

# CHESHIRE EAST COUNCIL

## REPORT TO: CORPORATE SCRUTINY COMMITTEE

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**Date of Meeting:** 20<sup>th</sup> July 2012  
**Report of:** Head of Development  
**Subject/Title:** Macclesfield Town Hall – Meeting Facilities  
**Portfolio Holder:** Councillor Jamie Macrae

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### 1.0 Report Summary

- 1.1 During the refurbishment of the Town Hall, all room bookings were suspended. However, since completion bookings have resumed, with the building being utilised for both internal Member meetings and for external functions.
- 1.2 In order to ensure efficiency of use within the newly refurbished buildings, and to ensure the building is used to best effect, both for the Authority and the Community, all bookings are made through the Asset Management Service.
- 1.3 The building itself is managed by Facilities Management, within the Asset Management Service, and is open from 7am – 7pm, Monday to Friday, with extended hours as necessary to meet booking requirements.
- 1.4 Macclesfield Town Hall is generally well equipped with meeting facilities, providing the following:-

#### **Town Hall**

Assembly Room  
Council Chamber  
Tatton Room  
Old Members Room  
Silk Room  
Capesthorpe Room

All bookable through Melanie Rogers, [melanie.rogers@cheshireeast.gov.uk](mailto:melanie.rogers@cheshireeast.gov.uk);  
01270 686143

#### **Town Hall Extension**

24 rooms with varying capacity  
3 general training rooms  
2 ICT training rooms

- 1.5 Rooms can be booked through the central room booking system on CEntranet

<http://centranet.ourcheshire.cccusers.com/roombooking/Pages/roombook.aspx>

- 1.6 In addition, there are 6 small meeting rooms across both floors; which are suitable for 2/3 people together with 5 informal meeting areas. These rooms are not on the room booking system, but are available on a first come first serve basis.

Name: Denise Griffiths

Designation: Facilities Manager

Tel No: 01270 686628

Email: [denise.griffiths@cheshireeast.gov.uk](mailto:denise.griffiths@cheshireeast.gov.uk)