



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

1st April 2026

Dear Councillor,

Town Hall, Assets & Services Committee – 9th April 2026

You are summoned to attend a meeting of the Town Hall, Assets & Services Committee, to be held at Congleton Town Hall on **Thursday 9th April 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

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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 12th February 2026](#).

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/Splash Pad Feasibility Study (Enclosed)

To receive reports relating to Paddling Pool/Splash Pad Feasibility study.

11. Town Hall Maintenance Programme (Enclosed)

To receive updates relating to the Town Hall Maintenance Programme.

12. Museum Door Repair/Replacement (Enclosed)

To receive updates relating to the Museum doors repair/replacement.

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

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

14. Health & Safety Issue Relating to Hiring of the Town Hall (To Follow)

To receive the report relating to the Health & Safety issue and hiring of the Town Hall.

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	12 th February 2026 7:00 pm
Status	Draft Minutes – to be ratified at the next Committee meeting
Reference Documents	Agenda Papers for THAS – 12th February 2026

Attendance

Committee Members	Cllr Russell Chadwick (Chair) Cllr Liz Wardlaw (Vice Chair) Cllr Robert Douglas Cllr Sally Ann Holland Cllr Richard Walton Cllr Glen Williams
Ex Officio	Cllr Suzy Firkin (Deputy Mayor)
Non-Committee Members	
Officers	David McGifford (Chief Officer) Mark Worthington (Town Hall Manager)
Members of the Press	None
Members of the Public	None

1. Apologies for Absence

Apologies were received from Cllrs Suzie Akers Smith, Arabella Holland, Susan Mead, Heather Pearce, Robert Brittain, and Kay Wesley.

2. Minutes of Previous Meetings

THAS/34/2526 resolved to approve and sign the Town Hall, Assets and Services Committee minutes held on 6th November 2025 as a correct record.

3. Declaration of Interest

Declarations were received by Cllr Russell Chadwick (Cheshire East), Cllr Sally Holland (Cheshire East), and Cllr Liz Wardlaw (Cheshire East).

4. Outstanding Actions

No outstanding actions.

5. Questions from Members of the Public

There were no questions from members of the public.

6. Urgent Items

No urgent items.

Action: Future THAS meetings to have an update report on Town Hall bookings.

7. Management Accounts for Town Hall (Enclosed)

THAS/35/2526 resolved to receive the Town Hall Trading accounts for 31st December 2025 and to note the content of the summary report.

Action: Discuss with the RFO the suggestion to remove internal lettings from the summary report and also present the report information using a graph.

Action: Investigate the option to use Town Hall rooms for Podcasts.

8. Paddling Pool Accounts (Enclosed)

THAS/36/2526 resolved 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)

THAS/37/2526 resolved 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

THAS/38/2526 resolved to receive the report relating to Paddling Pool Summerhouse Electricity Supply and Updates.

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

THAS/39/2526 resolved to receive the report relating to the Improved, Greener, Community Facilities Fund Grant (Town Hall Double and Secondary Glazing).

Action: Contact Cheshire East to confirm if there are funds remaining in this grant opportunity.

12. First and Second Floor Secondary/Double Glazing

THAS/40/2526 resolved to research ongoing grant funding to support improvements to the first and second floor windows. THAS Committee to recommend to Council the request to install new double glazing to the 6 x second-floor windows at a cost of £12,000.00 + VAT.

13. Town Hall Replacement Gas Boiler Specification Report

THAS/41/2526 resolved to receive the report relating to the Town Hall Replacement Gas Boiler Specification Report.

14. Town Hall additional CCTV cameras

THAS/42/2526 resolved to reject the request for additional CCTV to be installed at the rear of the Town Hall and instead look into options to remove an existing camera from the Town Hall and relocate it to the rear of the building.

15. Museum Update

THAS/43/2526 resolved to work with our insurance company to resolve this issue and for them to decide on the course of action to be taken regarding the replacement/repair of the Museum doors.

Cllr Suzy Firkin abstained from the vote on this report.

Meeting finished at 20:30 pm.

