ALSAGER TOWN COUNCIL

ALSAGER CIVIC AND ASSETS COMMITTEE

MINUTES OF MEETING HELD IN ALSAGER CIVIC

ON TUESDAY 04 AUGUST 2026

The meeting started at 7:10pm

Present:
Councillor J Hearne (Chair)
Councillor C Venables (Vice Chair)
Councillor J Buckley
Councillor P Hubbard
Councillor R Kain (left early)
Councillor D Longhurst
Councillor W Whittaker-Large
Councillor P Williams

Councillors Unett and Helliwell as non-members of the Committee

J Mason (Town Clerk)

1 Member of the Press
0 Members of the Public

ACA26/15 Apologies for Absence

Apologies for absence were received from Councillor S Butterfield.

ACA26/16 Non Attendance

No members did not attend and did not give their apologies.

ACA26/17 Declarations of Interest

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

Councillor J Hearne declared her interest as a Trustee of Jane Maddock Homes.

Councillor R Kain declared his interest as a member of Cheshire East Council.

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

Councillor P Williams declared his interest as a member of Alsager Community Theatre.

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ACA26/18 Minutes of the Previous Meeting

Councillor W Whittaker–Large challenged the Minutes in reference to the following:-

ACA26/08 Budget Monitoring Statement

It was proposed the following was removed:

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.

The Minutes of the Meeting dated Tuesday, 9 June 2026 were referred to and it was: -

Resolved: That, subject to removal of the above, the Minutes of the Meeting of the Alsager Civic and Assets Committee dated Tuesday, 9 June 2026 were confirmed as a correct record and signed by the Chair.

ACA26/19 Matters Arising

It was noted that 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.

It was noted that 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.

It was noted that 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.

ACA26/20 Public Participation

Councillor S Helliwell asked if the Civic extension was just contained in the garden at the front of the Civic building. The Chair confirmed this was correct.

ACA26/21 Budget Monitoring Statement

The Chair made reference to the Budget Monitoring Statement for Quarter 1 2026.

Resolved:

a) That, the report on Civic and Asset finances at the end of Quarter 1 (to June 2026) was received, including the summary of balances on earmarked reserves at year end that are applicable to this committee.

b) 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.

ACA26/22 Civic Extension

The Clerk handed out the costings and the finances predicted to instruct the Civic extension and the following was discussed and agreed;

Fees	**Description**
£212,000 plus VAT (recoverable following advice)	Extension
£21,200	Contingency 10%
£8,000	Flat roof repairs left hand side
£70,000 plus VAT = £84,000	Solar panels with metal roof

Total £325,600

Monies
£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
£26,500 Decarbonisation saving (some monies used for LED lights)
£130,000 PWL

Total £332,000

The Committee debated the use of the CIL monies to help finance the project and recommended the inclusion of £25,000. They also increased the contingency to 10% as opposed to 5% as advised by the architect. The Clerk circulated figures for PWL repayments (Appendix 1) to assist the shortfall in funds held by the Council.

Resolved:

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a) That, it was recommended to Full Council the costs were approved as advised above with the Clerk still investigating the requirement for batteries associated with the solar panels and air-conditioning in the main hall.

That, it was recommended to Full Council to release the ear marked reserve of £26,500 for staff projects to be delegated to the Town Clerk to gain the approval and works for :-

i. Architect fees
ii. Planning application
iii. Quantity Surveyor
iv. Health & Safety Audit
v. Building Regulations
vi. Quantity Surveyor and associated costs
vii. Asbestos survey

It was noted that this will recommend a suspension of Financial Regulation 5.15 - the RFO for any items up to and including £2,000 for this project and costs only.

b) That, it was recommended to Full Council that a £130,000 Public Works Loan will be applied for over a 5 year period subject to affordability from the cost saving of the non-occupancy of the Town Offices.

c) That, it was recommended to Full Council that £25,000 of CIL monies would be utilised to finance the extension.

d) That, the Clerk would gain specialist VAT advice for this project.

