



Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford CiLCA**

5th February 2026

Dear Councillor,

Town Hall, Assets & Services Committee – 12th February 2026

You are summoned to attend a meeting of the Town Hall, Assets & Services Committee, to be held at Congleton Town Hall on **Thursday 12th February 2026**, 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 6th November 2025.](#)

3. Declarations of Interest

Members are requested to declare both “pecuniary” and “non-pecuniary” interests as early in the meeting as they become known.

4. Outstanding Actions

No outstanding actions.

5. Questions from Members of the Public

To receive any questions from Members of the Public, including those received in writing 7 days prior to the meeting.

6. Urgent Items

Members may raise urgent items related to this committee, but no discussion or decisions may be taken at the meeting.

7. Management Accounts for Town Hall (Enclosed)

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

8. Paddling Pool Accounts (Enclosed)

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

9. Management Accounts for Congleton Information Centre (Enclosed)

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

10. Paddling Pool Summerhouse Electricity Supply and Updates (Enclosed)

To receive reports relating to Paddling Pool summerhouse electrical supply and changing screen.

11. 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.

12. First and Second Floor Secondary/Double Glazing (Enclosed)

To receive updates relating to secondary/double glazing to first floor office and meeting room windows.

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

To receive updates relating to Town Hall Gas Boiler Replacements.

14. Town Hall additional CCTV cameras (Enclosed)

To receive updates relating to additional Town Hall CCTV cameras.

15. Museum Update (Enclosed)

To receive an update on day to day operations at the Museum.

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

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

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

Ex Officio Members: CLLrs Robert Brittain (Mayor), Suzy Firkin (Deputy Mayor)

CCS: Honorary Burgess (5), Other members of the Council, Press (3), Congleton Library, Congleton Information Centre.



Congleton
Town Council

Title	Town Hall, Assets and Services Committee
Date of Meeting Time	6 th November 2025 7:00pm
Status	Draft Minutes – to be ratified at the next Committee meeting
Reference Documents	Agenda Papers for THAS – 6 th November 2025

Attendance

Committee Members	Cllr Russell Chadwick (Chair) Cllr Liz Wardlaw (Vice Chair) Cllr Robert Douglas Cllr Sally Ann Holland Cllr Susan Mead Cllr Heather Pearce Cllr Richard Walton Cllr Glen Williams
Ex Officio	Cllr Robert Brittain (Mayor) Cllr Suzy Firkin (Deputy Mayor)
Non-Committee Members	
Officers	David McGifford (Chief Officer) Mark Worthington (Town Hall Manager)
Members of the Press	0
Members of the Public	0

1. Apologies for Absence

Apologies were received from Cllr Suzie Akers Smith, Cllr Arabella Holland, Cllr Richard Walton

2. Minutes of Previous Meetings

THAS/22/2526 resolved to approve and sign the Town Hall, Assets and Services Committee minutes held on 11th September 2025 as a correct record.

3. Declaration of Interest

Declarations were received by Cllrs

Sally Ann Holland (Cheshire East)

Liz Wardlaw (Cheshire East)

Glen Williams (Friends of Congleton Park)

4. Outstanding Actions

No outstanding actions.

5. Questions from Members of the Public

No questions.

6. Urgent Items

Cllr Suzy Firkin raised an urgent item report relating to the ongoing situation at Congleton Museum between Trustees and Museum volunteers.

Cllr Susan Mead raised an urgent item relating to the food hygiene certificate for Brasserie.

7. Management Accounts for Town Hall

THAS/23/2526 resolved to receive the Town Hall Trading accounts for 30th September 2025 and to note the content of the summary report. To note that the decision request in this report should say Management Accounts for Town Hall instead of Paddling Pool Accounts. Could future reports use a graph to indicate progress and also a profile of graphs to indicate the percentage of community/charity bookings.

8. Paddling Pool Accounts

THAS/24/2526 resolved to receive the Paddling Pool accounts to 30th September 2025 and to note the content of the summary report.

9. Management Accounts for Congleton Information Centre

THAS/25/2526 resolved to accept the Information Centre accounts to 30th September 2025 and to note the content of the summary report. To note that the decision request in this report should say Management Accounts for Congleton Information Centre instead of Paddling Pool Accounts.

10. Paddling Pool Feasibility Study

THAS/26/2526 resolved to receive updates into the feasibility of a Splash Pad in Congleton Park or other locations.

11. Town Hall Recycling and Waste Disposal Contract

THAS/27/2526 resolved 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.