Chair: Cllr Russell Chadwick

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall and Assets Committee												
MEETING DATE AND TIME	9th April 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 28 th February 2026, Month 11, to accompany the attached spreadsheets in Appendix 7.1 and 7.2.												
Update	<p>These figures are for the end of month 11, which represents 91.6% 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 are now completed.</p> <p><u>Future Bookings</u></p> <p>Appendix 7.2 shows final figures for the current financial year 2025-2026 (Bookings are invoiced one ahead). Figures including Internal Room values: (Appendix 7.2) Please note that at the last meeting, it was requested that Internal Bookings be removed from the summary.</p> <table border="1" data-bbox="539 1263 1321 1630"><tr><td>Budget</td><td>£60,500</td></tr><tr><td>Total Income to date</td><td>£49,782</td></tr><tr><td>Total Future bookings</td><td>£0</td></tr><tr><td>CP Rental Income future</td><td>£0</td></tr><tr><td>Cumulative v budget</td><td>(-£10,718)</td></tr></table>			Budget	£60,500	Total Income to date	£49,782	Total Future bookings	£0	CP Rental Income future	£0	Cumulative v budget	(-£10,718)
Budget	£60,500												
Total Income to date	£49,782												
Total Future bookings	£0												
CP Rental Income future	£0												
Cumulative v budget	(-£10,718)												
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 28 th February 2026.												

Congleton Town Council
Management Accounts 2025-26
TOWN HALL

Feb-26

	OK
	Monitor
	Over/Under (Exp./Income)

Month 11
Percentage 91.6%

TOWN HALL

		ANNUAL BUDGET	BUDGET TO M11	ACTUAL TO M11	£ VARIANCE OF M11 BUDGETS	% AGAINST M11 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED
4000	Staff Costs (re-allocated)	81,150	74,388	78,587	-4,200	105.6%	96.8%	5.24%
4008	Training	1,000	917	0	917	0.0%	0.0%	-91.60%
4009	Protective Clothing\H & Safety	550	504	372	132	73.8%	67.6%	-23.96%
4010	Cleaners	8,400	7,700	6,643	1,057	86.3%	79.1%	-12.52%
4011	Rates	25,449	23,328	24,950	-1,622	107.0%	98.0%	6.44%
4012	Water	7,875	7,219	8,420	-1,201	116.6%	106.9%	15.32%
4014	Electricity	33,000	30,250	20,743	9,507	68.6%	62.9%	-28.74%
4015	Gas	30,000	27,500	13,508	13,992	49.1%	45.0%	-46.57%
4016	Cleaning materials	2,250	2,063	1,914	149	92.8%	85.1%	-6.53%
4017	Refuse Disposal	2,350	2,154	2,934	-780	136.2%	124.9%	33.25%
4020	Miscellaneous Office Costs	2,500	2,292	2,434	-142	106.2%	97.4%	5.76%
4025	Insurance	14,346	13,151	14,127	-977	107.4%	98.5%	6.87%
4033	Marketing/Promotions	3,500	3,208	90	3,118	2.8%	2.6%	-89.03%
4040	Maintenance Contracts	9,000	8,250	10,413	-2,163	126.2%	115.7%	24.10%
4041	Property Maintenance	21,300	19,525	39,593	-20,068	202.8%	185.9%	94.28%
4065	Architect/Surveyor Fees	0	0	-1,645	1,645			
4068	Licences (incl PRS)	4,200	3,850	4,410	-560	114.5%	105.0%	13.40%
4951	Transfer from EMR	0	0	-24,868	24,868			
6000	Central Overheads Reallocated	6,522	5,979	5,730	249	95.8%	87.9%	-3.74%
	Town Hall Expenditure	253,392	232,276	208,355	23,921	89.7%	82.2%	-9.37%
3020	Catering costs	0	0	5,925	-5,925			
3021	Security Supplies	0	0	1,582	-1,582			
		0	0	7,507	7,507			
	Total Town Hall Expenditure	253,392	232,276	215,862	16,414	92.9%	85.2%	-6.41%
1009	Rent Rec'd - Museum Notional	-4500	-4125	-4125	0	100.0%	91.7%	0.07%
1010	Rent Received - 3rd Party Partnership	-1533	-1405	-1405	-0	100.0%	91.7%	0.05%
1011	Rent Received - Internal CTC	-26517	-24307	-24307	-0	100.0%	91.7%	0.07%
1013	Letting Income - Grand Hall	-30000	-27500	-25574	-1926	93.0%	85.2%	-6.35%
1014	Letting Income - Bridestones	-5000	-4583	-2843	-1740	62.0%	56.9%	-34.74%
1015	Letting Income - Spencer Suite	-5000	-4583	-3949	-634	86.2%	79.0%	-12.62%
1018	Letting Income - Campbell Suite	0	0	0	0		0.0%	-91.60%
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-11000	-98	-10902	0.9%	0.8%	-90.78%
1021	Letting Income - Internal	-9000	-8250	-9506	1256	115.2%	105.6%	14.02%
1022	Letting income - F&F	-2500	-2292	-1500	-792	65.5%	60.0%	-31.60%
1023	Commission- CP	-6000	-5500	-4277	-1223	77.8%	71.3%	-20.32%
1024	Letting Income- Security	0	0	-2706	2706		0.0%	-91.60%
1035	Service Charges - Brasserie	-4000	-3667	-2590	-1077	70.6%	64.8%	-26.85%
1037	Service Charges - Other	-5000	-4583	-2420	-2163	52.8%	48.4%	-43.20%
1038	Letting Income- Offices	0	0	-3208	3208			
1051	Catering Sales (recharges)	0	0	-7174	7174		0.0%	-91.60%
1199	Miscellaneous income	0	0	-208	208			
1179	Grants Receivable- Salix Project	0	0	-7505	7505			
	Total Town Hall Income	-111050	-101796	-103395	1599	101.6%	93.1%	1.51%
	Net Expenditure over Income	142,342	130,480	112,467	18,013	86.2%	79.0%	-12.59%