ACA26/23 Market and Café Fees and Charges

The Clerk reported that the Market was budgeted at a loss of £7,500 per annum and actions had been taken to resolve the financial burden to the Civic. Councillor J Buckley felt there should be a complete overhaul of the market offer and it should perhaps be taken outside again so the main hall could be rented.

The resolutions below would be implemented from 7 September 2026 .

Resolved:

a) That, the stalls inside would be charged at £25 per week.

b) That, the craft stalls would be charged £10 per week.

c) That, the outside stalls would be charged £20 per week.

d) That, the Café would close and not be managed by the Civic staff.

ACA26/24 Civic Development Working Group

Resolved:

a) That, the meeting notes of 8 June and 13 July were accepted.

b) That, the Terms of Reference were approved as in the enclosure pack to include, Scope limited to Civic building only, Structural and biodiversity considerations were included and Membership by invitation only.

ACA26/25 Civic Boiler

There had been investigations to the recurring issues, a local electrical and mechanical heating specialist was invited to inspect the system. Following their assessment, they made the following recommendations:

- Replace the existing Hive controller with a hard-wired, standalone heating controller connected directly to the boiler room. The proposed controller is not internet-based and provides reliable seven-day time and temperature control.

- Install an electronic automatic filling device to maintain system pressure. This would remove the need for staff to manually repressurise the heating system when pressure is lost and would include the necessary pipework modifications and electrical connections.

Resolved: That, the Committee appoint Quote A at a cost of £2,510 plus VAT to be financed from the Civic Contingency budget.

ACA26/26 Civic Main Hall Lights

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 Facilities Manager 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 a tower scaffold.

Councillor C Venables wished the Facilities Manager to communicate the specification of works for the lights and if all contractors had received the same scope.

Resolved: That, subject to communication from the Facilities Manager it was agreed to appoint Quote C at a cost of £4,450 plus VAT to undertake the works to be funded from the Ear Marked Reserve for decarbonisation at Alsager Civic.

ACA26/27 Alsager Gardens Association

Following a meeting with the Town Mayor, the Chair of Civic and Assets, the Chair of Finance and Governance, the Town Clerk and the Facilities Manager with the AGA it had materialised that the AGA were struggling to maintain management of the site and hoped to hand the 4 allotment sites back to the Town Council. It had been agreed that the AGA would hold a further meeting to discuss the situation and feedback to the Town Council.

Resolved:

a) That, it was recommended to Full Council that the Town Council take back the management of the four allotments sites under the arrangements from Cheshire East due to the statutory obligations involved.

b) That, the Chair of the Committee held a meeting with the AGA to scope out the process of the handover.

c) That, the Committee received the Alsager Gardens Association March 2026 report.

ACA26/28 Exclusion of Public and Press

At the invitation of the Chair it was: -

Resolved: That, in accordance with the Public Bodies Admissions to Meetings Act 1960 as amended the public and press be excluded from the meeting for the following items of business on the grounds that they could involve the likely disclosure of private and confidential information, including staffing and salary issues.

ACA26/29 Civic staffing quarterly position

Resolved: That, the over and under hour position as at 28 June 2026 was noted.

The meeting commenced at 7:10 p.m. and concluded at 8:40 p.m.

