



ALSAGER TOWN COUNCIL

DATE AGENDA POSTED: TUESDAY, 28 JULY 2026

NAME OF MEETING: ALSAGER CIVIC AND ASSETS COMMITTEE

VENUE: ALSAGER CIVIC

DATE OF MEETING: TUESDAY, 04 AUGUST 2026

TIME OF MEETING: 7:00 P.M.

MEMBERS: J Buckley; S Butterfield; J Hearne; P Hubbard; R Kain; D Longhurst; C Venables; W Whittaker-Large; P Williams.

You are hereby summoned to attend a meeting of the Alsager Civic and Assets Committee for the purpose of transacting the following business.

A handwritten signature in black ink, appearing to read 'J. Mason', is written over a light blue rectangular background.

AGENDA APPROVED BY J MASON
TOWN CLERK AND RFO

AGENDA – PART 1 OPEN AGENDA

1. Apologies

To receive apologies for absence.

2. Declaration of Interest

Members are requested to declare both personal and prejudicial interests as early as possible in the meeting.

3. Minutes of Previous Meeting

To confirm the Minutes of the Meeting of the Alsager Civic and Assets Committee held on Tuesday, 9 June 2026 as a correct record. See attached.

4. Matters Arising

Further to Min. Ref. ACA26/14 dated 9 June 2026, Shop Local have been appointed for a 6 month period at a cost of £1,950, financed from salary savings, to improve the Civic social media.

Further to Min. Ref. TC26/46 dated 16 June 2026, regarding the Lawton Road Allotments fence, due to the lack of action on clearing belongings along the boundary wall that runs parallel to the residential properties on Lawton Road no action has been taken. The Alsager Gardens Association have been contacted.

Further to Min. Ref. TC26/45 dated 16 June 2026, the lease for the Town Council offices is yet to be signed. Hill Dickenson costs to date are £5,219 plus VAT which exceeds the original estimate in June 2023.

To consider any matters arising from the confirmed Alsager Civic and Assets Committee meeting Minutes dated Tuesday, 9 June 2026.

5. Public Participation Period

An opportunity for residents of Alsager to ask questions about issues in accordance with Standing Order 2 of the Town Council's Standing Orders, this period is limited to 20 minutes.

6. Budget Monitoring Statements

- a) To receive the Budget Monitoring Statement for Quarter 1 2026 for Alsager Civic & Services. See attached.
- b) To consider the recommendations to Full Council contained within the report. See attached.

7. Civic Extension

Further to Min. Ref.TC26/13 dated 16 June, to consider the report and make recommendations to Full Council. See attached.

8. Market and Café Fees and Charges

To consider a report from the Town Clerk including fees and charges to increase the income from the Market. See attached.

9. Civic Development Working Group

- a) To receive the meeting notes of 8 June and consider the following recommendations:-

Terms of Reference - Scope limited to Civic building only. Structural and biodiversity considerations included. Membership by invitation only. See attached.

- b) To receive the meeting notes of 13 July and to note that recommendations regarding the Wednesday Market and the Café Provision are under separate agenda items.

10. Civic Boiler

To consider the report regarding the Civic Boiler controller and filling device. Copy to follow.

11. Civic Main Hall Lights

To consider a report to upgrade the lights in the Main Hall to LEDS. See attached.

12. Alsager Gardens Association

- a) To receive a verbal update from the Chair and the Town Clerk.
- b) To receive a report from the Alsager Gardens Association. See attached.

AGENDA – PART 2 EXEMPT AGENDA

MATTERS TO BE CONSIDERED WITH THE PRESS AND PUBLIC EXCLUDED

13. Exclusion of the press and public

To resolve under the 1960 Public Bodies (Admission to meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed.

14. Civic staffing quarterly position

To receive the current position of hours worked by Civic staff in relation to their annualised hours contract. See attached.

ALSAGER TOWN COUNCIL

ALSAGER CIVIC AND ASSETS COMMITTEE

MINUTES OF MEETING HELD IN ALSAGER CIVIC

ON TUESDAY 9 JUNE 2026

Present:

Councillor S Butterfield

Councillor J Buckley

Councillor P Hubbard

Councillor D Longhurst

Councillor M Unett (Chair) substitute for Councillor J Hearne

Councillor P Williams Non-Committee Member

Councillor S Helliwell Non-Committee Member

J Mason (Town Clerk)

C Dempsey (Civic and Institute Operations Manager)

0 Members of the Press

0 Members of the Public

ACA26/01 Councillor Substitution

Further to Standing order 20.4.5 Councillors may, subject to standing orders, 20.1 and 20.2 appoint a substitute member to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer before the meeting in writing that they are unable to attend and with a nominated substitute Councillor.

Resolved: a) That, Councillor M Unett was accepted by the Committee as a substitution for Councillor J Hearne.

b) That, Councillor M Unett would be the elected Chair for the meeting due to apologies from both the Chair and the Vice Chair of the Committee.

ACA26/02 Apologies for Absence

Apologies for absence were received from Councillors: J Hearne, C Venables, R Kain and W Whittaker-Large.

ACA26/03 Non Attendance

There were no members of the Committee who did not attend and did not give their apologies.

ACA26/04 Declarations of Interest

Councillor S Butterfield declared his interest as an allotment holder.

Councillor J Buckley declared her interest as a member of the Music Festival.

Councillor D Longhurst declared his interest as the Chair of the Cedars Patient Participation Group.

Councillor M Unett declared his interest as the Secretary, Acting Manager and Chair of the Alsager Social Club.

ACA26/05 Minutes of the Previous Meeting

The Minutes of the Meeting dated 14 April 2026 were referred to and it was: -

Resolved: That, the Minutes of the Meeting of the Alsager Civic and Assets Committee dated 14 April 2026 were confirmed as a correct record and signed by the Chair.

ACA26/06 Matters Arising

There were no matters arising.

ACA26/07 Public Participation

Councillor S Helliwell wished to speak on items 13 and 14 on the agenda and the Chair granted permission to speak when these items were debated.

ACA26/08 Budget Monitoring Statement

The Chair made reference to the Budget Monitoring Statement for Quarter 4 (March 2026) 2025-26, including the summary of balances on earmarked reserves at year end that are applicable to this committee.

Councillor D Longhurst wished it to be noted the higher revenue in the community hire was positive and the overall subsidy of £106,000 from the precept was an improvement from 2019/20 when it was £170,000. The comments that we were competing with the private hospitality in the town was unfounded as the Civic was a community hub which due to its size could accommodate larger events.

Resolved:

- a) That, the reports and budget monitoring statement for Quarter 4 (March 2026) Financial Year 2025-26 be received.

- b) That, the earmarked reserves at the year-end were approved as in the enclosure pack.

ACA26/08 Civic and Institute Operations Manager Report

The Civic and Institute Operations Manager Report detailed that there had been 23 stalls approved at the JDL Market on 27 June 2026 plus charity stalls. The Vault and the Italian restaurant are opening up on to the street and preparing an extra menu. There will be entertainment on the Crescent and outside the Civic plus a fairground.

Resolved: That, the report was noted.

ACA26/09 Lawton Road Allotments

The Clerk reported there was no defined boundary at the Lawton Road allotments. There were issues with access from residents properties at the back of the site due to no clear boundary of which the Town Council were responsible for as the landlord. It must be noted this is a long term issue which has not been addressed.

Resolved:

- a) That, Quote B was approved to install a fence of 63 metres in length and 1.8 metres high at a cost of £5,940 plus £1,118 VAT totalling £7,128.
- b) That, it was recommended to Full Council that this would be funded by £1,000 from the allotments repair and maintenance budget, £2,500 from allotment capital budget and £2,800 from general reserves which included £360 contingency.

ACA26/10 Alsager Civic and Public Toilets – Gas and Electric Contract

The recommended option is considered to provide the most economically advantageous solution for the Council while offering competitive market rates.

Resolved:

- a) That, it is recommended to Full Council that the Council enter into a 12 month contract for Alsager Civic with the supplier associated with Quote E for the provision of electricity supply for 1 Year fixed at Day 32.9p / Night 23p per kWh with a Standing Charge of 30p per day.
- b) That, it is recommended to Full Council that the Council enter into a 3 year contract for Alsager Civic with the supplier associated with Quote E for the provision of gas supply for 3 Years fixed at 6.1p per kWh with a Standing Charge of 30p per day.
- c) That, it is recommended to Full Council that the Council enter into a 12 month contract for the Public Toilets with the supplier associated with Quote E for the provision of electricity supply for 1 Year fixed at 36.6p per kWh with a Standing Charge of 30p per day.

ACA26/11 Alsager Civic PPL/PRS invoice

Resolved: That, the payment of £2,464.56 plus £492.91 VAT, total £2,957.47 was approved. It was noted the budget was £2,868.00.

ACA26/12 Civic Architect

The architect had attended the CDWG on Monday to present the draft plans for the extension on the Civic and he was now due to submit the outline plan for planning permission.

Resolved: That, the CDWG would be given delegated authority to liaise with the architect on the submission of the planning application, procurement, VAT implications, management of the decarbonisation and the improvements to the condition of the existing roof with regular updates being provided to the Committee and approvals and spend inline with Financial Regulations.

ACA26/13 Council Office Lease

The Clerk was in the process of approving the new lease for the Town Council Offices, 3 Lawton Road with the Town Council's solicitor Hill Dickenson. The landlord has agreed to a five year lease with a 2 year break out clause with 6 months' notice. This was noted to the Committee that the extension of the Civic for office working would have to be completed within this time period.

Resolved: That, it was recommended to Full Council that the lease would be signed for five years with a two year break out clause with 6 month notice.

ACA26/13 Members item – Cllr W Whittaker-Large – Use of Town Council Offices for Council Meetings.

Councillor S Helliwell felt the offices should be a safe and secure place for staff and there were many instances when confidential information was available. Councillor P Hubbard felt it was a risk to be alone in the building with a member of the public. Councillor S Butterfield thought that as the Town Council funded a building there should, be availability for Councillors to utilise the building.

The Clerk reported the only process to allow access would be for a key control system to be in place for the front door, offices should be locked, a booking system would need to be implemented and there would be no access to the toilets due to the security on the internal door.

Resolved: That, the offices would not be available for Councillors unless in working office hours and prior booking but this should be revisited when the new offices were built with access to the conference room at all times.

ACA26/14 Members item – Cllr J Buckley – Alsager Civic Social Media

Councillor S Helliwell felt this item was inappropriate and this should have been a private meeting with the Civic Manager and Councillor J Buckley should have been held. This information was now in the public domain which was unprofessional.

Councillor J Buckley disagreed and responded she had been asked to write the report by the Chair of the Committee. She was not criticising but thought the Civic social media together with links from the Town Council website could be better. The room hire new hire rates had been poorly advertised and she felt more could be done in reference to content and reels. Councillor J Buckley had made attempts to find companies and people which could assist with both training and posting on our social media. One point was made that the Civic should be prefixed by the word EventandVenue@ to assist searches.

Resolved: That, the Town Clerk would look at improving Alsager Civic's social media with an evidence based strategy, utilising key points from the members report and would feedback to the Committee.

The meeting commenced at 7:00 p.m. and concluded at 8:25 p.m.

Signed by Councillor J Hearne
Chair

ALSAGER TOWN COUNCIL

Report to: Alsager Civic and Asset Committee

Meeting date: 4 August 2026

Agenda item: 6

Prepared by: Finance Lead

Subject: Budget Monitoring Report – Quarter 1 (June 2026) 2026-27

1. Purpose of the Report

To update members on the forecast financial position of Civic and Assets budgets and delivery against the Civic's key performance measures as at Quarter 1 (to June 2026).

2. Civic and Assets – Budget and Performance

Delivery to date against the Civic's key performance measures are as follows:

2.1 Meet or exceed budget targets

Excluding income from the Banking Hub, the forecast deficit for the year after transfers to reserves of £152,351 is slightly better than budget (£161,462 deficit), subject to forecasting at an early stage of the financial year.