NOTES

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

Higher charges than budget estimation.
Billed up to JAN26
Billed up to JAN26

Previous supplier costs increased in excess of 40%, new supplier in place from JAN26

Full year for Zurich and Critical Illness paid to date.

£1,666 relates to previous years o/s invoices due.
Less £24,868 used from EMR:Actual revenue soend £14,725 75.46%
Salix Grant project, see below
Music License paid in full £3,290
Windows/secondary glazing upgrades and boiler repair

Recharged to customers
Recharged to customers

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

Recharge to customers
Dependant on use by Commercial Partner
Dependant on use by Museum, Q 2 to be invoiced

Recharge to customers

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

INTERNAL £9000 REMOVED	12 mth	APR	Actual	MAY	Actual	JUN	Actual	JUL	Actual	AUG	Actual	SEP	Actual	E.O.Y DIFF
	Budget													
Letting Income - Grand Hall	30,000	2,500	1,464	5,000	3,306	7,500	5,679	10,000	9,598	12,500	11,743	15,000	13,013	
Letting Income - Bridestones	5,000	417	332	833	431	1,250	770	1,667	858	2,083	1,413	2,500	2,090	
Letting Income -Spencer Suite	5,000	417	445	833	983	1,250	1,950	1,667	2,065	2,083	2,165	2,500	2,950	
Commissions	6,000	500	-	1,000	-	1,500	-	2,000	-	2,500	-	3,000	2,207	
Lighting /equip	2,500	208	-	417	167	625	167	833	667	1,042	833	1,250	833	
Lettings Income- Campbell	-	-	-	-	-	-	-	-	-	-	-	-	-	
Brasserie Income	12,000	1,000	-	2,000	25	3,000	25	4,000	25	5,000	25	6,000	25	
Letting Income- Offices	-	-	-	-	583	-	875	-	1,167	-	1,458	-	1,750	
Totals	60,500	5,042	2,241	10,083	5,495	15,125	9,466	20,167	14,380	25,208	17,637	30,250	22,868	
Variance			- 2,801		- 4,588		- 5,659		- 5,787		- 7,571		- 7,382	
Current bookings value Confirmed														
Cp rental income														
Current bookings value Provisional														
Total future bookings			-		-		-		-		-		-	
Cumulative (Includes CP Rent)			- 2,801		- 4,588		- 5,659		- 5,787		- 7,571		- 7,382	
INTERNAL £9000 REMOVED	12 mth	OCT	Actual	NOV	Actual	DEC	Actual	JAN	Actual	FEB	Actual	MAR	Actual	E.O.Y DIFF
Budget														
Letting Income - Grand Hall	30,000	17,500	16,119	20,000	17,352	22,500	20,094	25,000	22,058	27,500	25,246	30,000	29,596	-404
Letting Income - Bridestones	5,000	2,917	2,148	3,333	2,318	3,750	2,455	4,167	2,673	4,583	2,843	5,000	3,511	-1,489
Letting Income -Spencer Suite	5,000	2,917	3,450	3,333	3,599	3,750	3,704	4,167	3,819	4,583	3,949	5,000	4,079	-921
Commissions	6,000	3,500	2,207	4,000	4,277	4,500	4,277	5,000	4,277	5,500	4,277	6,000	7,498	1,498
Lighting /equip	2,500	1,458	833	1,667	833	1,875	1,167	2,083	1,167	2,292	1,500	2,500	1,500	-1,000