Signed by Councillor J Hearne
Chair

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Appendix 1

Data Date: 04-Aug-2026

United Kingdom Debt Management Office

PWLB FIXED RATE LOANS
ESTIMATED REPAYMENT COSTS

Amount of Advance: 130,000.00

Period	Annuity			EIP			
(years)	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
1 year	-	0.00	0.00	-	0.00	0.00	0.00
Over 1 not over 1½	-	0.00	0.00	-	0.00	0.00	0.00
Over 1½ not over 2	5.18	34,631.27	138,525.08	5.18	35,867.00	841.75	138,417.50
Over 2 not over 2½	5.21	28,066.73	140,333.65	5.21	29,386.50	677.30	140,159.50
Over 2½ not over 3	5.24	23,696.30	142,177.80	5.24	25,072.67	567.67	141,921.00
Over 3 not over 3½	5.27	20,579.74	144,058.18	5.26	21,990.43	488.43	143,676.00
Over 3½ not over 4	5.29	18,243.02	145,944.16	5.29	19,688.50	429.81	145,473.25
Over 4 not over 4½	5.32	16,432.74	147,894.66	5.31	17,895.94	383.50	147,257.50
Over 4½ not over 5	5.34	14,984.42	149,844.20	5.34	16,471.00	347.10	149,090.50
Over 5 not over 5½	5.37	13,806.05	151,866.55	5.36	15,302.18	316.73	150,904.00
Over 5½ not over 6	5.39	12,823.43	153,881.16	5.38	14,330.33	291.42	152,730.50
Over 6 not over 6½	5.42	11,998.24	155,977.12	5.40	13,510.00	270.00	154,570.00
Over 6½ not over 7	5.44	11,289.89	158,058.46	5.43	12,815.21	252.11	156,471.25
Over 7 not over 7½	5.47	10,682.00	160,230.00	5.45	12,209.17	236.17	158,340.00
Over 7½ not over 8	5.49	10,148.71	162,379.36	5.47	11,680.50	222.22	160,221.75
Over 8 not over 8½	5.52	9,684.01	164,628.17	5.49	11,215.56	209.91	162,116.50
Over 8½ not over 9	5.54	9,269.29	166,847.22	5.52	10,810.22	199.33	164,086.00
Over 9 not over 9½	5.57	8,903.95	169,175.05	5.54	10,443.11	189.53	166,010.00
Over 9½ not over 10	5.60	8,577.27	171,545.40	5.56	10,114.00	180.70	167,947.00
Over 10 not over 10½	5.63	8,283.74	173,958.54	5.59	9,823.98	173.02	169,968.50
Over 10½ not over 11	5.66	8,018.87	176,415.14	5.61	9,555.59	165.75	171,934.75
Over 11 not over 11½	5.68	7,774.87	178,822.01	5.63	9,311.67	159.11	173,914.00
Over 11½ not over 12	5.71	7,556.76	181,362.24	5.66	9,095.67	153.29	175,987.50
Over 12 not over 12½	5.74	7,357.90	183,947.50	5.68	8,892.00	147.68	177,996.00
Over 12½ not over 13	5.77	7,176.07	186,577.82	5.71	8,711.50	142.75	180,105.25
Over 13 not over 13½	5.80	7,009.42	189,254.34	5.73	8,539.31	137.94	182,143.00
Over 13½ not over 14	5.83	6,856.32	191,976.96	5.76	8,386.86	133.71	184,288.00
Over 14 not over 14½	5.86	6,715.39	194,746.31	5.78	8,239.76	129.55	186,355.00
Over 14½ not over 15	5.89	6,585.44	197,563.20	5.81	8,109.83	125.88	188,535.75
Over 15 not over 15½	5.92	6,465.41	200,427.71	5.83	7,983.05	122.24	190,632.00
Over 15½ not over 16	5.95	6,354.39	203,340.48	5.86	7,871.50	119.03	192,848.50
Over 16 not over 16½	5.98	6,251.57	206,301.81	5.88	7,761.39	115.82	194,974.00
Over 16½ not over 17	6.01	6,156.25	209,312.50	5.90	7,658.53	112.79	197,112.50
Over 17 not over 17½	6.04	6,067.79	212,372.65	5.93	7,568.79	110.13	199,381.00
Over 17½ not over 18	6.07	5,985.63	215,482.68	5.95	7,478.61	107.43	201,548.75
Over 18 not over 18½	6.10	5,909.28	218,643.36	5.97	7,394.01	104.88	203,729.50
Over 18½ not over 19	6.12	5,833.77	221,683.26	6.00	7,321.05	102.63	206,050.00

