around the Town Hall and other assets which would not fall under the annual maintenance budget.</p> <p>The total estimated costs for work in the Maintenance Plan were over £1,000,000 and included £53,000 to completely paint the Grand Hall with an additional cost for scaffolding of £36,000. The Earmarked Reserve currently stands at £124,468, which includes £15,000 from the Improved, Greener, Community Facilities Fund Grant (which cannot be used for general maintenance and has to be spent by 31st March 2025). CTC's financial commitment of £79,681 towards the now-discontinued Salix Decarbonisation project is EMR for future boiler replacement. The Earmarked Reserve could potentially be used towards future projects/improvements at the Town Hall, but would need an annual budget increase to maintain the funds within the Earmarked Reserve.</p>		

Potential future projects are detailed below, along with potential costs and budget lines.

<b><u>Project</u></b>	<b><u>Potential Costs (£)</u></b>	<b><u>Budget Line</u></b>
CTC Salix Commitment	79,681	Earmarked Reserve*
Improved, Greener, Community Facilities Fund Grant	15,000 (75% of project costs)	Earmarked Reserve*
Maintenance Plan (as a whole)	1,000,000	Public Works Loans. Capital Reserve/Earmarked Reserve*
Congleton Information Centre	30,000	Capital Reserve/Earmarked Reserve/Budget Line**
Splash Pad	200,000 – 400,000	Public Works Loans. Capital Reserve/Earmarked Reserve**
Town Hall Toilets	50,000	Capital Reserve/Earmarked Reserve*/** (There is a balance of funds in an EMR)
Paddling Pool Toilet Improvements	30,000	Capital Reserve/Earmarked Reserve**
Public Toilets	40,000 60,000 annual budget line	Capital Reserve/Earmarked Reserve** Annual cost centre budgets required for operational costs.
Poly Tunnels – Congleton Park Yard		Capitol Reserve/Earmarked reserve. Annual cost



			centre following completion**
	<p>*EMR IS ALREADY AVAILABLE</p> <p>** EMR WOULD REQUIRE BUILDING UP VIA BUDGET SETTING</p> <p>As a whole, the total figure involved for the Maintenance Programme is not an insignificant sum; however, contingencies need to be set aside to progress with the plan, along with funds for proposed improvements to the building and public toilets. Options could include the use of Public Works Loans or funds from the Earmarked Reserve and Capitol Contingency. Consideration would need to be taken to replenish these budget lines annually, along with any new annual budget lines to support new projects such as public toilets.</p>		
<b>Financial</b>	To be in accordance with allocated budgets and financial regulations		
<b>Environmental</b>	To assess via the procurement process the environmental impact and benefits.		
<b>Equality</b>	Where applicable in the procurement of services, this is taken into consideration.		
<b>Decision Request</b>	This report is for noting only and will form part of the full Council discussion relating to the 2026/27 budget setting.		