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

THAS/28/2526 resolved to receive updates relating to the Improved, Greener, Community Facilities Fund Grant.

13. Remembrance and Christmas Projection

THAS/29/2526 resolved to receive updates relating to Remembrance and Christmas Projection.

14. Town Hall Replacement Gas Boiler Specification Report

THAS/30/2526 resolved to receive updates relating to Town Hall Gas Boiler Replacements and present the final specification report to Committee at the next THAS meeting.

15. Grand Hall Interactive TV Screen

THAS/31/2526 resolved to continue to receive updates on the grant application, however, if the grant application is not successful THAS committee to recommend the purchase of the iiyama 98" PureTouch interactive screen to the Finance & policy committee at a cost of £5,857.50.

16. Use of Brasserie for the emerging Youth Council

THAS/32/2526 resolved to support the emerging Youth Council and engage with members to discuss options for how the Brasserie may best be used to support the Youth Council.

Meeting finished at 8:25pm.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall and Assets Committee												
MEETING DATE AND TIME	12th February 2026 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 31 st December 2025, Month 9, 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 31st December 2025, month 9 which represents 75% of the budget. Please refer to notes in Appendix 7.1 and 7.2 for comments.</p> <p>Income: No additional observations beyond those recorded in the Appendix, and as below per future bookings.</p> <p>Expenditure, as per the notes on budget lines 4041 and 4951, window/double glazing upgrades have started.</p> <p><u>Future Bookings</u></p> <p>Appendix 7.2 shows the figures for the current financial year 2025-2026. Figures including Internal Room values: (Appendix 7.2)</p> <table border="1" data-bbox="541 1211 1321 1624"> <tr> <td>Budget</td> <td align="right">£69,500</td> </tr> <tr> <td>Total Income to date</td> <td align="right">£ 45,677</td> </tr> <tr> <td>Total Future bookings @ 31st December 2025</td> <td align="right">£5,706</td> </tr> <tr> <td>CP Rental Income future</td> <td align="right">£584</td> </tr> <tr> <td>Cumulative v budget</td> <td align="right">(-£17,533)</td> </tr> </table>			Budget	£69,500	Total Income to date	£ 45,677	Total Future bookings @ 31 st December 2025	£5,706	CP Rental Income future	£584	Cumulative v budget	(-£17,533)
Budget	£69,500												
Total Income to date	£ 45,677												
Total Future bookings @ 31 st December 2025	£5,706												
CP Rental Income future	£584												
Cumulative v budget	(-£17,533)												
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 Town Hall to 31 st December 2025.												

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services Committee		
MEETING DATE AND TIME	12th February 2026 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 31 st December 2025, Month 9, to accompany the attached spreadsheets in Appendix 8.1.		
Update	<p>These figures cover the financial period from the current financial year to 31st December 2025, month 9 which represents 75% of the budget. Please refer to notes in Appendix 8.1 for comments.</p> <ul style="list-style-type: none">• From the last summary, there has expenditure charges on revenue lines: Salaries, Water, Electricity.		
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 31 st December 2025.		

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

Month 9
 Percentage 75.0%

	OK
	Monitor
	Over/Under (Exp./Income)

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

ANNUAL BUDGET	BUDGET TO M9	ACTUAL TO M9	£ VARIANCE OF M9 BUDGETS	% AGAINST M9 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED
26,812	20,109	22084	-1,975	109.82%	82.4%	7.37%
3,000	2,250	0	2,250	0.00%	0.0%	-75.00%
320	240	103	137	42.92%	32.2%	-42.81%
5,500	4,125	922	3,203	22.35%	16.8%	-58.24%
3,200	2,400	2420	-20	100.83%	75.6%	0.62%
3,900	2,925	6095	-3,170	208.38%	156.3%	81.28%
4,300	3,225	1534	1,691	47.57%	35.7%	-39.33%
1,000	750	218	532	29.07%	21.8%	-53.20%
2,040	1,530	1648	-118	107.71%	80.8%	5.78%
50,072	37,554	35,024	2,530	93.26%	69.9%	-5.05%

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.