With the banking hub included, the forecast deficit is £139,401 which is £22,062 better than the budget. For FY2026/27, we have secured income until at least October 2026 at an extra profit of £12,950 in comparison to the budget. The banking hub are yet to confirm their commitment beyond October 2026.

Income in the year (excluding the Banking Hub) is forecast to be £201,756 compared to £195,686 in the prior year which represents 3% growth.

2.2 Maximise usage

YTD occupancy is slightly down on previous years with the main hall at 35% (previous year Q1 36%), meeting room at 24% (previous year Q1 27%) and bar at 24% (previous year Q1 26% and 46% in 24/25 and 59% in 23/24).

This is being addressed with the appointment of an external marketing agency and with an increased offering of our own events.

2.3 Civic Events deliver positive returns

Events are forecast to make a net profit of £16,455 (budget £13,658).

It should be noted that there are 5 events planned in FY2627 which are Community events which deliver a non-financial return (3 events during the school summer holidays, the dog show and Santa's breakfast).

3. Current Civic and Assets Budget Monitoring

For Services operated by the Council (public toilets & allotments), the forecast income and expenditure after use of reserves is £3,044 adverse to the budget set. This is predominantly

due to the approved overspend of £2,800 from general reserves on fencing at Lawton Road allotments site (TC26/46 16/06/2026).

The deficit forecast for Alsager Civic, after taking in to account forecast income from the Banking Hub of £12,950, is £139,401 which is £22,062 better than the budget.

Income (excluding the Banking Hub) is forecast to be £201,756 which is £4,870 adverse to the budget of £206,626 but is 3% higher than the prior year (£195,686).

Income from bar sales is forecast to be £7,168 lower than budget and community room hire is forecast to be £5,105 lower than budget. Reflecting this, direct costs are forecast to be lower than budget.

In a conscious effort to recover income from reduced community hire and bar sales, more events are planned to be delivered than the budget proposed. Income from events is forecast to be £5,731 favourable to the budget with a corresponding adverse variance to budget on events costs. Overall, events are forecast to make an additional profit of c£2,800 in comparison to the budget set.

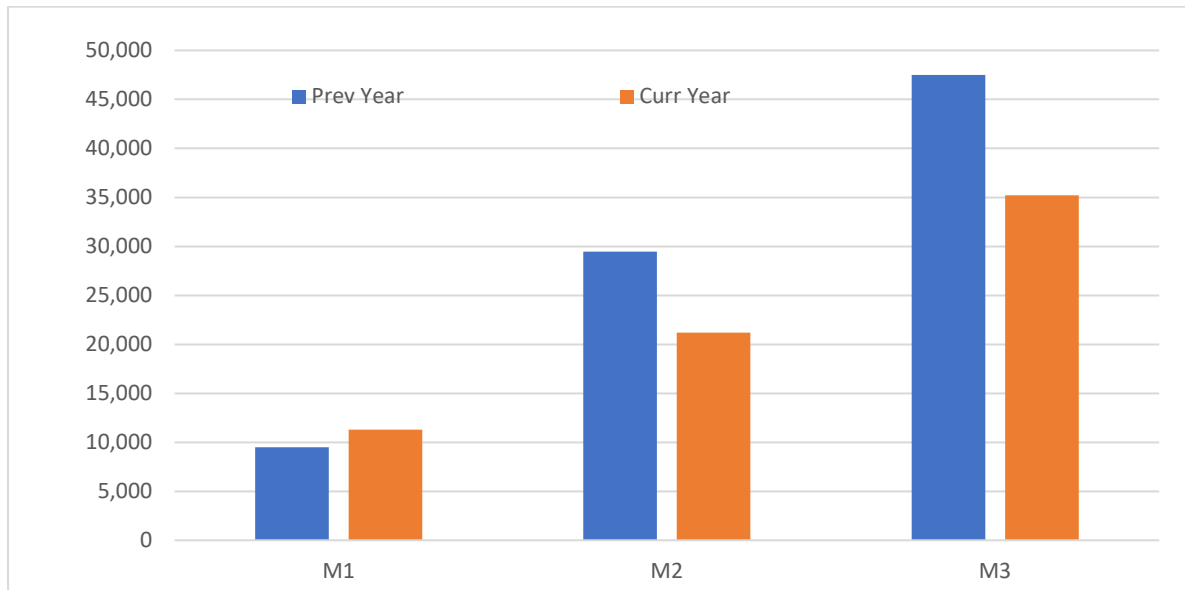
Indirect staffing costs are forecast to be lower than budget, largely due to the General Assistant ('GA') and Civic Admin posts continuing to be held vacant plus some savings on employer's pension contributions.

Supplies and services costs includes a full year of budgeted expenditure on external cleaning contractor costs (in contrast to recruiting to the vacant GA post) and are forecast to be higher than the prior year as a result. Supplies and services are forecast to be £2,763 adverse to the budget which is predominantly a result of the approved additional expenditure on an external marketing agency whilst the Civic administrator post is being held vacant, which should be considered against the underspend to budget on indirect staffing costs.

Appendix 1 shows the current and forecast position for the Civic and Asset budgets.

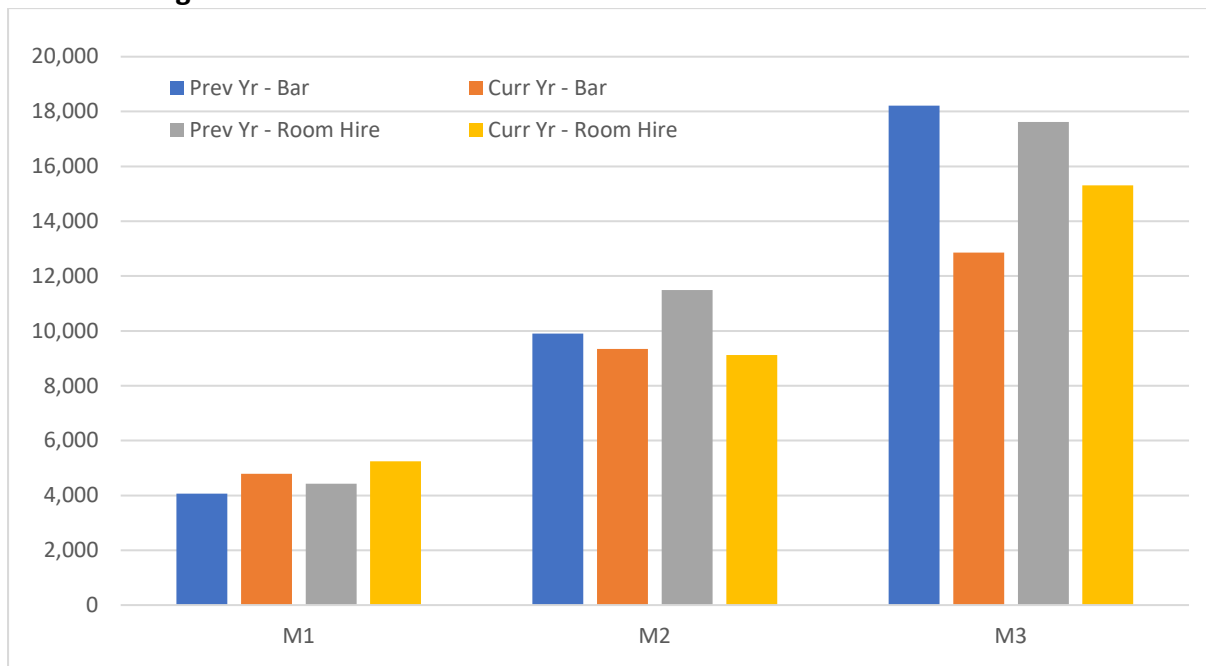
Charts 1 and 2 below show the Civic's performance compared with the previous year.

Chart 1. Alsager Civic – Cumulative Overall Income (excluding Banking Hub)



Income	M1	M2	M3
Prev Year	9,508	29,477	47,485
Curr Year	11,301	21,181	35,228

Chart 2. Alsager Civic – Cumulative Bar and Room Hire Income



Income	M1	M2	M3
Prev Yr - Bar	4,068	9,905	18,212
Curr Yr - Bar	4,792	9,343	12,857
Prev Yr - Room Hire	4,431	11,494	17,621
Curr Yr - Room Hire	5,242	9,119	15,305

4. Civic Usage

Q1 YTD occupancy averages were slightly lower than the prior year, as follows:

- Main Hall 35% (Previous year 36%) (average availability 12hrs/day)
- Meeting Room 24% (Previous year 27%) (average availability 12hrs/day)
- Bar 24% (Previous year 26%) (average availability 4hrs/day)

Chart 3 captures Q1 usage in 2026/27 and Chart 4 compares this with previous years.

Chart 3. Alsager Civic – Q1 Usage in 2026/27 (percentages)

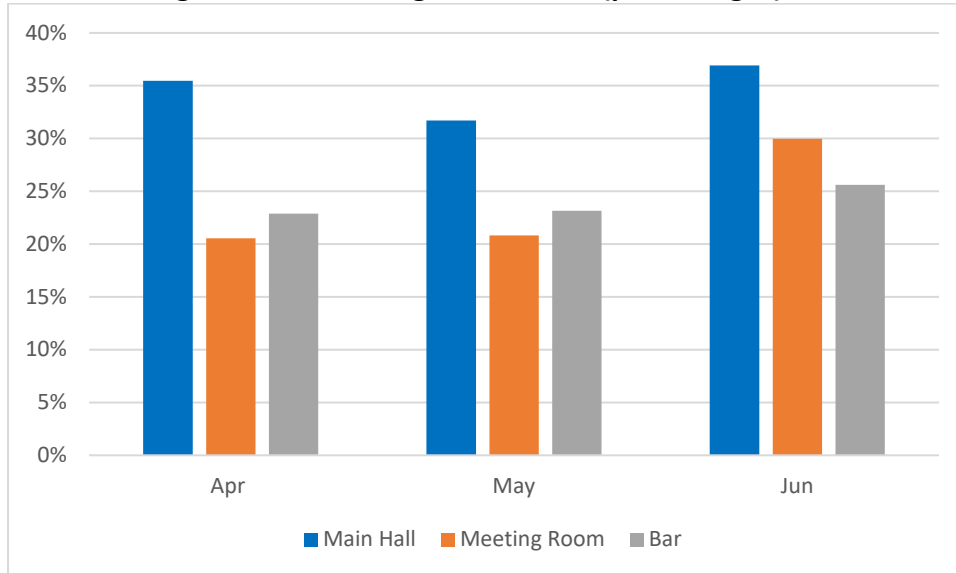
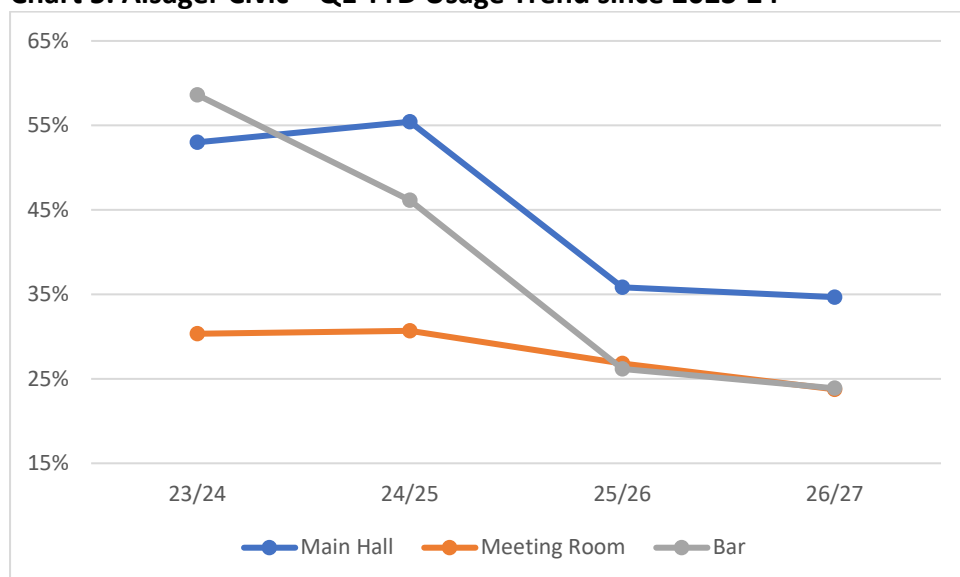