Lettings Income- Campbell	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Brasserie Income	12,000	7,000	98	8,000	98	9,000	98	10,000	98	11,000	98	12,000	98	-11,902
Letting Income- Offices	-	-	2,042	-	2,333	-	2,625	-	2,917	-	3,208	-	3,500	3,500
Totals	60,500	35,292	26,897	40,333	30,810	45,375	34,420	50,417	37,009	55,458	41,121	60,500	49,782	-10,718
Variance			14,490		9,449		4,407		- 635	1,000	- 5,676		- 10,718	
Current bookings value Confirmed														
Cp rental income														
Current bookings value Provisional														
Total future bookings			-		-		-		-		-		-	- Future
Cumulative (Includes CP Rent)			14,490		9,449		4,407		- 635		- 5,676		- 10,718	-10,718 Variance

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services Committee		
MEETING DATE AND TIME	9th April 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 28 th February 2026, Month 11, to accompany the attached spreadsheets in Appendix 8.1.		
Update	<p>These figures are for the end of month 11, which represents 91.6% 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 have been expenditure charges on revenue lines: Salaries, Water, and Electricity.• Further expenditure due to show in March 2026, installation of electricity to the shelter/shed.		
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 28 th February 2026.		

Congleton Town Council
Management Accounts 2025-26
PADDLING POOL
Feb-26

Month 11
 Percentage 91.6%

	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 M11	ACTUAL TO M11	£ VARIANCE OF M11 BUDGETS	% AGAINST M11 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED
26,812	24,578	23556	1,022	95.84%	87.9%	-3.74%
3,000	2,750	0	2,750	0.00%	0.0%	-91.60%
320	293	103	190	35.11%	32.2%	-59.41%
5,500	5,042	1067	3,975	21.16%	19.4%	-72.20%
3,200	2,933	2501	432	85.26%	78.2%	-13.44%
3,900	3,575	6095	-2,520	170.49%	156.3%	64.68%
4,300	3,942	1534	2,408	38.92%	35.7%	-55.93%
1,000	917	943	-26	102.87%	94.3%	2.70%
2,040	1,870	1792	78	95.83%	87.8%	-3.76%
50,072	45,899	37,591	8,308	81.90%	75.1%	-16.53%

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	9th April 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 28 th February 2026, Month 11, to accompany the attached spreadsheets in Appendix 9.1.		
Update	<p>These figures are for the end of month 11, which represents 91.6% 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 Nothing further to add from the notes in the account summary.</p> <p>Direct Sales</p> <ul style="list-style-type: none">• Sales Income £65,744 (includes commission)• Sales Expenditure £54,790 (Awaiting some invoices)		
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 28 th February 2026.		