Overspend notes by Council CTC/28/2526

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services Committee		
MEETING DATE AND TIME	12th February 2026 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael - R.F.O		
AGENDA ITEM REPORT TITLE	9 Management Accounts for Congleton Information Centre		
Background	Management Accounts and Variance analysis for the period to 31 st December 2025, Month 9, to accompany the attached spreadsheets in Appendix 9.1.		
Update	<p>These figures cover the financial period from the current financial year to 31st December 2025, month 9 which represents 75% of the budget. Please refer to notes in Appendix 9.1 for comments.</p> <p>Income</p> <ul style="list-style-type: none">• 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 3 quarters' commission is £2,267 <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">• Sales Income £54,014 (includes commission)• Sales Expenditure £40,094		
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 Information Centre to 31 st December 2025.		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	12th February 2026 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	10 Paddling Pool Summerhouse Electricity Supply and Updates		
Background	Paddling Pool season is scheduled to open on the Bank Holiday weekend of 23 rd May. With this in mind, work including annual service of the pool and staff training will be scheduled over the coming months.		
Update	<p>Nine members of staff will be attending a 2-day training course to update their pool qualification, which expires after 3 years. The course is the Active IQ Level 2 Award in Pool Operations, which is a regulated qualification on the RQF framework, and the JTL School, Hotel, and Hydrotherapy Pool Operator Training Programme. The content of this training is externally endorsed by both Active IQ and by CIMSPA (Chartered Institute for the Management of Sport and Physical Activity). The cost for this course to be delivered to nine members of staff is £1995.00 plus VAT.</p> <p>Improvements to the entrance of the paddling pool area were undertaken in 2024. These improvements included the installation of a fenced area to create a queueing space for members of the public, as well as a summerhouse for staff to operate from during their shifts at the pool. At the time of erecting the summerhouse, provisions were put in place to allow for an electrical supply to be installed in the summerhouse at a later date. These works would involve an electrical supply being taken underground from the toilet block on the other side of the pool to the summerhouse, and 2 x double sockets being installed inside the summerhouse to be used for a refrigerator and charging purposes. Refrigeration would be used for storage of cold drinks and food for the welfare of staff members who could be working at the pool from 9:30 am to 5:30 pm. Costs below:</p> <ul style="list-style-type: none">• to carry out excavation of cable trench, including 50mm Alkathene pipe, install a new 20 Amp electrical supply from the existing toilet block to the summerhouse• install 2 x 13A 2 Gang Sockets within the summerhouse		


	<ul style="list-style-type: none"> • backfill cable trench • Total cost - £2,316.00 + VAT
Financial	To be in accordance with allocated budgets and financial regulations. Funds to be used for the Paddling Pool operational costs.
Environmental	To assess via the procurement process, the environmental impact and benefits. Any disruption to the grounds area around the pool to excavate for electrical cable will be returned to its previous condition.
Equality	Where applicable in the procurement of services, this is taken into consideration.
Decision Request	To note only works to install a new electrical supply to the paddling pool summerhouse at a cost of £2,316.00 + VAT and costs of £1,995.00 + VAT for Active IQ paddling pool staff training.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	12th February 2026	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	11 - Improved, Greener, Community Facilities Fund Grant (Town Hall Double and Secondary Glazing)		
Background	<p>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 involved the installation of double glazing to the Information Centre and brasserie windows, as well as internal secondary glazing to the arches above these windows, also internal secondary glazing was installed to the arched windows on the second-floor landing.</p>		
Update	<p>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 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. Information Centre staff have commented that the room is noticeably warmer and noise from outside has been significantly reduced since the installation of the double glazing. Beech Joinery returned to the Town Hall during November and December to install new internal frames and secondary glazing to the arches above the double-glazed windows in the Information Centre. Work to complete the installation of secondary glazing to the arches above the windows in the Brasserie was carried out on Monday 2nd and Wednesday 4th February. All work relating to the Improved, Greener, Community Facilities Fund Grant is now complete.</p>		