Chart 4. Alsager Civic – Usage in 2026/27 compared to prior years (percentages)

2026/27	Apr	May	Jun
Main Hall	35%	32%	37%
Meeting Room	21%	21%	30%
Bar	23%	23%	26%
2025/26	Apr	May	Jun
Main Hall	33%	39%	35%
Meeting Room	28%	30%	22%
Bar	15%	32%	31%
2024/25	Apr	May	Jun
Main Hall	59%	57%	51%
Meeting Room	27%	34%	31%
Bar	40%	41%	58%
2023/24	Apr	May	Jun
Main Hall	59%	48%	52%
Meeting Room	33%	28%	30%
Bar	55%	54%	67%

Chart 5. Alsager Civic – Q1 YTD Usage Trend since 2023-24



Q1 Occupancy	23/24	24/25	25/26	26/27
Main Hall	53%	55%	36%	35%
Meeting Room	30%	31%	27%	24%
Bar	59%	46%	26%	24%

Chart 6. Alsager Civic – FY2026/27 H1 Usage Forecast vs Prior Year

Although Q1 usage was lower than the prior year, future bookings look positive and the forecast for the first half of the year is for usage to be greater than the prior year.

2026/27	Apr	May	Jun	Jul	Aug	Sep	H1 Avg
Main Hall	35%	32%	37%	48%	39%	50%	40%
Meeting Room	21%	21%	30%	35%	27%	32%	28%
Bar	23%	23%	26%	52%	36%	35%	33%

Reports printed at 27.07.2026 so July to September are not yet finalised and subject to increase with further bookings.

2025/26	Apr	May	Jun	Jul	Aug	Sep	H1 Avg
Main Hall	33%	39%	35%	33%	33%	45%	37%
Meeting Room	28%	30%	22%	24%	30%	35%	28%
Bar	15%	32%	31%	23%	25%	19%	24%

5. Civic Events

Table 1 below shows the forecast finances for the Civic events in the year.

Overall, these events are forecast to be profitable, more than covering all the associated pay and non-pay costs (direct and indirect).

In a conscious effort to recover income from reduced community hire, and to maximise usage of the venue, more events are planned to be delivered than the budget proposed.

Table 1. Alsager Civic – Event finances (commercial and non-profit)

Civic Events	Outturn £	Budget £	Variance £
Income: Tickets	25,417	21,974	3,443
Income: Bar	26,750	24,399	2,351
Income: Catering	1,016	1,398	-382
Income: total	53,183	47,771	5,412
Expense: Staffing	-7,755	-8,163	408
Expense: Bar	-8,828	-8,052	-776
Expense: Catering	-568	-785	217
Expense: Other	-19,577	-17,113	-2,464
Expense: total	-36,728	-34,113	-2,615
Profit	16,455	13,658	2,797

6. Earmarked Reserves

Earmarked Reserve	Balance at 01/04/26	Transfers In	Forecast Expenditure	Forecast balance at 31/03/27	Comments
Energy Efficiency Scheme	£36,791	£0	-£8,315	£28,476	Approved by Council 17/03/2026
Civic R&M / equipment	£9,612	£0	-£9,570	£42	Approved by Council 17/03/2026
Civic extension/roof repairs	£100,000	£23,358	£0	£135,358	Approved by Council 17/03/2026, addition of £23,500 Precepted for in FY26/27, addition of £11,858 proposed from forecast budget savings on office accommodation costs in Town Council Admin
Market in the Town	£3,400	£0	-£3,400	£0	Approved by Council 24/02/2026
Public Toilets R&M	£1,000	£0	-£1,000	£0	To cover legionella inspections & replacement TMVs. Council to approved 19/05/2026
Civic training	£885	£0	-£885	£0	Approved by Council 17/03/2026

7. Resolution Required

1. That the report on Civic and Asset finances at the end of Quarter 1 (to June 2026) be received, including the summary of balances on earmarked reserves at year end that are applicable to this committee.
2. To recommend to Council that any budget savings on Town Council Administration office accommodation costs in the year are added to the earmarked reserve to finance the Civic extension.

Budget Monitoring Report: Alsager Civic

Period: Apr26 to Mar27

Date: 27/07/26

	Year to date				Y/end Projection				Prev Year	
	Actual	Budget	Reserves	Variance	Forecast	Budget	Reserves	Variance	YTD	Full Year
<u>Income</u>										
Bar Sales (excl Events)	12,857	18,041	0	-5,184	64,996	72,164	0	-7,168	18,212	63,451
Room Hire - commercial	6,920	8,750	0	-1,830	35,950	35,000	0	950	7,555	29,983
Room Hire - community	7,775	10,350	0	-2,575	36,296	41,400	0	-5,105	10,066	45,477
Market	1,587	1,050	0	537	5,130	4,201	0	929	1,287	5,591
Cafe	1,010	1,117	0	-107	4,261	4,469	0	-208	951	5,201
Events & other	5,307	12,348	0	-7,041	55,123	49,392	0	5,731	9,414	45,983
Total Income	35,456	51,657	0	-16,201	201,756	206,626	0	-4,870	47,485	195,686
<u>Direct Costs</u>										
Bar (excl Events)	-3,598	-5,954	0	2,356	-21,449	-23,814	0	2,365	-5,474	-20,391
Catering	-190	-670	0	480	-2,740	-2,681	0	-59	-704	-2,351
Events (incl staffing)	-5,117	-8,721	-73	3,677	-37,837	-34,884	-109	-2,843	-5,056	-29,108
Security	-938	-1,279	0	341	-5,767	-5,117	-650	0	-1,609	-4,663
Total Direct Non-staff Costs	-9,843	-16,624	-73	6,854	-67,792	-66,497	-759	-537	-12,843	-56,513
Gross Profit	25,613	35,032	-73	-9,346	133,964	140,130	-759	-5,407	34,642	139,173
<u>Indirect Costs</u>										
Staffing	-31,644	-41,885	0	10,241	-149,688	-167,538	0	17,850	-36,632	-151,737
Other staff related	-2,015	-615	0	-1,400	-3,866	-2,459	-885	-521	-1,951	-2,841
Supplies and services	-14,514	-11,421	0	-3,093	-48,448	-45,685	0	-2,763	-12,808	-36,284
Premise costs	-17,241	-11,473	-2,700	-3,068	-50,174	-45,891	-4,235	-48	-16,727	-51,522
Capital equipment	-1,056	-500	-892	336	-7,657	-2,000	-5,657	0	-14	-7,786
Capital maintenance	0	-23,500	23,500	0	0	-23,500	23,500	0	0	0
Capital developments	-1,315	0	-1,315	0	-8,315	0	-8,315	0	0	-3,209
Public Works Loan	-5,807	-7,260	0	1,453	-14,519	-14,519	0	0	-5,697	-14,409
Total Indirect Costs	-73,592	-96,653	18,593	4,468	-282,667	-301,592	4,407	14,518	-73,829	-267,788
Total Operating Deficit	-47,979	-61,620	18,520	-4,879	-148,703	-161,462	3,648	9,112	-39,187	-128,615
Banking Hub	5,550	0	0	5,550	12,950	0	0	12,950	5,550	22,200
From earmarked reserves	N/A	N/A	N/A	N/A	-3,648	N/A	N/A	N/A	590	0
Deficit after Banking Hub income	-42,429	-61,620	18,520	671	-139,401	-161,462	3,648	22,062	-33,047	-106,415

Budget Monitoring Report: Services**Period: Apr26 to Mar27****Date: 27/07/26**

	Year to date			
	Actual	Budget	Reserves	Variance
<u>Public Toilets</u>				
Toilets: Cleaning	-1,423	-2,130	0	707
Toilets: Repairs, maintenance and equipment	-152	-1,243	0	1,091
Toilets: Electricity and water	-419	-538	0	119
Toilets: Other costs	-1,091	-426	-384	-281
Toilets: Capital developments	0	0	0	0
Total Net Expense - Public Toilets	-3,085	-4,337	-384	1,636
<u>Allotments</u>				
Allotments: Income	4,013	4,014	0	-1
Allotments: Capital developments	0	-625	0	625
Allotments: Repairs and other costs	-249	-256	0	7
Total Net Expense - Allotments	3,764	3,132	0	632
Totals for Alsager Town Council Services	679	-1,205	-384	2,268

Y/end Projection			
Forecast	Budget	Reserves	Variance
-8,520	-8,520	0	0
-4,971	-4,973	0	2
-2,397	-2,152	0	-246
-2,704	-1,703	-1,000	-1
0	0	0	0
-18,592	-17,347	-1,000	-244
4,014	4,014	0	0
-2,500	-2,500	0	0
-6,326	-1,026	-2,500	-2,800
-4,812	488	-2,500	-2,800
-23,404	-16,860	-3,500	-3,044

Prev Year	
YTD	Full Year
-671	-8,349
-380	-2,914
-400	-2,184
-1,217	-2,567
0	0
-2,668	-16,014
3,879	3,879
0	-2,500
0	-3,306
3,879	-1,927
1,211	-17,941

ALSAGER TOWN COUNCIL

Report to: Civic and Assets Committee

Meeting date: 4 August 2026

Agenda item: 7

Prepared by: Town Clerk

Subject: Civic Extension to accommodate Town Council Staff

Purpose of the Report

An update following the minute reference;

TC26/13 Civic and Assets Committee

The Mayor made reference to the Minutes of the Civic and Assets Committee Meeting held on **14 April 2026**, and it was:-

Resolved: That, the Minutes of the Civic and Assets Committee Meeting held on 14 April 2026, be received and noted and the following recommendations be approved:

ACA25/92 Town Council Offices and Lease

Resolved:

- a) That, it was recommended to Full Council that the Civic would be extended to the indicative plans drawn by the preferred architect to accommodate the working of the Town Council staff.
- b) That, it was recommended to Full Council that £10,000 was allocated for the fees incurred by the architect including planning application fees from the Earmarked Reserve for staff costs for projects and the Town Clerk be granted delegated to spend up to the £10,000.
- c) That, it was recommended to Full Council that the process of the application of a Public Works Loan would commence for the financing of the extension.

Background Information

The architect has completed the plans (Appendix 1) and due to new rulings on the Biodiversity Net Gain over applications over 25 square metres the application will be submitted on 1 August as the guidelines change.

The Council needs to be aware of the following :

The architect is in 3 payments at £6,360 for ;

- i) The planning application
- ii) The building regulations
- iii) The Procurement of the works

Total - £19,080

The Planning Application submission will be £710 plus VAT.

The OS map is £250.

The Health & Safety audit is £1,800.

A fee of £1,650.00 + VAT for the services below . This allows the necessary client details and formally open the project on the system.

Structural drawings and calculations in accordance with the relevant British Standards and Eurocodes, all to the satisfaction of Building Control. Our proposal allows for the following scope of services:

- a) Foundations – Design of foundations based upon assumed bearing conditions and conventional foundation solutions.
- b) Structural steelwork – Design of any beams, columns and associated supporting members required in connection with the proposed extension and structural alterations.
- c) Masonry – Design checks to masonry elements, beam bearings and padstones where required.
- d) Structural timber – Design and checking of timber members where required as part of the extension works.
- e) Existing structure checks – Localised checks to existing structural elements where influenced by the proposed works.
- f) Designer's risk assessment.