Congleton Town Council
Management Accounts 2025-26
CONGLETON INFORMATION CENTRE
Feb-26

	OK
	Monitor
	Over/Under (Exp./Income)

Month 11
Percentage 91.6%

TOWN HALL
CONGLETON INFORMATION CENTRE

	ANNUAL BUDGET	BUDGET TO M11	ACTUAL TO M11	E VARIANCE OF M11 BUDGETS	% AGAINST M11 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED
3000 Stock at 1st April	0	-	-	-	0.0%		
3041 3rd Party ticket resales	0	-	49,123	- 49,123			
3042 Books, Maps, Guides resale	2,850	2,613	352	2,261	13.5%	12.4%	-79.25%
3043 Souvenirs for resale	2,375	2,177	482	1,695	22.1%	20.3%	-71.31%
3044 Stamps for resale	475	435	172	263	39.5%	36.2%	-55.39%
3046 Local Produce for resale	0	-	3,815	- 3,815			
3047 Theatre gift cards for resale	0	-	114	- 114			
3048 Food & Drink for resale	1,188	1,089	732	357	67.2%	61.6%	-29.98%
3049 CTC Merchandise	0	-	-	-	0.0%	0.0%	-91.60%
3999 Stock at 31st March 2022	0	-	-	-	0.0%	0.0%	-91.60%
Direct Expenditure	6,888	6,314	54,790	- 48,476	867.8%	795.44%	703.84%
4000 Staff costs	70,062	64,224	67,531	- 3,308	105.1%	96.4%	4.79%
4011 Rates	5,321	4,878	5,614	- 736	115.1%	105.5%	13.91%
4013 Rent Payable	7,500	6,875	6,875	-	100.0%	91.7%	0.07%
4162 General Expenditure	2,000	1,833	1,095	738	59.7%	54.8%	-36.85%
6000 Central Overheads Reallocated	6,014	5,513	4,405	1,108	79.9%	73.2%	-18.35%
Indirect Expenditure	90,897	83,322	85,520	- 2,198	102.6%	94.1%	2.48%
1041 Third Party Ticket Sales	0	-	54,027	54,027			
1042 Books, Maps, Guides sales	-3,000	- 2,750	- 1,075	- 1,675	39.1%	35.8%	-55.77%
1043 Souvenir sales	-2,500	- 2,292	- 2,533	241	110.5%	101.3%	9.72%
1044 Stamp Sales	-500	- 458	- 200	- 258	43.6%	40.0%	-51.60%
1045 Photocopy sales	-300	- 275	- 238	- 37	86.5%	79.3%	-12.27%
1046 Local Produce for resale	0	-	3,838	3,838			
1047 Theatre gift cards	0	-	180	180			
1048 Food and Drink sales	-1,250	- 1,146	- 1,356	210	118.3%	108.5%	16.88%
1049 CTC Merchandise sales	0	-	30	30		0.0%	-91.60%
1199 Commission	-4,000	- 3,667	- 2,267	- 1,400	61.8%	0.0%	-91.60%
Income	-11,550	- 10,588	- 65,744	56,556	621.0%	569.2%	477.61%
Total Income	-11,550	- 10,588	- 65,744	56,556	621.0%	569.2%	477.61%
Net Expenditure over Income	86,235	79,049	74,566	5,882	94.3%	86.5%	-5.13%

NOTES

Expenditure Variance 0-100% Green 101-115% Amber 115% over Red
Yellow are 3rd party expenditure, traffic lights CTC

Third Party Income see corresponding expense line

Third Party Income see corresponding expense line
Third Party Income see corresponding expense line

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

Yellow are 3rd party income, traffic lights our own income
Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red
Third Party expenditure

Third Party expenditure
Third Party expenditure

Will update quarterly.Q1 to Q3 completed.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee		
MEETING DATE AND TIME	9th April 2026 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	10 Paddling Pool/Splash Pad Feasibility Study		
Background	<p>To determine if previous discussions relating to replacement/relocation of the paddling pool are viable/possible, it was agreed at the meeting of the THAS Committee on 31/10/24 and Finance & Policy Committee on 14/11/24, FAP/49/2425 RESOLVED To receive the report relating to the Splash Pad Feasibility Study and to agree to the proposed expenditure of £ 5,000 on a Splash Pad Feasibility Study.</p> <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>		
Update	<p>Meetings with IB Development have continued, and they now have the broad elements of the “best solution” clear, as far as the location and form of the potential facility can be defined. They are currently engaged in estimating the capital cost of the project, which, of course, is determined by the size and complexity of any future facility. These costs will also be dictated by the technical parameters of any project and attaching costs to them. IB Developments is working on a budget to establish a “minimum worthwhile cost”. This is the minimum cost required to “make the job worth doing”. Depending on what that cost is, it may well be that developing a design that is limited in size immediately, but that can be easily expanded, would be a good solution. This would allow the cost to be phased over more than one operating year. The study will also separate out the costs of “must-haves” and “nice to haves”. The study carried out by IB Developments will be forwarded to committee members before the THAS meeting on 9th April, where Ahmad Arafa of IB Developments will also be attending the meeting to present the study and answer any questions.</p>		