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Period	Annuity			EIP			
(years)	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 19 not over 19½	6.15	5,767.70	224,940.30	6.02	7,246.33	100.33	208,260.00
Over 19½ not over 20	6.18	5,706.22	228,248.80	6.04	7,176.00	98.15	210,483.00
Over 20 not over 20½	6.20	5,644.41	231,420.81	6.06	7,109.73	96.07	212,719.00
Over 20½ not over 21	6.23	5,591.14	234,827.88	6.08	7,047.24	94.10	214,968.00
Over 21 not over 21½	6.25	5,536.90	238,086.70	6.10	6,988.26	92.21	217,230.00
Over 21½ not over 22	6.27	5,486.07	241,387.08	6.12	6,932.55	90.41	219,505.00
Over 22 not over 22½	6.30	5,443.14	244,941.30	6.14	6,879.89	88.69	221,793.00
Over 22½ not over 23	6.32	5,398.48	248,330.08	6.16	6,830.09	87.04	224,094.00
Over 23 not over 23½	6.34	5,356.60	251,760.20	6.18	6,782.96	85.47	226,408.00
Over 23½ not over 24	6.36	5,317.34	255,232.32	6.20	6,738.33	83.96	228,735.00
Over 24 not over 24½	6.38	5,280.53	258,745.97	6.22	6,696.06	82.51	231,075.00
Over 24½ not over 25	6.40	5,246.04	262,302.00	6.24	6,656.00	81.12	233,428.00
Over 25 not over 25½	6.41	5,208.82	265,649.82	6.25	6,611.52	79.66	235,625.00
Over 25½ not over 26	6.43	5,178.53	269,283.56	6.27	6,575.50	78.38	238,000.75
Over 26 not over 26½	6.45	5,150.19	272,960.07	6.29	6,541.33	77.14	240,389.50
Over 26½ not over 27	6.46	5,118.68	276,408.72	6.30	6,502.41	75.83	242,612.50
Over 27 not over 27½	6.48	5,093.88	280,163.40	6.32	6,471.64	74.69	245,024.00
Over 27½ not over 28	6.49	5,065.67	283,677.52	6.33	6,435.93	73.47	247,263.25
Over 28 not over 28½	6.51	5,044.04	287,510.28	6.35	6,408.20	72.41	249,697.50
Over 28½ not over 29	6.52	5,018.79	291,089.82	6.36	6,375.38	71.28	251,953.00
Over 29 not over 29½	6.53	4,994.90	294,699.10	6.37	6,343.89	70.18	254,215.00
Over 29½ not over 30	6.54	4,972.28	298,336.80	6.39	6,320.17	69.23	256,681.75
Over 30 not over 30½	6.55	4,950.89	302,004.29	6.40	6,291.15	68.20	258,960.00
Over 30½ not over 31	6.56	4,930.65	305,700.30	6.41	6,263.27	67.20	261,244.75
Over 31 not over 31½	6.57	4,911.52	309,425.76	6.42	6,236.49	66.24	263,536.00
Over 31½ not over 32	6.58	4,893.43	313,179.52	6.43	6,210.75	65.30	265,833.75
Over 32 not over 32½	6.59	4,876.34	316,962.10	6.45	6,192.50	64.50	268,352.50
Over 32½ not over 33	6.60	4,860.21	320,773.86	6.46	6,168.70	63.62	270,666.50
Over 33 not over 33½	6.60	4,839.66	324,257.22	6.47	6,145.80	62.77	272,987.00
Over 33½ not over 34	6.61	4,825.27	328,118.36	6.48	6,123.76	61.94	275,314.00
Over 34 not over 34½	6.62	4,811.72	332,008.68	6.49	6,102.56	61.14	277,647.50
Over 34½ not over 35	6.62	4,793.56	335,549.20	6.50	6,082.14	60.36	279,987.50
Over 35 not over 35½	6.63	4,781.53	339,488.63	6.50	6,055.99	59.51	282,100.00
Over 35½ not over 36	6.63	4,764.78	343,064.16	6.51	6,037.06	58.77	284,449.75
Over 36 not over 36½	6.64	4,754.14	347,052.22	6.52	6,018.82	58.05	286,806.00
Over 36½ not over 37	6.64	4,738.68	350,662.32	6.53	6,001.26	57.36	289,168.75
Over 37 not over 37½	6.64	4,723.81	354,285.75	6.54	5,984.33	56.68	291,538.00
Over 37½ not over 38	6.65	4,715.03	358,342.28	6.54	5,961.53	55.93	293,663.50
Over 38 not over 38½	6.65	4,701.29	361,999.33	6.55	5,945.81	55.29	296,042.50
Over 38½ not over 39	6.65	4,688.07	365,669.46	6.56	5,930.67	54.67	298,428.00
Over 39 not over 39½	6.66	4,680.92	369,792.68	6.56	5,909.57	53.97	300,560.00
Over 39½ not over 40	6.66	4,668.69	373,495.20	6.57	5,895.50	53.38	302,955.25
Over 40 not over 40½	6.66	4,656.91	377,209.71	6.57	5,875.44	52.72	305,090.50
Over 40½ not over 41	6.66	4,645.57	380,936.74	6.58	5,862.37	52.16	307,495.50
Over 41 not over 41½	6.66	4,634.65	384,675.95	6.59	5,849.77	51.61	309,907.00