Total - £23,490 plus contingency

We have an EMR for this fee of £26,500.

The actual extension is costed high level at £212,000 plus VAT as in Appendix 1.

There was an initial quote to complete the roof repairs and solar at £186,000 which was dismissed.

The confidence on the longevity of the pitched roof is medium so we have been advised to add a metal roof to sustain 70 solar panels this cost will be £70,000 plus VAT. Please refer back to structural roof report as it states 3/5 years and we need it to be longer cover and makes it more fire proof and its insulated.

We are all aware that the Civic flat roof is not in good order and we have identified the red spots and added this to the works (the boiler room and the flat roof to the left hand side of the building) Appendix 2.

We need to note not all of the recommendations on the flat roof will be addressed and we need to save to repair and maintain the amber regions.

The architect also advises to await for batteries at this stage as he feels we will utilise all solar used by the panels.

The fees we predict are therefore as follows;

Fees:

Extension - £212,000 plus VAT (recoverable subject to advice)

Flat roof repairs left hand side - £8,000

Solar panels with metal roof - £70,000 plus VAT = £84,000

Contingency - £10,600 (5%)

Total Fees £314,600

Monies Held

£100,00 in an EMR from budget setting for Civic roof

£23,500 precept increase

£15,000 in capital reserves

£12,000 savings from TC Lease

£25,000 Cil monies (to be approved)

£26,500 Decarbonisation saving (some monies used for LED lights)

Total Monies Held £202,000

Shortfall £112,600

Please note we have a PWL from 2017 -2037 with an outstanding balance of **£147,230.07**.

We pay £14,600 per annum.

The Committee needs to recognise if they wish to borrow monies over a long period or a short period as we will be saving £30,000 per annum from cost savings to the lease of 3 Lawton Road.

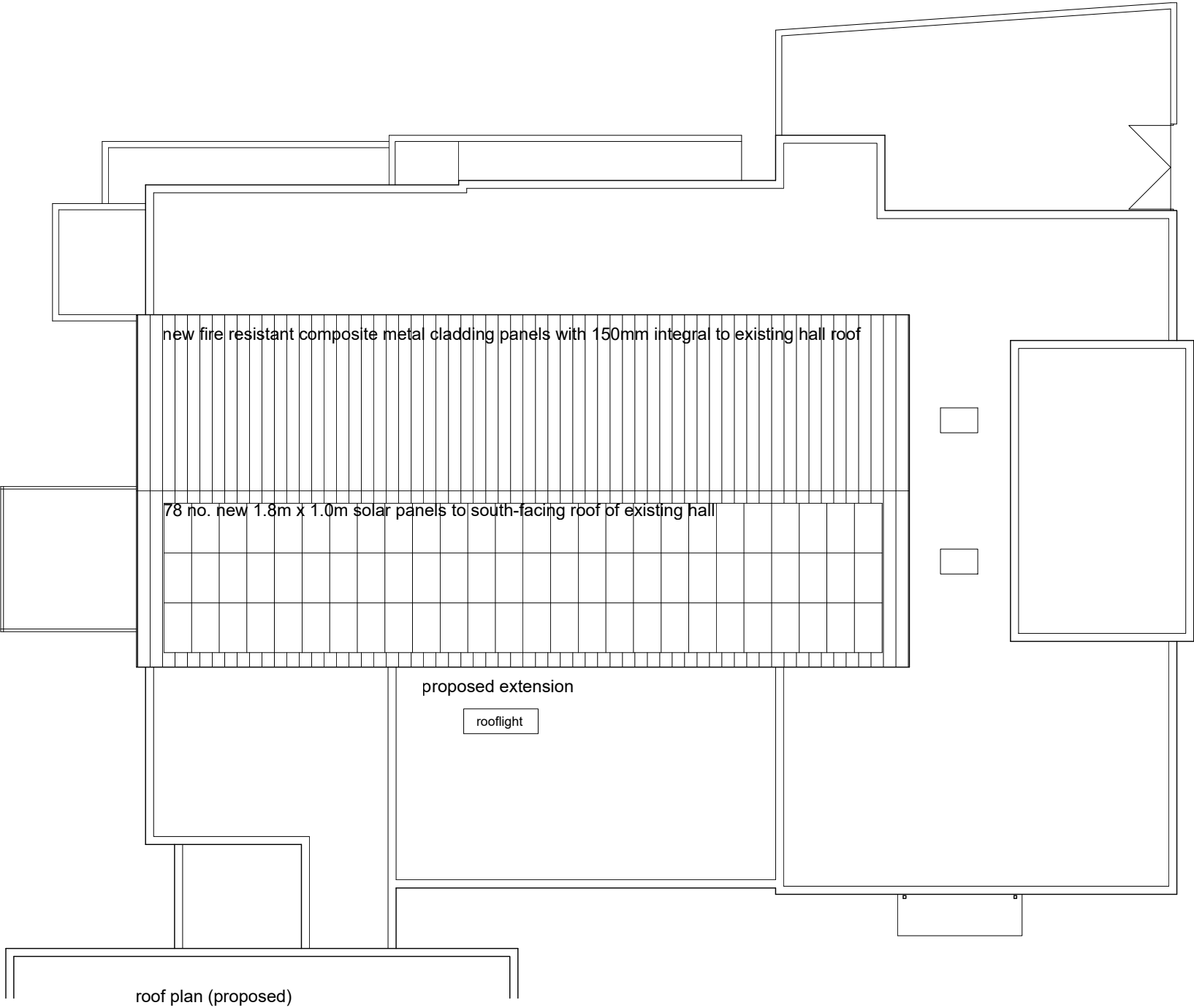
Recommendation

The Committee needs to scrutinise the financial obligations above and make the following recommendations to Full Council ;

- a) To agree to pursue the extension with the financial commitments as drafted above.
- b) To release the ear marked reserve of £26,500 to be delegated to the Town Clerk to gain the approvals of -:
 - i. The architect fees
 - ii. The planning application
 - iii. Quantity Surveyor
 - iv. Health & Safety Audit
 - v. Building Regulations
- c) To instruct specialist VAT advice due to the complications of recoverable VAT.
- d) To agree to investigate Public Work Loan for circa £120,000 / and/ or another value determined by the Committee over a set period of time.

Resolution Requested

As above following the debate.



rev	description	date
-----	-------------	------

drawing	revision
1332 12	-

client	alsager town council
--------	----------------------

project	extension/alterations
---------	-----------------------

location	alsager civic 3 lawton road alsager stoke-on-trent ST7 2AE
----------	--

title	proposed roof plan
-------	--------------------

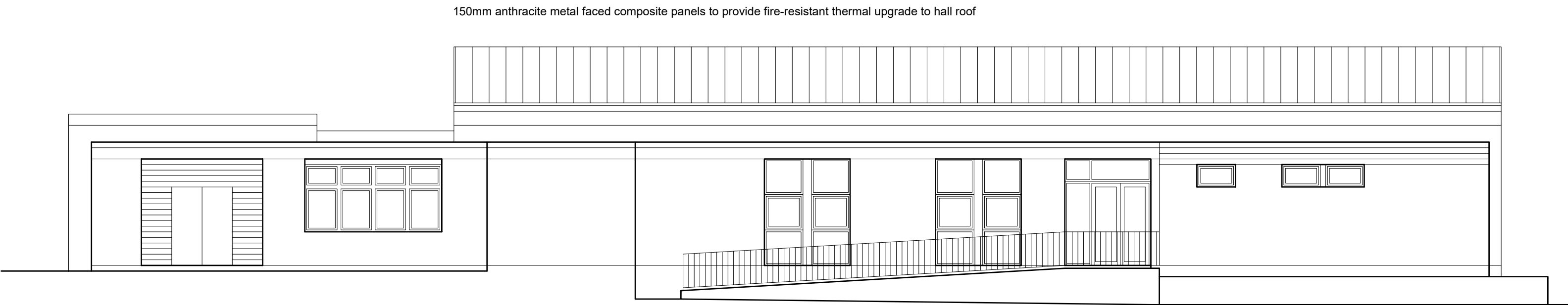
issue	planning
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scale	1:200 @ A3
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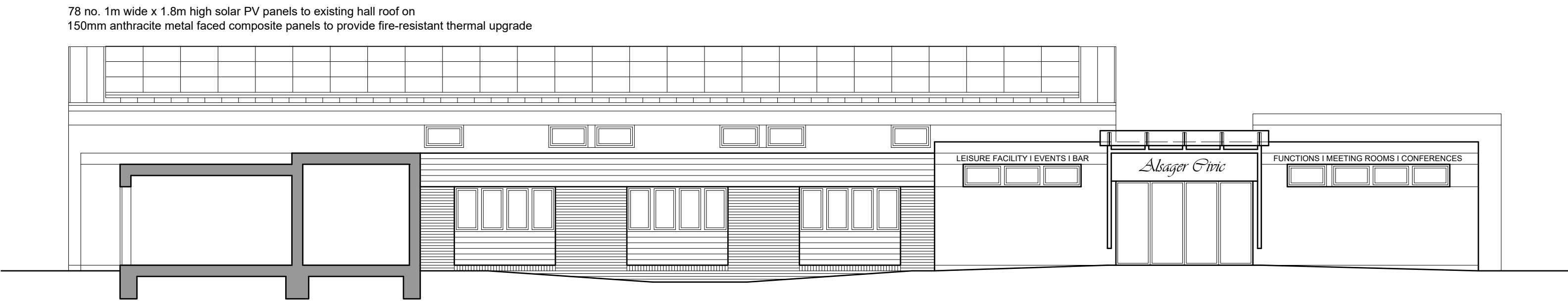
drawn by	checked by	date
djw	is	25.06.26

TarpeyWoodfineArchitects

All Dimensions & Levels to be checked and verified by the contractor prior to works commencing. Responsibility is not accepted for errors made by others in scaling from this drawing. All construction information should be taken from figured dimensions only. Any errors to be reported to the Architect immediately. The copyright of this drawing and design is vested in the Architect and must not be copied or reproduced without written consent.