	
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 note only 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	12th February 2026	LOCATION	Congleton Town Hall						
REPORT FROM	Town Hall Manager – Mark Worthington								
AGENDA ITEM REPORT TITLE	12 First and Second Floor Secondary/Double Glazing								
Background	<p>Double and secondary glazing to the ground-floor windows of the Information Centre and Brasserie have now been completed with the help of funds from the Improved, Greener, Communities Facilities Fund Grant scheme. Original quotes for improvements to windows on the front elevation of the Town Hall also included the 1st and 2nd floor windows; however, grant funding was insufficient to include improvements to these areas.</p>								
Update	<p>The Information Centre and Brasserie have both seen a considerable reduction in external noise interference and an improvement in the temperature of the rooms since the installation of double and secondary glazing. These improvements to the windows could be replicated throughout the Town Hall, as identified in previous decarbonisation reports and funded through the ongoing maintenance programme budget. Details below highlight costs for improvements to the windows on the 1st and 2nd floors.</p> <table border="1" data-bbox="453 1272 1161 2011"> <thead> <tr> <th>First Floor (Spencer Suite/Main Office/Landing Area)</th> <th>Second Floor (Chief Officers' and Finance Offices)</th> </tr> </thead> <tbody> <tr> <td>8 x windows to have single glazing removed and replaced with double glazing. 8 x arches above the windows to have internal secondary glazing. Scaffolding and permits included.</td> <td>6 x windows to have single glazing removed and replaced with double glazing.</td> </tr> <tr> <td>£16,868.00 + VAT</td> <td>£12,000.00 + VAT</td> </tr> </tbody> </table>			First Floor (Spencer Suite/Main Office/Landing Area)	Second Floor (Chief Officers' and Finance Offices)	8 x windows to have single glazing removed and replaced with double glazing. 8 x arches above the windows to have internal secondary glazing. Scaffolding and permits included.	6 x windows to have single glazing removed and replaced with double glazing.	£16,868.00 + VAT	£12,000.00 + VAT
First Floor (Spencer Suite/Main Office/Landing Area)	Second Floor (Chief Officers' and Finance Offices)								
8 x windows to have single glazing removed and replaced with double glazing. 8 x arches above the windows to have internal secondary glazing. Scaffolding and permits included.	6 x windows to have single glazing removed and replaced with double glazing.								
£16,868.00 + VAT	£12,000.00 + VAT								

	<p>All works form part of the Town Hall Maintenance Plan and fall within the budgets agreed to support the Maintenance Plan. Secondary glazing to the arched windows on the 2nd floor landing (between Chief Officer's Office and Finance Office) has already been completed as part of the Improved, Greener, Communities Facilities Fund Grant. Installing double glazing to the windows on the 2nd floor, Chief Officer's Office and Finance Office would mean all windows on the 2nd floor would feature either double glazing or secondary glazing where applicable. This would reduce external noise interference and improve temperature control for staff working in these areas, as well as removing the need for de-humidifiers in these offices.</p>
Financial	<p>To be in accordance with allocated budgets and financial regulations. These figures originally formed part of the Salix Decarbonisation project, and therefore, additional quotes were built into the overall costs.</p>
Environmental	<p>To assess, via the procurement process, the environmental impact and benefits. To improve the work environment for staff with reduced noise interference and improved temperature control.</p>
Equality	<p>Where applicable in the procurement of services, this is taken into consideration.</p>
Decision Request	<p>For the Committee to agree to improvements to the 2nd floor windows with the installation of double glazing at a cost of £12,000.00 + VAT, and for Council to agree to the expenditure.</p> <p>Agree to:</p> <ul style="list-style-type: none"> • Install double glazing to the 6 x 2nd floor windows ONLY at a cost of £12,000.00 plus VAT with a 50% deposit required. <p>Additional option below for improvements to 1st floor windows:</p> <ul style="list-style-type: none"> • Install secondary and double glazing to the 8 x 1st floor windows ONLY at a cost of £16,868.00 plus VAT with a 50% deposit required.

CONGLETON TOWN COUNCIL

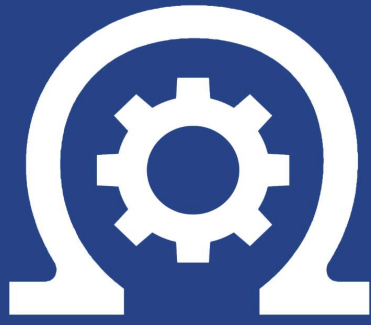
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	12th February 2026 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	13 Town Hall Replacement Gas Boiler Specification Report		
Background	<p>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. 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.</p> <p>The specifications will include:</p> <ul style="list-style-type: none">• 2D Design Drawing or Schematic• As-fitted Drawings (produced from drawings marked up by the contractor on-site)• Mechanical Calculation Packages		
Update	<p>CTC have received the completed design and specifications required for Tender purposes to replace the existing gas boilers, along with budget costs (see additional information Agenda Item 14 Appendix i). Initial investigations into costs relating to the replacement of the existing gas boilers raised concerns about the potential for inaccurate quotes, as replacing the boilers was, in the opinion of companies contacted to quote, only a small part of the overall project. It is thought that when the existing boilers were installed in 2009, none of the associated plant equipment was replaced at the same time. The pumps, valves, radiators and fans are all considerably older than the boilers themselves. An exploratory quote to replace the gas boilers was in the region of £20k; this is reflected in the new design specification and highlights the scale of potential works (see additional information Agenda Item 13 Appendix 1 Section 2.0 - Boiler Room Budget Costs – D – R01 PLANT -Installation of 2 x Remeha Gas 120 - Boilers & Shunt Pumps).</p>		

The budget costs have been split into two areas, the boiler room and the Grand Hall, to allow for budgeting the project over more than one year. More detailed information is provided in Appendix 1 of this report.