Period	Annuity			EIP			
(years)	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 41½ not over 42	6.66	4,624.13	388,426.92	6.59	5,831.12	50.99	312,048.75
Over 42 not over 42½	6.66	4,613.99	392,189.15	6.60	5,819.41	50.47	314,470.00
Over 42½ not over 43	6.66	4,604.22	395,962.92	6.60	5,801.63	49.88	316,615.00
Over 43 not over 43½	6.66	4,594.81	399,748.47	6.60	5,784.25	49.31	318,760.00
Over 43½ not over 44	6.66	4,585.73	403,544.24	6.61	5,773.77	48.82	321,194.25
Over 44 not over 44½	6.66	4,576.99	407,352.11	6.61	5,757.17	48.28	323,342.50
Over 44½ not over 45	6.66	4,568.55	411,169.50	6.62	5,747.44	47.81	325,786.50
Over 45 not over 45½	6.66	4,560.42	414,998.22	6.62	5,731.57	47.29	327,938.00
Over 45½ not over 46	6.66	4,552.58	418,837.36	6.62	5,716.04	46.77	330,089.50
Over 46 not over 46½	6.66	4,545.01	422,685.93	6.63	5,707.35	46.34	332,546.50
Over 46½ not over 47	6.65	4,531.90	425,998.60	6.63	5,692.48	45.85	334,701.25
Over 47 not over 47½	6.65	4,524.84	429,859.80	6.63	5,677.92	45.36	336,856.00
Over 47½ not over 48	6.65	4,518.04	433,731.84	6.64	5,670.17	44.96	339,326.00
Over 48 not over 48½	6.65	4,511.47	437,612.59	6.64	5,656.21	44.49	341,484.00
Over 48½ not over 49	6.64	4,499.26	440,927.48	6.64	5,642.53	44.04	343,642.00
Over 49 not over 49½	6.64	4,493.13	444,819.87	6.64	5,629.13	43.60	345,800.00
Over 49½ not over 50	6.64	4,487.21	448,721.00	6.65	5,622.50	43.23	348,286.25

Note: 1. If a borrower wishes to make a premature repayment of a loan, either in whole or in part, it should contact the Board giving full details beforehand. The Board will usually agree to accept this request but it should be noted that a premium will be payable when the interest rate on the loan to be repaid is higher than the current rate applying to the premature repayment of a loan repayable by the same method and over the same period as that remaining on the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the current rate applying to the premature repayment, a discount will be allowed.