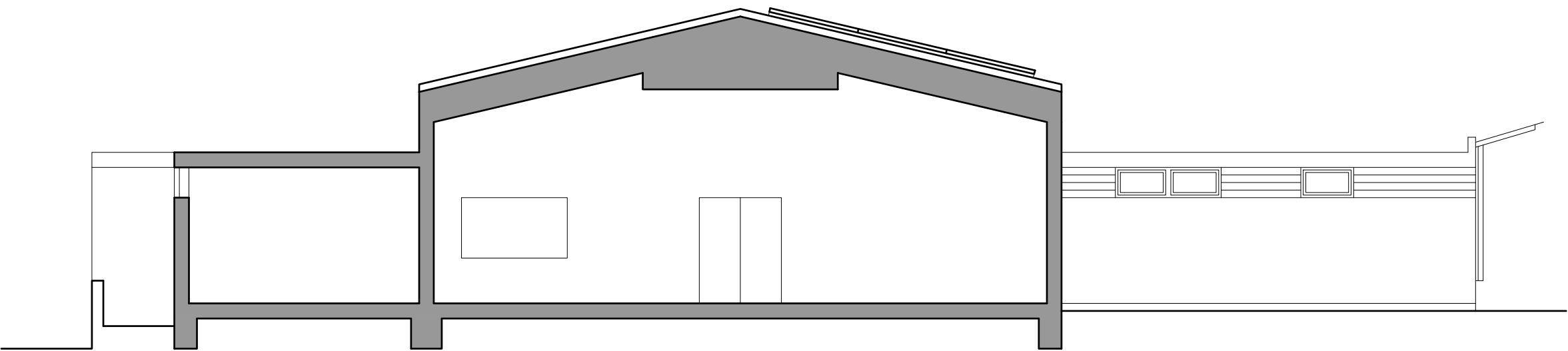


north elevation to car park (existing)

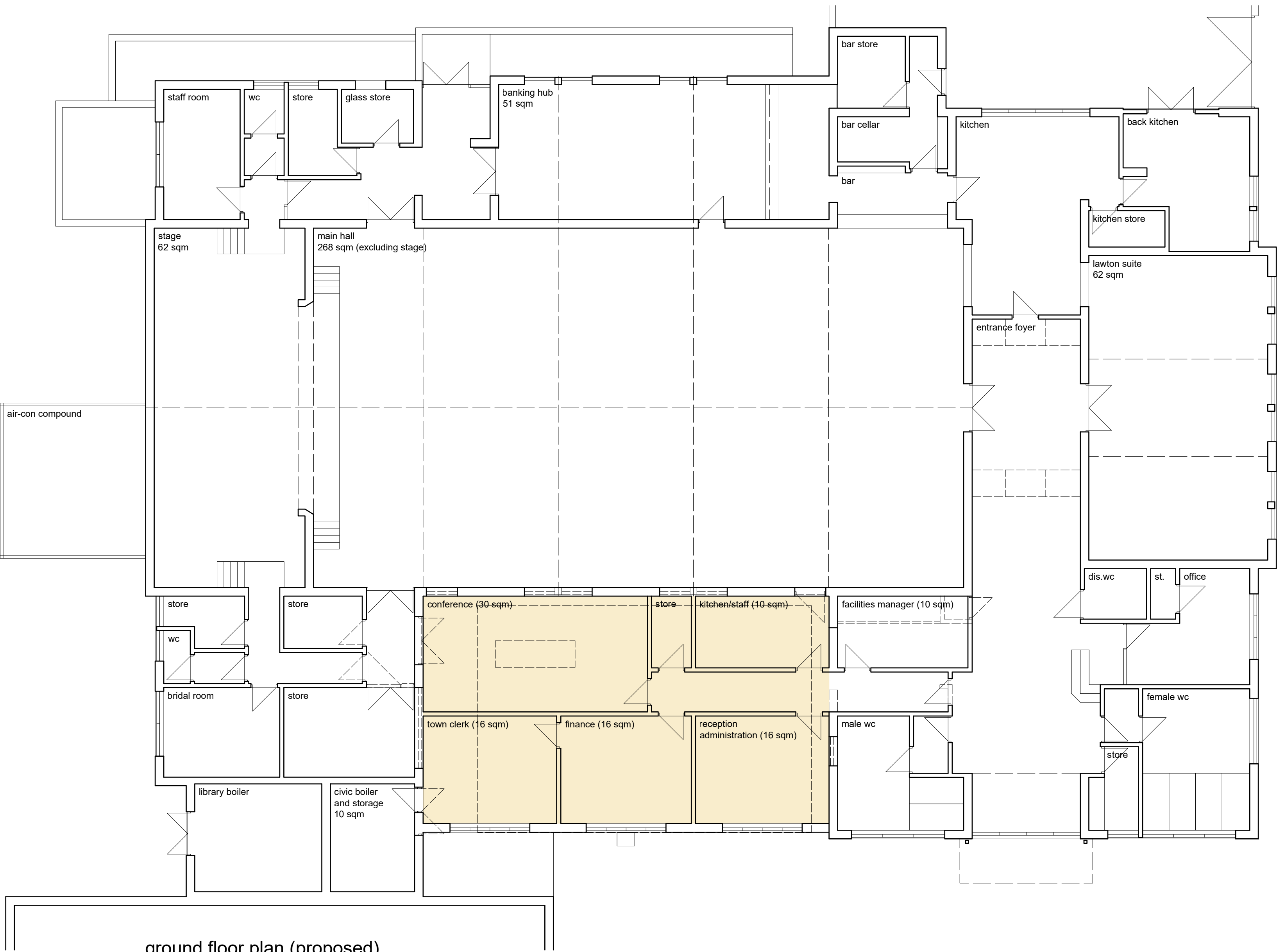


south elevation / section through boiler room (proposed)

new office infill extension, brickwork piers, anthracite aluminium windows, cedar boarding to fascia and below fenestration.



transverse section through hall (proposed)



ground floor plan (proposed)

rev description date

drawing revision

1332 11

client
alsager town council

project
extensions/alterations

location
alsager civic
3 lawton road
alsager
stoke on trent
ST7 2AE

title
proposed ground floor plan,
elevations and section

issue
planning

scale
1:100 @ A1

drawn by
djw

checked by
is

date
16.03.26

TarpeyWoodfineArchitects

The Keele Centre, Three Mile Lane, Keele,
Newcastle - under - Lyme, Staffordshire ST5 5HH
tel: 01782 632 680 email: info@tarpey-woodfine.com



IKO CONDITION SURVEY REPORT –

Alsager Civic Centre, Thomas Purcell / Sep 2025



Site conducted

Description of the roof/area:

IKO were asked to provide a condition survey of the roof and areas listed within this IKO Survey report and to provide a summary of these observations that would enable IKO to formulate a waterproofing specification to the end user.

This IKO condition survey must be read in conjunction with an IKO specification document that would be created for the specific requirements defined within this condition survey.

A summary of the areas that will form part of the IKO Specification document are identified below and should be validated by any persons using this report and any associated IKO Specification document that it fully meets the requirement of the main contract documents of the client or building owner representative.

Project Name

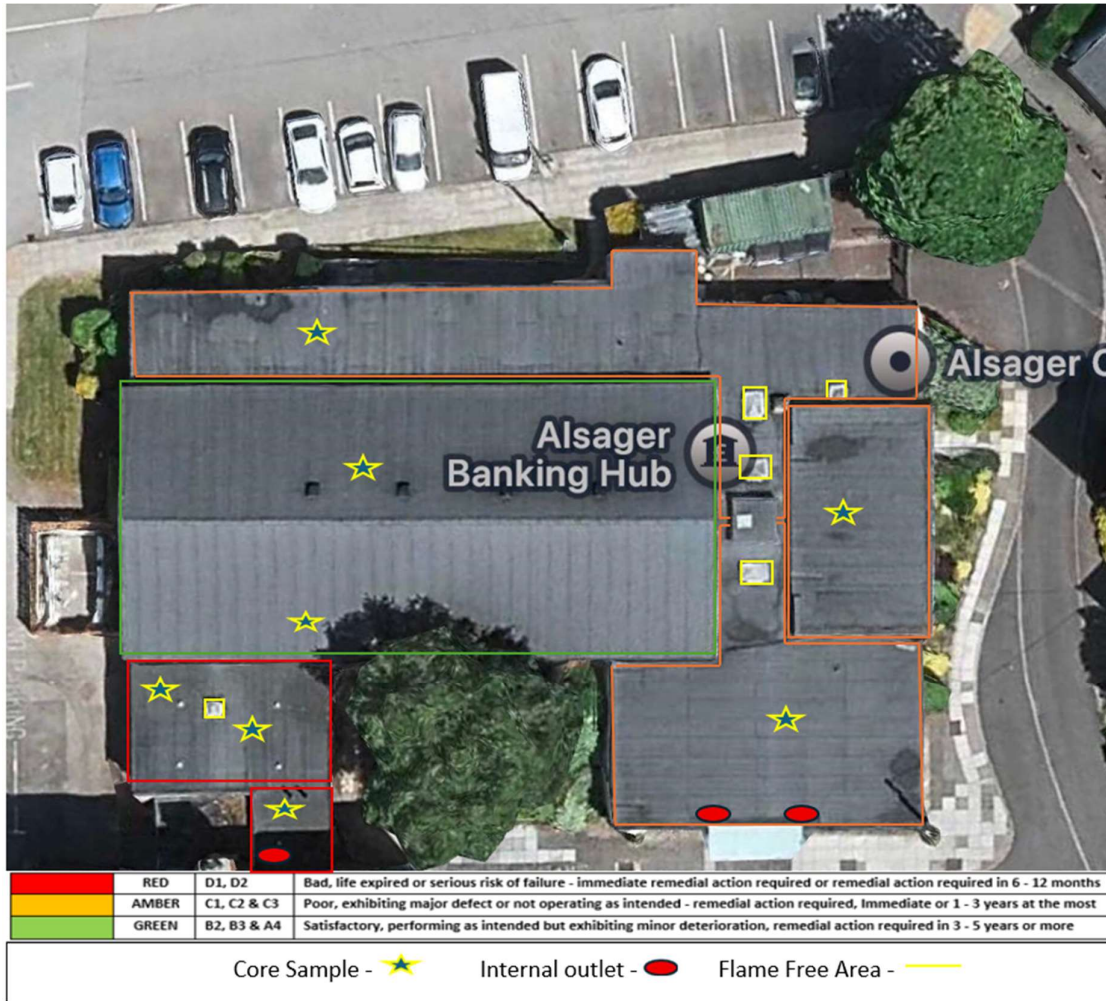
Alsager Civic Centre

Project Address	Alsager Library, Sandbach Road North Stoke-On-Trent England ST7 2QH United Kingdom (53.09643018722722, - 2.3046676893874327)	
Conducted on	25.09.2025 07:54 UTC	
Prepared by	Thomas Purcell	
Contact Details	Thomas Purcell - mob - 07825 036773	
Weather Conditions	Dry	
Specifier Company details		
Alsager Town Facilities Management		
Specifier contact name and contact		
Sam Wakefield		
Client Brief		
Client has requested site survey an to evaluate and produce a condition report for the flat roof areas concerned, together with specification proposals for upgrading the thermal performance and renewing the waterproofing system. While appraising existing waterproofing to the identified areas in order to determine existing defects and remedial solutions.		

INSPECTION OVERVIEW

Any appointed roofing contractor must undertake their own survey to validate these findings and any discrepancies must be raised prior to undertaking works. IKO will not be held liable for any discrepancies once the works have started.

Site Roof Plan



Has an RAAC (Reinforced Aerated Autoclave Concrete) structural deck survey been undertaken to any roof areas? (state if RAAC is present on any defined roof area or NOT) ask who did the survey.

No RAAC has been identified or confirmed by the client

Has an asbestos survey been carried out on any part of the roof construction?

Internal inspections

No water marks , recently decorated.

Roof area(s) overview & Primary defects affecting the waterproofing and associated detailing.
Alsager Civic Centre , Alsager

Condition & Priority Classification

Based on site attendance, it is possible to organise and determine the existing roof coverings in terms of their condition and priority in line with the ESFA Condition and Data Collection guidance from official government sources as below.

Condition Grade		Priority Grade	
A	Good – Performing as intended.	4	More than 5 years before remedial action required (default priority for Condition Grade A).
B	Satisfactory – Performing as intended, but exhibiting minor deterioration.	3	Remedial action required within 3-5 years .
C	Poor – Exhibiting major defects and/or not operating as intended.	2	Remedial action required within 1-2 years .
D	Bad – Life expired and/or serious risk of imminent failure.	1	Immediate remedial action or replacement required (default priority for Condition Grade D).
X	Supplementary grading assigned in addition to 'B' and 'C' to indicate where repair is impossible and complete replacement will be required.		

Roof Area 3 – A4 Classification (5 Years or More Life Expectancy)

Roof Area 3 has been recovered in the last 10 years , shows a good standard of workmanship , solid bleed of bitumen throughout main field areas , flashing detail done independently, all details installed in line with codes of practice. With 140mm insulation in the build this roof area will more than likely perform as required in excess of 20 years.