Boiler Room Budget Costs	Grand Hall Budget Costs
Remove existing boilers/plant/pipework. Install 2 x new boilers and new associated plant and pipework up to the location where they exit the boiler room.	Scaffold and remove existing 2 x destratification units. Replace with 2 x new destratification units and install a winch system to allow for future servicing. Remove existing 6 x fan convectors and replace with 6x new fan convectors.
£131,920.00 + VAT	£68,400.00 + 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 note the report relating to the Town Hall Replacement Gas Boilers.



OMNIA

MEP DESIGN

CONGLETON TOWN HALL LTHW HEATING SYSTEM IMPROVEMENT WORKS MEP BUDGET COSTS



PROJECT INFORMATION

Project Ref:	P0067
Project Name:	Congleton Town Hall - LTHW Heating Improvement Works
Document Ref:	P0067-OME-50-XX-XX-BC-M-500001
Engineer:	Keith Hose
Position:	Mechanical Services Director
Doc Revision:	P01
Status:	S3
Date:	26/11/2025



2.0 BOILER ROOM BUDGET COSTS

Item Reference	Item	Item Quantity (No.)	Cost per Item (£)	Total Budget Cost (£)	Contractor Mark-up/ Margin (%)	Total Cost inc. Mark-up (£)	Total Section Cost (£)	Notes/Comments
A	PRELIMINARIES							
1	Site set-up, etc.	1	£1,000.00	£ 1,000.00	20%	£ 1,200.00		Assumed at present. Depends on Contractor
2	Costs associated with Principal Contractor Role (CDM 2015)	1	£2,000.00	£ 2,000.00	20%	£ 2,400.00		Assumed at present. Depends on Contractor
							£ 3,600.00	
B	C14 BUILDING SERVICES SURVEY & ENABLING WORKS							
1	Full Intrusive Site Survey	1	£500.00	£ 500.00	20%	£ 600.00		
2	Testing and Commissioning of existing system to determine flow rates	1	£500.00	£ 500.00	20%	£ 600.00		
3	Design, Supply & Installation of scaffolding to the main hall	0	£0.00	£ -	20%	£ -		See Main Hall Costs
							£ 1,200.00	
C	C90 STRIP-OUT WORKS AND ALTERATIONS							
1	Strip-out of Existing Boiler Room	1	£2,500.00	£ 2,500.00	20%	£ 3,000.00		Assumed 1week man & mate
2	Strip-out of Existing Fan Convectors and Destratification Fans	0	£0.00	£ -	20%	£ -		See Main Hall Costs
3	Removal of waste from site (skips, etc.)	1	£500.00	£ 500.00	20%	£ 600.00		
							£ 3,600.00	
D	R01 PLANT							
1	Installation of new boilers, pumps, press unit, vessel, etc - Labour	1	£2,500.00	£ 2,500.00	20%	£ 3,000.00		Assumed 1week man & mate
	Remeha Gas 120 - Boilers & Shunt Pumps	2	£8,500.00	£ 17,000.00	20%	£ 20,400.00		
	Mikrofill 3 - Pressurisation Unit	1	£1,500.00	£ 1,500.00	20%	£ 1,800.00		
	300Litre Expansion Vessel	1	£500.00	£ 500.00	20%	£ 600.00		
	Main Building Pumps - Magna3 D 40-120 F	1	£4,000.00	£ 4,000.00	20%	£ 4,800.00		
	Main Hall CT Pumps - Magna3 D 40-180 F	1	£5,000.00	£ 5,000.00	20%	£ 6,000.00		
	Brasserie Pumps - Magna3 D 32-120 F	1	£3,500.00	£ 3,500.00	20%	£ 4,200.00		
	Main Hall and Conference Room VT Pumps - Magna3 D 32-120 F	1	£3,500.00	£ 3,500.00	20%	£ 4,200.00		
	X-pot Compact - Side Stream Filtration Dosing Pot	1	£2,500.00	£ 2,500.00	20%	£ 3,000.00		
	Heat Meters	4	£500.00	£ 2,000.00	20%	£ 2,400.00		
2	Lift and Shift Costs (if applicable)	1	£500.00	£ 500.00	20%	£ 600.00		Assumed. May not be required
3	Testing and Commissioning inc. Consultant Witnessing	1	£1,500.00	£ 1,500.00	20%	£ 1,800.00		Assumed Manufacturer Commissioning
							£ 52,800.00	
E	R11 ABOVE GROUND DRAINAGE							
1	Installation of new above ground drainage equipment, pipework, fittings, etc. - Labour	1	£500.00	£ 500.00	20%	£ 600.00		Assumed 1day man & mate
	Materials	1	£1,000.00	£ 1,000.00	20%	£ 1,200.00		
2	Testing and Commissioning inc. Consultant Witnessing	1	£200.00	£ 200.00	20%	£ 240.00		
							£ 2,040.00	
F	R12 NATURAL GAS INSTALLATION							
1	Installation of new gas pipework, valves, equipment, fittings, etc. in Boiler Room - Labour	1	£1,000.00	£ 1,000.00	20%	£ 1,200.00		Assumed 2days man & mate
	Materials	1	£1,000.00	£ 1,000.00	20%	£ 1,200.00		
2	Testing and Commissioning inc. Consultant Witnessing	1	£200.00	£ 200.00	20%	£ 240.00		
							£ 2,640.00	
G	R18 FLUES							
1	Installation of twin wall new flues	1	£2,500.00	£ 2,500.00	20%	£ 3,000.00		
2	Testing and Commissioning inc. Consultant Witnessing	1	£500.00	£ 500.00	20%	£ 600.00		Assumed Manufacturer Commissioning
							£ 3,600.00	
H	S12 DOMESTIC COLD WATER							
1	Installation of new domestic cold-water services, equipment, pipework, valves, fittings, etc. - Labour	1	£500.00	£ 500.00	20%	£ 600.00		Assumed 1 day man & mate
	Materials	1	£500.00	£ 500.00	20%	£ 600.00		
2	Installation of Thermal Insulation and Identification to BS1710.	1	£200.00	£ 200.00	20%	£ 240.00		
3	Chlorination, Testing and Commissioning inc. Consultant Witnessing of the new and existing domestic water systems	1	£250.00	£ 250.00	20%	£ 300.00		