Financial	To be in accordance with allocated budgets and financial regulations
Environmental	To assess via the procurement process the environmental impact and benefits
Equality	Where applicable in the procurement of services, this is taken into consideration
Decision Request	To receive the report relating to the Paddling Pool Feasibility Study.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee		
MEETING DATE AND TIME	9th April 2026 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM	11		
REPORT TITLE	Town Hall Maintenance Programme		
Background	<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, development of additional projects. 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 were taken into the overall budget setting, where considerations from the other committees were also discussed and developed. Resolution from Council Budget Setting below:</p> <p>CTC/62/2526 resolved to approve Option 1 of the long-term Project and Maintenance plan allocations.</p> <p>1- Option 1: The introduction of £50,000 in 2027-2028, then £80,000 over the next 11 years.</p>		
Update	<p>Appendix 1 presents a draft 12-year programme outlining proposed works and associated costs for the Town Hall and other Council assets. The original estimates were based on an annual budget of £89,250. Under the updated funding plan, £50,000 is allocated for 2027–28, increasing to £80,000 per year thereafter. Projects have been scheduled to allow work to progress while accumulating sufficient funds for higher-cost items. Committee members are invited to work with Officers to agree on the priority order of projects within the available budget.</p>		
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	For Committee members to assess the projects within the DRAFT Town Hall Maintenance Programme and recommend to Council the order in which these projects should be scheduled.
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First floor office Painting of all walls, ceiling and woodwork. Replace carpets and blinds	No	£ 6,000.00	£ -									£ 6,000.00		
Corridor, stairs up to Second floor offices Painting of all walls, ceiling and woodwork. Replace carpets and blinds	No	£ 4,000.00	£ -										£ 4,000.00	
Second floor offices, Painting of all walls, ceiling and woodwork. Replace carpets and blinds,	No	£ 4,000.00	£ -									£ 4,000.00		
Rear offices Painting of all walls, ceiling and woodwork. Replace carpets and blinds	No	£ 4,000.00	£ -										£ 4,000.00	
Campbell Suite stairwell. Painting of all walls, ceiling and woodwork. Replace carpets/safety flooring and blinds	No	£ 3,000.00	£ -				£ 3,000.00							
Rear corridor Painting of all walls, ceiling and woodwork. Replace safety flooring	No	£ 3,000.00	£ -										£ 3,000.00	
Information Centre, Painting of all walls, ceiling and woodwork. Replace carpet - T&F Group	No	£ 5,000.00	£ -							£ 5,000.00				
Information Centre Full redesign and refurbishment T&F Group	No	£ 25,000.00	£ -							£ 25,000.00				
Brasserie (Bluey's) Painting of all walls, ceiling and woodwork. New furniture depending on use of room. T&F Group	No	£ 6,000.00	£ -	£ 6,000.00										
Brasserie (Bluey's) Full refurb for change of use T&F Group	Possible	£ 30,000.00	£ -										£ 30,000.00	
Museum -Painting of all walls, ceiling and woodwork. Replace carpets/safety flooring and blinds	No	£ 10,000.00	£ -											£ 10,000.00
Museum -Replacement of air conditioning units	No	£ 16,000.00	£ -											£ 16,000.00
Conference microphone system replacement	No	£ 20,000.00	£ -											£ 20,000.00
IT and presentation equipmentscreens / projectors	No	£ 10,000.00	£ -							£ 10,000.00				
Replacement sound systems - Grand Hall	No	£ 20,000.00	£ -											£ 20,000.00
Paddling Pool -new toilet block	Possible	£ 40,000.00	£ -				£ 40,000.00							
Paddling Pool surface repairs	No	£ 30,000.00	£ -				£ 30,000.00							