Roof Areas 4 , 5 & 6 – C2 Classification (1-3 Years Life Expectancy)

These roof areas of showing all the same positive examples of workmanship shown on roof area 3 and were also recovered in the last 10 years. Although there are details on these roof areas that do not comply with codes of practice. Photos 31- 36 shown below show a termination bar being chased into the brick work . This detail is viewed as lazy an incompetent in the industry due to it not being able to chase fully into the brickwork ideally by at least 25mm. as well as being mastic sealant the common way to seal this detail. Meaning the detail commonly on lasts as long as the sealant. This is likely to wear away over short period of time. As well as the termination bar being fixed through the waterproofing system , leaving a potential for water ingress as there is no way of sealing or keeping this fixing watertight. It is advised that this detail is removed chased correctly into the brick work immediately and sealed with mortar.

Wet/ saturated reading where also taking from these roof areas underneath the asphalt layer. This means no due diligence has taken place when these roof areas were overlaid. A core sample would have shown that this areas was unsuitable for another roof system to be installed over the top. Roof

area 6 also showed insulation that was once wet but had dried out. Due to these roof areas have a concrete structural deck, this will prevent water making its way to the internals of this property for the time being. Although over the coming years the embedded moisture will accelerate the life span as the moisture has no wear to and could also potentially damage the roof structure if not recovered.

Roof Area 1 & 2 – D2 classification (6-18 Months Life Expectancy)

Roof area one is not of the same age and condition of all the other roof areas. As this area was not recovered when the rest where. The roof area look in access of 15 years old, shows poor standard repairs all around and non-compliant details. This roof is also holding a awful lot of water due to no obvious falls with the structure or insulation layer. Roof area 2 is was also recovered in the last 10 years – at the same time of roof areas, 3, 4, 5 & 6. This roof area also showed a wet core sample but will more than likely start having water ingress issues in this location sooner rather than later as the roof structure is timber and water will bypass this structure at lot easier than concrete. Again potentially damaged the structure.

Primary defects. Alsager Civic Centre, Alsager – All roof areas

- Large amounts of standing water on roof area 1. Insufficient falls.
- Widespread poor repairs on roof area 1.
- Poor standard detailing along brick wall upstands on roof areas 2, 4, 5 & 6
- Termination bar not chased sufficiently and sealed with mastic.
- Termination bar fixing penetrating system
- Large amount of vegetation and tidal mark on roof area 4 – water no draining efficiently due to falls or obstruction.
- Embedded moisture below asphalt layer on roof areas 4,5 & 6
- Wet reading shown on roof area 1 & 2.



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6

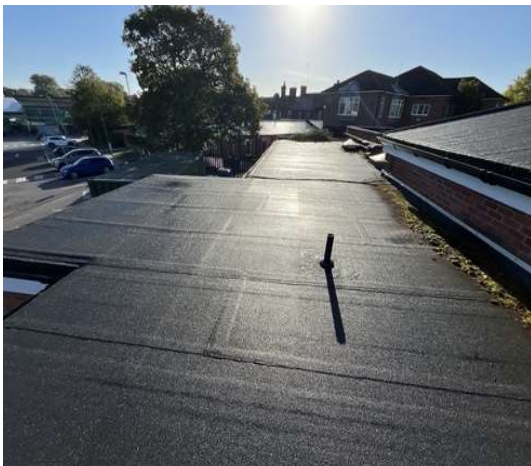


Photo 7



Photo 8



Photo 9



Photo 10



Photo 11



Photo 12



Photo 31



Photo 33

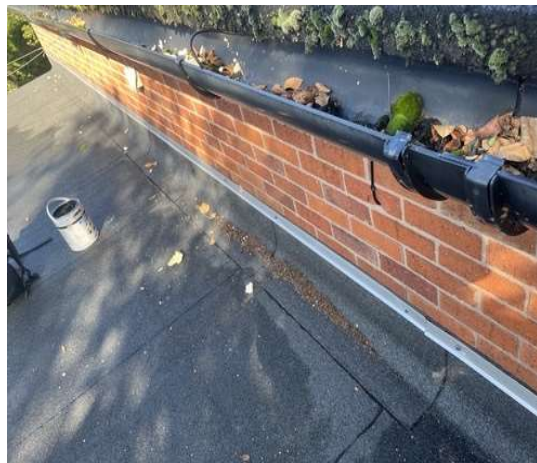


Photo 35



Photo 37



Photo 38

ROOF CONDITION OBSERVATIONS

ROOF CONDITION OBSERVATIONS 1

The below provides a summary of the current condition of the existing areas surveyed and is based upon the information taken at time of survey and should be used for guidance purposes only.

Access	Surveyors ladder
Area Reference (roof area name)	All Roof Areas
Building use	Leisure
Construction type	Roof
Roof Height (m) - Approx	5
Size (m2)	1100M2
Core samples taken	Yes

During this inspection survey IKO have undertaken a series of core samples on each roof area as detailed within this report to ascertain the existing roof build up. In consideration of the need to maintain waterproofing integrity sampling was kept to a minimum and IKO cannot accept liability for any areas not tested. The roofing contractor must undertake their own core samples and survey to validate these observations and IKO should be notified of any variation prior to undertaking the works

CORE SAMPLE

CORE SAMPLE 1

Build up description

Roof Area 1

Concrete deck , foil vapour control layer , 30mm bur insulation, multiple layers of bitumen membrane.



Photo 13



Photo 14

Condition of core sample

Wet - not satisfactory

CORE SAMPLE 2

Build up description

Roof Area 2 – Core Sample 1

Timber deck , foil vapour control layer . Tapered insulation 130mm high point. 2, two layers of bitumen membrane.



Photo 15



Photo 16

Condition of core sample

Dry - satisfactory

CORE SAMPLE 3

Build up description

Roof Area 2 – Core Sample 2

Timber deck , foil vapour control layer . Tapered insulation 100mm low point. 2, two layers of bitumen membrane.



Photo 17



Photo 18

Condition of core sample

Saturated - to be removed

CORE SAMPLE 4

Build up description

Roof Area 3 – Core sample 1

Timber deck , polyurethane vapour control layer , 140mm BUR insulation, 2 layers bitumen membrane.



Photo 19



Photo 20

Condition of core sample

Dry - satisfactory

CORE SAMPLE 5

Build up description

Roof Area 3 – Core sample 2

Timber deck , polyurethane vapour control layer , 140mm BUR insulation, 2 layers bitumen membrane.



Photo 21



Photo 22

Condition of core sample

Dry - satisfactory

CORE SAMPLE 6

Build up description

Roof Area 4

Concrete deck , asphalt , foil vapour control layer, tapered insulation 150mm 2 layers of bitumen membrane.



Photo 23



Photo 24

Condition of core sample

Roof failed - Strip up

CORE SAMPLE 7

Build up description

Roof Area 5

Concrete deck , asphalt , foil vapour control layer, tapered insulation 150mm 2 layers of bitumen membrane



Photo 25



Photo 26

Condition of core sample

Roof failed - Strip up

CORE SAMPLE 8

Build up description

Roof Area 6

Concrete deck , asphalt , foil vapour control layer, tapered insulation 150mm 2 layers of bitumen membrane



Photo 27



Photo 28



Photo 29



Photo 30

Condition of core sample		Wet – Not satisfactory
Roof void		Not applicable or not determined
Existing Deck		
	Timber panel >18mm thick	Concrete
Existing Insulation Type		PIR/PUR
Existing insulation thickness (mm)		
Tapered insulation scheme on roof areas 2,4 5 & 6.		
140mm flat board on roof area 3		
30mm BUR on roof area 1		
In accordance with BS6229:2018, Building regulations and Energy Conservation Standards for England and Wales roofs should be “designed and constructed so that thermal transmittance does not exceed 0.35W/m2K at any point.” The thermal performance of the existing roof build-up is poor and falls below the above standards on Roof Area 1.		
Existing Waterproofing		Bitumen membrane
Mode of failure		
Reported leaks	Upgrade	Aged
Roof pitch		
		1 in 80
Drainage		
	Internal RWO	External drainage
Internal rainwater outlets		Rainwater Outlet to be removed and replaced with IKO rainwater outlets

Falls

Satisfactory - tapered insulation



Photo 39



Photo 40

Enhanced falls requirements

Falls created by tapered insulation scheme

Roof area's 2, 4, 5 and 6, falls are currently being provided via tapered insulation schemes. These areas will need to be replaced with a tapered insulation scheme should the roof areas be recovered in light of issues with water ingress into the waterproofing system.

Roof area 3 is a pitched roof area so have fall built into the structure of the roof.

Large amounts of standing water where observed on roof area 1, when recovered this issue will need to be rectified with a tapered insulation scheme aiding efficient water dispersal to the one internal outlet on the roof (see marked roof plan).

Flame free zones

Have been identified - Alert

All internal and external perimeters will need to be treated as flame free zones due to the cladded upstands and boxed out timber plywood boxed out parapets . unless these are removed and replaced on recovery. Please see mapped roof plan for other highlighted areas.

ASSOCIATED WATERPROOFING DETAILS

Parapets

Sufficient



Photo 41



Photo 42

Parapet finish

Overboard box out existing

Upstand heights should be noted

Upstands (structure)

Brick/block - solid wall

Brick/block - Cavity wall

Upstands (requirements)

Sufficient

To be raised

Upstand heights are sufficient on all roof areas given they have compliment thickness insulation. Roof area one upstand heights will need to be raised at the time of recovery to a minimum height of 150mm.

Door and access Thresholds

Not Applicable

Windows Cills

Not Applicable

Cavity Trays / DPC's

Not required

Cover flashings

Install new



Photo 43



Photo 44

Overflows through upstand walls to plant rooms	None visible or witnessed
Rooflights - type	Polycarbonate
Rooflight renewal	Rooflights to be removed and replaced

Age deteriorated , and fragile rooflights present. The upstand and details to kerbs are week and have had repairs carried out on several rooflights. At the time of roof recovery, it is recommended that all rooflights including upstand and details are stripped and replaced with new triple skin units or removed with areas to be boarded over and encapsulated within the waterproofing system. Items currently sit with an upstand of at least 150mm complying with current Codes of Practice BS 8217: 2005 measurement taken from finished waterproofing surface. Roof lights will need to be removed temporarily while kerb's built up to reflect a minimum measurement of 150mm ,increased build-up of thermal upgrade considered.

Rooflights approximately measured at time of visit to be the below sizes, contractor must double check measures as there is no liability for discrepancies.

900mm x 1400mm x 3
790mm2 x 1



Photo 45



Photo 46



Photo 47



Photo 48

Vertical cladding and glazing

Upvc/Plastic Cladding

Vertical Cladding and glazing

Sufficient heights



Photo 49



Photo 50

Perimeter edge detailing

	Perimeter check kerb (timber)	Perimeter check kerb (structural)
Perimeter edge finish		GRP edge trim
External fascia / cladding		Not Applicable
Edge protection		None
Pitched roof abutment and overhanging eaves		Not applicable
Roof finishes		Mineral

Rainwater disposal and outlets

	Internal Rainwater outlets	Drains onto adjacent roof
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Outlet opening size

sufficient for IKO Refurbishment outlet



Photo 51

Photo 52

Plant (in-situ)

Not applicable

Plant (free standing)

Not applicable

Pipes

Cold/Vent pipe

Hot Pipe



Photo 53



Photo 54

Expansion joints/kerbs

Not applicable

Cables / Services

Not applicable

Adjoining property

Not applicable

Aerial / masts

Not applicable

Lightning Protection

Not applicable

SUMMARY OF PROPOSALS

SUMMARY OF OUTLINE PROPOSALS

Roof Areas 1 , 2 , 4 , 5 & 6. To be stripped back to structural deck resolving any issues with condensation or water ingress. New 3 layer 25 year ultra prevent system with tapered insulation scheme to be installed on a material , workmanship and design agreement.