3.0 MAIN HALL BUDGET COSTS

Item Reference	Item	Item Quantity (No.)	Cost per Item (£)	Total Budget Cost (£)	Contractor Mark-up/ Margin (%)	Total Cost inc. Mark-Up (£)	Total Section Cost (£)	Notes/Comments
A	PRELIMINARIES							
1	Site set-up, etc.	0	£0.00	£ -	20%	-		Included in Boiler Room Costs
2	Costs associated with Principal Contractor Role (CDM 2015)	0	£0.00	£ -	20%	-		Included in Boiler Room Costs
							£ -	
B	C14 BUILDING SERVICES SURVEY & ENABLING WORKS							
1	Full Intrusive Site Survey	0	£0.00	£ -	20%	-		Included in Boiler Room Costs
2	Testing and Commissioning of existing system to determine flow rates	0	£0.00	£ -	20%	-		Included in Boiler Room Costs
3	Design, Supply & Installation of scaffolding to the main hall	2	£10,000.00	£ 20,000.00	20%	24,000.00		
							£ 24,000.00	
C	C90 STRIP-OUT WORKS AND ALTERATIONS							
1	Strip-out of Existing Boiler Room	0	£0.00	£ -	20%	-		Included in Boiler Room Costs
2	Strip-out of Existing Fan Convectors and Destratification Fans	1	£1,500.00	£ 1,500.00	20%	1,800.00		Assumed 3days Man & Mate
3	Removal of waste from site (skips, etc.)	1	£500.00	£ 500.00	20%	600.00		
							£ 2,400.00	
D	R01 PLANT							
1	Installation of new boilers, pumps, press unit, vessel, etc	0	£0.00	£ -	20%	-		Included in Boiler Room Costs
2	Lift and Shift Costs (if applicable)	0	£0.00	£ -	20%	-		Included in Boiler Room Costs
3	Testing and Commissioning inc. Consultant Witnessing	0	£0.00	£ -	20%	-		Included in Boiler Room Costs
							£ -	
E	R11 ABOVE GROUND DRAINAGE							
1	Installation of new above ground drainage equipment, pipework, fittings, etc. in Boiler Room to serve plant, flues, etc.	0	£0.00	£ -	20%	-		Included in Boiler Room Costs
2	Testing and Commissioning inc. Consultant Witnessing	0	£0.00	£ -	20%	-		Included in Boiler Room Costs
							£ -	
F	R12 NATURAL GAS INSTALLATION							
1	Installation of new gas pipework, valves, equipment, fittings, etc. in Boiler Room	0	£0.00	£ -	20%	-		Included in Boiler Room Costs
2	Testing and Commissioning inc. Consultant Witnessing	0	£0.00	£ -	20%	-		Included in Boiler Room Costs
							£ -	
G	R18 FLUES							
1	Installation of twin wall new flues	0	£0.00	£ -	20%	-		Included in Boiler Room Costs
2	Testing and Commissioning inc. Consultant Witnessing	0	£0.00	£ -	20%	-		Included in Boiler Room Costs
							£ -	
H	S12 DOMESTIC COLD WATER							
1	Installation of new domestic cold-water services, equipment, pipework, valves, fittings, etc.	0	£0.00	£ -	20%	-		Included in Boiler Room Costs
2	Installation of Thermal Insulation and Identification to BS1710.	0	£0.00	£ -	20%	-		Included in Boiler Room Costs
3	Chlorination, Testing and Commissioning inc. Consultant Witnessing of the new and existing domestic water systems	0	£0.00	£ -	20%	-		Included in Boiler Room Costs
							£ -	
I	T32 LTHW HEATING							