Padding pool path soft surface		£ 17,000.00	£ -					£ 17,000.00						
Padding Pool Plant room upgrade	No	£ 15,000.00	£ -						£ 15,000.00					
Padding Pool Improvements to seating/benches	No	£ 5,000.00	£ -							£ 5,000.00				
Town Hall CCTV/Alarms/Security improvements	No	£ 10,000.00	£ -											£ 10,000.00
Lift replacements	No	£ 50,000.00	£ -							£ 50,000.00		£ 10,000.00		
Commercial Kitchen and bar equipment commercial ovens, ranges, fridges etc	No	£ 50,000.00	£ -										£ 50,000.00	
Town Hall features -Repair and reinstatement of statues	Yes.	£ -	£ -											
Town Hall features Replacement of flagpoles,lanterns and brackets	Yes	£ 20,000.00	£ -								£ 20,000.00			
Future roof repairs / replacements	No	£ 100,000.00	£ -											
Equality and inclusion infrastructure ie doors lifts	Yes	£ 25,000.00	£ -								£ 25,000.00			
Cenotaph/Eardley Statue/treo - maintenance	No		£ 1,000.00											
Elizabeth statue statue ongoing maintenance			£ 300.00											
Town Hall furniture Replacement of meeting room chairs, tables	No	£ 30,000.00	£ -								£ 30,000.00			
Event lighting -Replacement of event string lights and uplighters	No	£ 4,000.00	£ -											£ 4,000.00
Town Hall clock mechanism Upgrade/replacement of clock mechanism	No	£ 5,000.00	£ -											£ 5,000.00
Grand Hall chandeliers Replacement of chandelier and pulley/winch system	No	£ 25,000.00	£ -				£ 25,000.00							
Bridestones chandeliers Replacement of chandelier and pulley/winch system	No	£ 12,000.00	£ -									£ 12,000.00		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting								
MEETING DATE AND TIME	9th April 2026 7 pm	LOCATION	Congleton Town Hall						
REPORT FROM	Town Hall Manager – Mark Worthington								
AGENDA ITEM REPORT TITLE	12 Museum Door Repair								
Background	<p>Following 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. Committee members agreed on the resolution below at the Town Hall, Assets and Services Committee on 12.02.26:</p> <p>15. <u>Museum Update</u></p> <p>THAS/43/2526 resolved to work with our insurance company to resolve this issue and for them to decide on the course of action to be taken regarding the replacement/repair of the Museum doors.</p>								
Update	<p>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.</p> <table border="1" data-bbox="453 1594 1385 2011"> <thead> <tr> <th align="center">Job Description</th> <th align="center">Cost</th> </tr> </thead> <tbody> <tr> <td>Replace existing wooden, double doors with new hardwood double doors, fan light and associated handles/letterbox. Paint and finish.</td> <td align="center">£7,437.77 Ex VAT £8,925.32 Inc VAT</td> </tr> <tr> <td>Replace existing wooden, double doors with new hardwood</td> <td align="center">£4,562.00 Ex VAT</td> </tr> </tbody> </table>			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	£4,562.00 Ex VAT
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	£4,562.00 Ex VAT								

	double doors and associated handles/letterbox. Paint and finish.	£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 the workshop. Install a 3-way lock and associated adjustments to doors. Paint, finish and reinstall.	£1,685.00 Ex VAT £2,022.00 Inc VAT
	<p>Due to the ongoing Police investigation into damage caused to the Museum doors, there has been no further update as to who will be responsible for the cost of repairing the doors. In the meantime, it is recommended to repair the doors through the insurance policy of the Museum or the Town Hall, or from the Town Hall budgets.</p>	
Financial	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>For Committee members to agree on which insurance policy to claim against for damage to the Museum doors, the Museum insurance policy or Town Hall insurance policy, or the Town Hall budgets. 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 a three-way locking system. Re-install (£1,685.00 Ex VAT) 	