SYSTEM PROPOSAL		
BUILD UP		
BUILD UP 1		
Roof Area		All roof Areas
Construction Type	Roof	
Build Up	Warm	
Preparation	Strip to deck	
Deck/substrate see mapped roof plan		
Other associated works		
Primer	IKOpro Sprayfast MPP	
AVCL	Ultra SA Vapour control layer	
Insulation Type	Enertherm Gold	
Required U Value (w/m2K)	0.18	
Insulation application	IKOpro Sprayfast IBA	
Insulation Preparation	Prime with IKOpro Sprayfast MPP	
Flat/Tapered	Tapered System	
Scheme Number	TBC	
Revision		
Waterproofing System	Ultra Prevent 25	
Detailing		
	Hybrid	SA (Ultra Stick)
Surfacing	N/A	
Outlets	IKO Refurb RWO	
Type	1.6mm Aluminium	
Rooflights		
	New IKO Superlight	Remove and replace with new rooflight

IKO Rooflight units		IKO Superlight - Polycarbonate unit
IKO Rooflight units		IKO Superlight - Polycarbonate unit
Ancillaries		
IKO Standard Refurbishment RWOs (linked)	IKOtrim - GRP edge trim	IKOflash
		IKO Soil vent pipe cover units
Other associated works (eg paving PV panels)		
Early planning stages for PV Panels		
Guarantee proposal		25 Year MW - Materials and workmanship

STANDARD DETAILS DRAWING REQUEST

A - Parapet Details

A1: Parapet with Concrete Coping	A3: Parapet with GRP edge trim	A9: Parapet - encapsulated (boxed out)
		A7: Parapet with Proprietary Capping

B - Upstand and Skirting Details

B1: Upstand with cover flashing	B5: Upstand to sill and threshold	B10: Upstand to cladding
	B14: Skirting to Rooflight proprietary kerb	B16: Skirting to Builder kerb

C - Check kerbs

	C4: Check kerb - masonry kerb with GRP edge trim	C3: Check kerb - timber kerb with GRP edge trim
--	--	---

D - Rainwater Outlets

	D3: Internal rainwater outlet - Refurbishment SBS flange	D7: Internal rainwater outlet - Drainage channel
--	--	--

E - Drip edges

E1: Drip to external gutter	E2: Drip edge	E3: Drip to external gutter with drainer board
-----------------------------	---------------	--

F - Pipe and cable penetrations

F1: Pipe penetration - Hot pipe with proprietary sleeve	F3: Pipe penetration - IKO vent pipe covers	F2: Pipe penetration - cold pipe with lead sleeve
---	---	---

G - Steps/ridges and internal gutters

G1: Change in level	G2: Step	G5: Internal gutter - within the deck
		G4: Internal gutter - within the insulation

H - Plinths

J - Expansion kerbs

J2: Expansion kerb - builders kerb

K - Drainage Chute

K1: Drainage Chute

L - Roof edges

L2: Pitched roof abutment - abutment under eaves

Special details - please attach sketch proposal

Media summary



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7



Photo 8



Photo 9



Photo 10



Photo 11



Photo 12



Photo 13



Photo 14



Photo 15



Photo 16



Photo 17



Photo 18



Photo 19



Photo 20



Photo 21



Photo 22



Photo 23



Photo 24



Photo 25



Photo 26



Photo 27



Photo 28



Photo 29



Photo 30



Photo 31



Photo 32



Photo 33



Photo 34



Photo 35

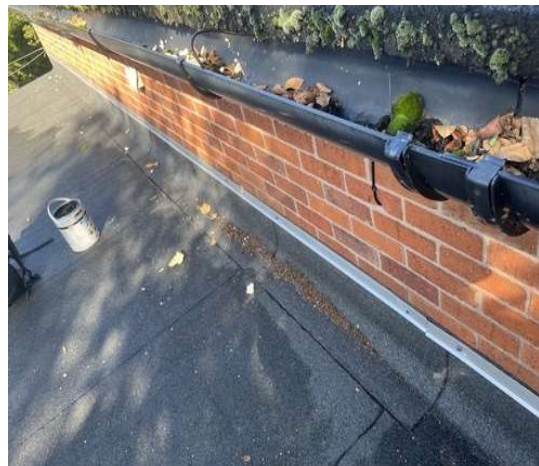


Photo 36



Photo 37



Photo 38



Photo 39



Photo 40



Photo 41



Photo 42



Photo 43



Photo 44



Photo 45



Photo 46



Photo 47



Photo 48



Photo 49



Photo 50



Photo 51



Photo 52



Photo 53



Photo 54

ALSAGER TOWN COUNCIL

Report to: Civic and Assets Committee

Meeting date: 4 August 2026

Agenda item: 8

Prepared by: Town Clerk

Subject: Market and Café Fees and Charges

Purpose of the Report

To make recommendations as proposed by the Civic Development Working Group to the market fees due to the financial loss.

Background Information

Overall the market has an overall deficit forecast of £7,925 per annum. Appendix 1.

We have worked on only one stall outside and an indoor market stall number of 12 once a month and 8 on the other weeks.

The Town Clerk has met with the larger stalls and they are prepared to increase their pitch fees as they feel the current Alsager Market offer is very good for their businesses.

The café employs a General Assistant each Wednesday and despite the change of offer only takes between £30 - £50. The cost of employment.

One stall holder has made an approach that they would be willing to hire the kitchen to operate a café on the same basis.

Recommendation

The Committee change the fees charges to the following :-

- a) Stall holders inside to be charged £25 per stall
- b) the Stall holders outside to be charged £20
- c) the Craft Stalls to be charged £10
- d) the café closes

All recommendations to be from 7 September 2026

Resolution Requested

As above

Civic Wednesday Market Income Analysis

Notes

Indoor Market Stall Income at £8.00 per stall = £6.67net of VAT

Outside pitch £8 per stall exempt of VAT only including regular Fish Stall hirer.

Based on 50 weeks income

Does not include indoor carboot stalls and Xmas Market stalls income

Indoor Wednesdays Stalls

Wednesday Market	FY26/27 forecast
Wednesday Indoor Stalls	£3,068
Staff Costs - Market stalls	-£7,262
Wednesday Market Deficit Forecast	-£4,194

Number of Indoor stalls forecast for year	440
Market stall price to cover staff costs net of VAT	£16.50
Market stall price to cover staff costs including VAT	£19.80
Proposed Indoor Market stall charge including VAT	£20.00

Outside Wednesday Fish Stall

Wednesday Outside Fish Stall for 50 weeks	£400
Business Rates for outside market stalls	-£706
Wednesday Outside Fish stall deficit forecast	-£306
Market stall price to recover business rates	-£14.12
Proposed Outdoor Market stall charge	£15.00

Wednesday Market Café

Wednesday Market Café Income	£1,846
Wednesday Market Café - Catering costs as per budget 60% COS	-£1,107
Staff Costs - Café (4.5 hours per week)	-£4,464
Total Costs Café	-£5,571
Wednesday Market Café Deficit forecast	-£3,726

Civic Development Working Group (CDWG) – Meeting Record

Date: 2.00pm till 3.30pm, 8 June 2026, Town Council Offices

Group Members

Chair: Cllr Jane Hearne, Cllr Derek Longhurst, Cllr Wendy Whittaker- Large, Cllr Pauline Hubbard, Cllr Chris Venables

Officers: Town Clerk Julie Mason, Civic Operations Manager Carrie Dempsey

Ref	Agenda Item	Outcome / Notes
1	Apologies	Apologies received from Cllr Pauline Hubbard and Cllr Chris Venables.
2	Declarations of Interest	Declarations noted from Julie Mason on she knew the architect and Derek Longhurst as he was chair of the Cedars PPG.
3	Election of Chair for 2026–2027	Cllr Jane Hearne appointed Chair unanimously.
4	Minutes of Previous Meeting	Previous minutes approved with one abstention.
5	Terms of Reference	Scope limited to Civic building only. Structural and biodiversity considerations included. Membership by invitation only . Approved with amendments.
6	Market Revenue Review	Weekly market underperforming (~241 visitors, 6–12 stalls) with an estimated £6–7k deficit. Issues include low footfall, poor stall mix and staffing costs. Options discussed: monthly market, Saturday operation, external operator and stronger food offer. Report to be prepared and reviewed

		following the 27 June JDL trial event.
7	Draft Civic Plans for Town Council Offices	Concerns raised regarding layout, access, storage and conference room location. Plans to be reviewed with the architect.

Additional Discussion

Strategy & Business Model: Benchmarking with other councils, development of a business model aligned to the corporate plan, and focus on value for money. Action: Jane Hearne to develop a strategic framework.

Financial Overview: Civic recorded an approximate £106,000 loss last year. Increased emphasis on events, bookings and bar revenue.

Events & Income: New bookings and tribute acts are improving prospects. Opportunities discussed included darts, snooker and gaming events.

Community Role: Civic should act as a community hub, engaging families, young people and wider community groups.

Communications: Improved PR and social media activity required.

Key Actions

- Jane Hearne to develop a business model and strategic framework.
- Julie Mason to prepare a market review report.
- Review outcomes of the JDL trial event at the next meeting.

CIVIC DEVELOPMENT WORKING GROUP

Terms of Reference

Working Groups are working parties created and dissolved by decision of the Council or a Committee to carry out projects or provide reports and recommendations for determination by Council (or via the relevant Committee) and assist in speeding up the process of carrying out the Council's business.

Aims

The aim of the Civic Development Working Group will be to make the Civic economically viable whilst being a community asset:

Membership

- Chair - Councillor Hearne
- Councillor P Hubbard
- Councillor W Whittaker-Large
- Councillor D Longhurst
- Councillor C Venables
- Town Clerk
- Civic Operations Manager
- Members of the Public/ and or hirers when required.
- **Membership of the Working Group is by invitation only.**

Specifics of Group

1. **To consider the Civic extension to accommodate the Town Council staff working from the Civic and to scrutinise the best financial options for the Council and report back to Civic and Assets Committee.**
2. **To ensure the Civic extension complies with the Town Councils Bio Diversity Policy.**
3. The Working Group has no power to spend within or outside of budget. Any proposals to spend must be in accordance with Town Council Financial Regulations.
4. To undertake tasks delegated by the Civic and Assets Committee within the aims set out above.
5. **The Working Group may involve participants from other bodies or the general public.**

6. The Working Group is an advisory body and not a statutory body nor Committee. It has no powers to take decisions on behalf of the Council or any of its Committees.
7. Information gathered by the working group will be presented by way of a written report to the Civic and Assets Committee which will be in the public domain unless the specifics contained within the report require it to be a Private and Confidential item.
8. The Working Group will meet as and when required preferably in the Town Offices but can meet at any relevant location but this will not be open to non-members or to representatives of the press unless they are specifically invited.
9. The Working Group must keep written notes of any meeting(s) that have taken place and members that have attended and submit these to the Town Clerk for filing and retention within five (5) days of the meeting taking place. These will be presented to the next practicable Civic and Asset Committee meeting.
10. Any contact with person or persons outside the Council, its Committees or Working Groups must be notified to the Clerk within five (5) days of the contact being made whether initiated by the members of the Working Group or by the outside body. Ideally all e-mails should be copied to the Clerk at clerk@alsagertowncouncil.gov.uk
11. The time of submission and replies should be copied within the 5-day period unless it is apparent that the responder has sent a copy to the Clerk already.
12. Any written correspondence to be carried out by the Working Group must be copied to the Clerk. If the correspondence involves a commitment by the Council, it should be issued by the Clerk.

Civic Development Working Group (CDWG) Meeting Minutes

Meeting: Civic Development Working Group

Date: Monday, 13 July 2026, 2pm

Venue: Town Council Offices

Chair: Cllr Jane Hearne

Present: Cllr Derek Longhurst, Cllr Pauline Hubbard, Cllr Chris Venables,

Officers: Julie Mason, Town Clerk, Carrie Dempsey, Civic Operations Manager

Declarations of Interest: Cllr J Heare - Trustee at Jane Maddock homes , Cllr D Longhurst - Cedars PPG

1. Minutes of Previous Meeting

The minutes of the previous meeting were considered.