1	Installation of new LTHW heating pipework, valves, fittings, etc. - Labour	1	£2,500.00	£ 2,500.00	20%	3,000.00		Assumed 1week Man & Mate
	Materials	1	£5,000.00	£ 5,000.00	20%	6,000.00		
2	Installation of new Fan Convectors and associated equipment & controls - Labour	1	£1,500.00	£ 1,500.00	20%	1,800.00		Assumed 3days Man & Mate
	Fan Convectors and Controls	6	£1,500.00	£ 9,000.00	20%	10,800.00		Including FC Controls
3	Installation of Thermal Insulation and Identification to BS1710	1	£1,000.00	£ 1,000.00	20%	1,200.00		
4	Testing and Commissioning inc. Consultant Witnessing	1	£500.00	£ 500.00	20%	600.00		
							£ 23,400.00	
J	U10 VENTILATION							
1	Installation of new boiler room mechanical ventilation systems	0	£0.00	£ -	20%	-		
2	Installation of new Destratification Fans in Main Hall. - Labour	1	£3,000.00	£ 3,000.00	20%	3,600.00		Assumed 1week Man & Mate
	Fans/Winch/Controls	1	£8,000.00	£ 8,000.00	20%	9,600.00		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	12th February 2026 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM	14		
REPORT TITLE	Town Hall additional CCTV cameras		
Background	<p>The Town Hall and rear car park are covered by 16 CCTV cameras. The system was installed by Chubb Security, who provide an ongoing maintenance contract. The CCTV covers most function/meeting rooms and corridors around the building, and externally, the rear car park. Following the recent incident of criminal damage to the entrance of the Museum in Market Square, it was requested that a quote be sourced for additional cameras at the rear of the Town Hall to cover this area. There is currently one CCTV camera above the Museum door, which offers limited coverage; however, this camera is connected to the Museum’s CCTV system, which is completely separate from the Town Hall CCTV system.</p>		
Update	<p>The existing CCTV system is a Truvision 16 IP Channel NVR 16TB, which is able to operate a maximum of 16 cameras. We currently have 16 cameras located around the Town Hall. Covering the area in question at the rear of the Town Hall will require 3 additional cameras, meaning the system will need to be upgraded to a Truvision 32 IP Channel NVR 16TB. Costs below include the installation of 3 additional cameras, an upgraded NVR to accommodate these cameras, a larger 43” monitor for easier viewing due to the increased number of cameras, and associated installation costs. If installed, the Truvision 32 IP Channel NVR 16TB will have remaining capacity for 13 additional cameras if ever required. The system would also require the installation of a 240V 3-amp unswitched fuse spur by our preferred electrical installer. These cameras would give coverage to the rear of the Town Hall, including the Museum entrance, Town Hall loading bay and rear entrance of the Town Hall.</p>		