- Members discussed attendance at the previous meeting, noting that some members had not been present and therefore could not second the minutes.
- Subject to clarification of attendance records, the minutes were accepted.

2. Street Market Review

Feedback on Recent Market Event

Members reviewed feedback from the recent street market organised with JDL.

Positive Outcomes

- The event was regarded as a success overall despite hot weather.
- Increased footfall was noted throughout the town.
- The event attracted a different demographic, particularly families and children.
- Local businesses, including pubs, restaurants, cafés and shops, reported significantly increased trade.
- Several businesses advised it was one of their best trading Saturdays.

Areas for Improvement

Members identified several lessons learned:

- Communications prior to and during the event could be improved.
- Councillors and volunteers required more information in advance.
- A comprehensive event map should be produced for future events showing:
 - Market stalls
 - Civic Centre activities
 - Fairground attractions
 - Activities on Milton Park/green spaces
 - Supporting venues

- Stallholder placement could have been improved following cancellations.
- Better clustering of stalls would have enhanced the atmosphere.

Future Market Arrangements

Members agreed:

- The event had clearly benefited the town.
- A future market should be considered.
- Greater Town Council involvement should be adopted.
- A hybrid arrangement with JDL may be appropriate, allowing:
 - The Council to maintain strategic control.
 - JDL to provide stallholder contacts and operational support.

Sponsorship Opportunities

Members discussed obtaining sponsorship contributions from businesses that benefitted financially from the event.

Potential sponsors include:

- The Vault
- Local restaurants
- Public houses
- Other High Street businesses

Road Closure

Members agreed that the road closure worked well.

For future events, the preferred closure area would be:

Traffic lights to The Lodge

This was considered less disruptive than an extended closure.

Action

- Event review and future planning to return in **October** by Civic Manager.

3. Wednesday Market Review

Current Performance

Members reviewed the Wednesday Market.

Concerns were raised regarding:

- Ongoing subsidy by the Council.
- Low overall income.
- Annual cost of approximately £7,000.

Trader Consultation

Key traders were consulted and advised:

- They do not support moving the market to Saturdays.
- They are prepared to accept increased stall fees.
- Craft stallholders should continue to receive reduced rates.
- The café provision is not considered essential to market success.

Agreed Recommendations

Subject to approval by Civic & Assets Committee:

Stall Type	Proposed Fee
Indoor traders	£25
Outdoor traders	£20
Craft traders	£10

Café Provision

Members agreed to recommend:

- Closure of the staffed market café.
- Removal of associated staffing costs.
- Consideration of a simpler community tea/coffee provision in future.

Market Development

Members agreed to:

- Seek additional food traders.
- Continue discussions with a potential fruit and vegetable trader.
- Improve advertising where possible.
- Review market performance after six months.

Action

- Recommendations to be submitted to **Civic & Assets Committee Meeting (4 August)**.
- Formal review to take place in **January 2027**.

4. Civic Centre Extension Project

Architect Update

Members reviewed the latest design and costing information.

The architect advised:

- Estimated extension cost: approximately **£212,000 plus VAT**.
- Professional fees approximately **£19,000–£20,000**.
- Additional health and safety costs.
- Possible solar installation costs estimated at approximately **£70,000**.

Roof Issues

Concerns were raised regarding the condition of the roof.

Members noted:

- Previous major roofing works were undertaken around 2017.
- Documentation and guarantees should be investigated.
- Clarification is required regarding:
 - Roof warranties.
 - Extent of previous roof replacement works.
 - Suitability for solar panel installation.

Funding

Members reviewed:

- Existing earmarked reserves.
- Remaining Public Works Loan balance.
- Potential requirement for a further Public Works Loan.

Initial calculations indicated the project may be financially achievable without a significant impact upon the precept if savings from office accommodation are realised.

Air Conditioning

Members discussed concerns regarding high temperatures in the Main Hall.

It was agreed:

- Full air conditioning would be expensive.
- Portable commercial cooling units should be investigated.
- Further costs and options to be explored.

Office Layout

Members discussed draft internal layouts.

Points raised included:

- Staff office allocation.
- Reception arrangements.
- Meeting room access.
- Storage requirements.
- Maintaining confidential working environments.

The Clerk advised the layout remains in draft form and can be amended.

Banking Hub Update

Members received an update regarding the Banking Hub.

The Banking Hub team:

- Have expressed interest in remaining at the Civic Centre permanently.
- Prefer the Bar Lounge location rather than the Lawton Suite.
- May fund improvements and reconfiguration themselves.
- Require temporary accommodation during any fit-out works.

Members welcomed the development.

5. Civic Centre Strategic Planning Document

The Chair presented:

- Strategic Plan
- Risk & Issues Register
- Action Log

Members welcomed the documents.

The group noted that:

- The documents bring together current initiatives and projects.
- Risks can now be monitored using a RAG (Red/Amber/Green) status system.
- Actions can be assigned and tracked.
- Information can support future reporting to Council and residents.

Members requested:

- Amendments highlighted in future versions.

- Certain commercially sensitive information to remain confidential.
- Financial figures to be verified before wider circulation.

The group commended the work undertaken.

Key dates:

- **Civic & Assets Committee – 4 August 2026**
- **Full Council – 11 August 2026**

DRAFT

ALSAGER TOWN COUNCIL

Report to: Alsager Civic and Assets Committee

Meeting date: 4 August 2026

Agenda item: 11

Prepared by: Facilities Manager

Subject: Civic Main Hall Lights

Purpose of the Report

The purpose of this report is to inform the Committee of the estimated costs associated with works to upgrade the pendant lights to LEDs in the main hall.

Background

As part of the Council's ongoing commitment to improving the energy efficiency of its buildings and reducing its carbon footprint, a programme of lighting upgrades has been undertaken across key facilities. Most recently, the lighting within the Lawton Suite was upgraded to LED technology, delivering significant improvements in lighting quality, energy efficiency, and ongoing maintenance requirements.

The upgrade has been very well received by both staff and users of the facility, with positive feedback highlighting the improved appearance, brightness, and overall ambience of the space. The success of this project has demonstrated the benefits that modern LED lighting can provide while supporting the Council's wider environmental and sustainability objectives.

In line with the Council's vision to reduce energy consumption, lower carbon emissions, and invest in sustainable infrastructure, it is proposed that the existing pendant lighting within the Civic Main Hall is similarly upgraded to LED technology. This will build upon the success of the Lawton Suite project and further contribute to the Council's commitment to creating more efficient, environmentally responsible public buildings.

Contractors have suggested that there is need for wiring upgrades as they believe that the previous installation bypassed the controls to try and get the dimming function to work but this has resulted in the lights acting like strobes.

I have obtained 3 quotes for the removal and disposal of the old lights, upgrades to wiring and 10 new LED halo type up and downlights. These works also require the hire of tower scaffold.

Quote A	£ 5,882.00
Quote B	£ 11,153.85
Quote C	£ 4,450.00

Recommendation

It is recommended that the committee appoint the contractor who submitted Quote C to undertake the works to be funded from the Ear Marked Reserve for decarbonisation at Alsager Civic.

Alsager Gardens Association – March 2026 Report

The SLA with Alsager Town Council and Data Requirements

The SLA mandates that AGA must make all allotment records available to Alsager Town Council upon request until **31 March 2027** which is the date at which the current SLA ceases. It is to be reviewed annually in September or as required and extends year-by-year until a new agreement is made.

As part of the SLA, the AGA produced a Strategy Plan which was presented to the ATC meeting of Civic and Services Committee on 15 April 2025.

The following details are required to be provided biannually (usually March and September)

- By Site:
 - Total number of plots
 - Allocated to Alsager residents vs. others
 - Vacant plots
- Residents on the waiting list
- Allotment care standards (Inspections)
- Complaints received
- Risks and issues log

1. Tenancy Data – As of the 14 July 2026

At the end of December 2025, which is traditionally when tenants vacate their plots, 25 tenants vacated equalling a total of 37 quarter plot and 2 Raised Beds. As reported in March 2026 many of these plots have now been reallocated, we have also had a number of cessations since then and re-lettings.

SITE	TOTAL PLOTS	TOTAL RAISED BEDS	No of TENANTS	No of Co-Workers	OUT OF AREA TENANTS	VACANT PLOTS	Waiting List
	Expressed in 1/4					Expressed as 1/4	
CEDAR AVE	159	5	91	82	8	2	2
CORONATION AVE	23	1	17	06	1	3	2
LAWTON RD	41	4*	21	07	5	2	0
TALKE ROAD	65	2	39	22	5	0	1
TOTALS	288	12	168	117	19	7	5
		*vacant					

2. Tenancy Agreements

A new tenancy agreement was introduced in 2025 to ensure compliance with legislation. All tenancies are signed and scanned and held in Scribe against the tenant record.

Alsager Gardens Association – March 2026 Report

3. Standard of Allotment Care

Formal inspections occur three times yearly— April, August, and October—depending on weather.

The new inspection team, created in March 2026, have undertaken inspections across all four sites. This removed the responsibility away from the individual site manager and has improved consistency of standards.

For the period January to June 2026 the inspection team recommended the issuance of 22 improvement notice 1 and 17 improvements notice 2, which have addressed the most unsatisfactory plots.

The notices are issued from the Scribe System. It outlines the concerns and a sets timeframe for improvement. The plot is then reviewed at either 6 weeks (Notice 1), at the next inspection, or at 28 days (Notice 2) if a possible termination exists.

4. Tenancy Period

Tenancy agreements now span a 12-month period from 1 October until 30 September. Tenants were given the legally required twelve months' notice about this change.

The adjustment aims to simplify tracking tenant departures which is difficult during the quiet winter months during a period of low activity and when some plots would remain unused for long stretches and tenants not providing the required notification of leaving.

5. Complaint Management - None

6. Number of GDPR issues – None

7. Risks and Issues

Volunteer Shortage and Organisational Impact

The ongoing shortage of volunteers has reached a critical point. Although an extensive recruitment campaign was launched in early March, and responsibilities were divided across a wider pool of volunteers, many of those who initially offered their support have since withdrawn. As a result, the AGA is now in a more difficult position than it was before March 2026.

Impact on the Annual Show

We also attempted to re-establish the annual show this year. However, due to the lack of volunteers available to support and help organise the event, we have had to make the difficult decision to cancel it.

Risk to Long-Term Volunteer Commitment

The long-term commitment of our remaining volunteers is now under serious pressure, placing the organisation's future capacity at risk. At this point a number of committee members will be resigning effective from 30 September 2026.

Alsager Gardens Association – March 2026 Report

Other

The drainage issue at Cedar Avenue remains a risk due to increased wet weather making some plots unmanageable for long periods. Lawton Road site has also now reported drainage issues resulting in longer waiting times to commence plot cultivation.

8. Health and Safety Issues

No new issues.

9. Invoices and Deposits

Invoices are now generated from Scribe with electronic payment. The next set of invoices will be generated in late September due for payment on 1 October.

The deposit requirement which commenced in December 2025 has been increased to £50 for new tenants. The deposit is held in a separate account and is refunded when the tenant leaves providing that the standards for vacating the plot are met.

10. Further Development of the Website

The AGA website serves as the main contact point for all allotment and membership applications. Applicants can fill out an online application that goes straight to the membership secretary, which not only speeds up the process but also improves data accuracy by eliminating errors from misinterpreted handwritten forms.

An online application form has also now been implemented for the request for structures or a pond.

11. Promotion

The AGA generally hold 2 major events a year.

- a) The annual open day was held on Sunday 17 May 2026 at the Cedar Avenue site and proved a great success with high attendance from the community. Several new plot holders were signed up as a result.
- b) Our annual Flower, Vegetable and Homecraft Show planned to be held on Saturday 5 September 2026 at Alsager Civic, is now to be cancelled due to lack of volunteers to support.