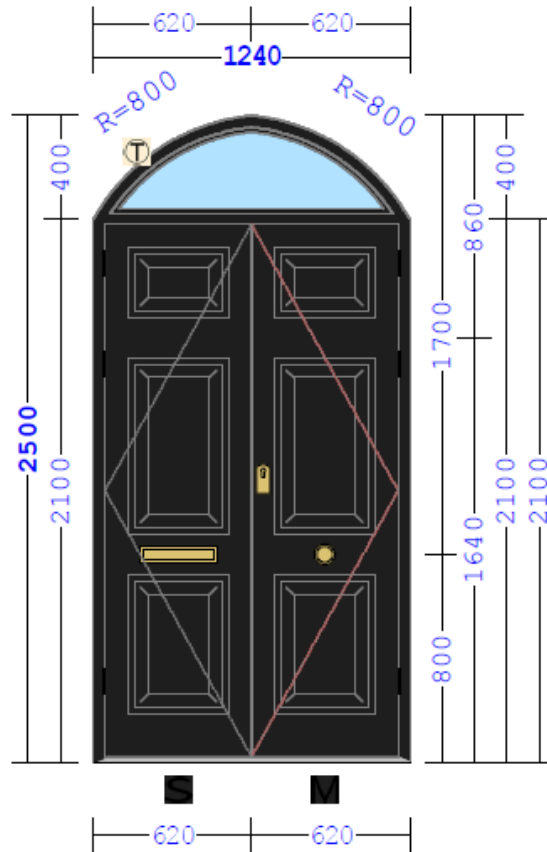
Equipment Description	Quantity
Truvision 32 IP Channel NVR 16TB	1
Truvision 4Mpx 2.8-12mm VR 40mIR Dome Camera	3
TruVision Back Box 137 x 42 mm	3
8 Port Fast Ethernet Switch POE-AT with 2 x Gig Uplinks	1
Cable CAT6 Duct Grade 100m	1
Data Protection Signs	1
Trunking white plastic 25mm x16mm x 3m with coupler	5
43" 4K Ultra HD LED Monitor	1
	£5,953.57
	VAT@20%£1,190.71
Total Cost	£7,144.29

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 note the report and approve the upgrade and recommend to F&P to approve the spend of £5,953.57 + VAT (plus costs for a 240v 3amp unswitched fuse spur) for the installation of 3 x additional CCTV cameras and associated equipment to cover the rear of the Town Hall, including Museum.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	12th February 2026 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	15 Museum Updates		
Background	Following recent incidents of damage to the doors at the main entrance to the Museum, Officers were tasked with sourcing quotes to replace/repair the doors. At the entrance to the Museum are wooden, double doors connected to the alarm system, with a metal roller shutter door behind these doors. There is also a wooden and glass fan light located above the wooden doors, which does not appear to be connected to the doors themselves or the surrounding frame. Damage was sustained to the wooden, double doors and locks only.		
Update	Quotes have been obtained for the options available to improve/repair the Museum doors. These include quotes to replace the wooden, double doors only, as well as a quote to replace the wooden, double doors and the fan light above the doors. There is also a quote to remove the existing doors, repair/paint and install a three – way lock before re-installing.		



Job Description	Cost
Replace existing wooden, double doors with new hardwood double doors, fan light and associated handles/letterbox. Paint and finish.	£7,437.77 Ex VAT £8,925.32 Inc VAT
Replace existing wooden, double doors with new hardwood double doors and associated handles/letterbox. Paint and finish.	£4,562.00 Ex VAT £5,474.40 Inc VAT
Replace existing wooden, double doors with new hardwood double doors and associated handles/letterbox. Paint and finish.	£5,587.00 Ex VAT £6,704.40 Inc VAT

	Remove existing double, wooden doors to workshop. Install 3 – way lock and associated adjustments to doors. Paint, finish and re-install.	£1,685.00 Ex VAT £2,022.00 Inc VAT
Financial	<ul style="list-style-type: none"> To be in accordance with allocated budgets and financial regulations. Officers to recommend option 3 - remove existing doors and install a three–way locking system. Re-install. Funds to be used from the Town Hall maintenance budget. Options 1 & 2 would require agreement by Council due to limited funds remaining in the maintenance budget. 	
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	<p>To agree to option 3 to repair the existing Museum wooden doors and install a 3 – way lock at a cost of £1,685.00 + VAT or recommend options 1 or 2 to Council:</p> <ol style="list-style-type: none"> 1 - Replacement wooden, double doors and fan light (£7,437.77 Ex VAT) 2 - Replacement wooden, double doors only (£5,587.00 Ex VAT) 3 - Remove existing doors and install three – way locking system. Re-install (£1,685.00 Ex VAT) 	