

SPRINGFIELD PARISH COUNCIL
MINUTES OF THE PREMISES COMMITTEE MEETING HELD ON MONDAY 20TH MARCH 2023
AT 7.30 PM AT SPRINGFIELD PARISH CENTRE

PRESENT: Cllrs: R.Carson, I.Fuller, R.Moore, S. Sullivan (Chairman)

IN ATTENDANCE: Premises & Facilities Manager
Committee Clerk

69 **APOLOGIES FOR ABSENCE** – were received and accepted from Cllr R.Lee and Cllr A.Potts.

70 **CO-OPTION OF NON-COMMITTEE MEMBERS** – there were none.

71 **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA & DISPENSATIONS** – there were none.

72 **MINUTES OF THE COMMITTEE MEETING** – held on 24th January 2023.

RESOLVED: that

- (a) the Minutes of the Meeting held on 24th January 2023 be amended to record apologies were received and accepted from Cllr I Fuller and Cllr R Moore;
- (b) with the above amendments made the minutes be signed as a correct record.

73 **PUBLIC QUESTION TIME** – there were none in attendance.

74 **RISK ASSESSMENTS**

- (a) Parish Council Grounds – no significant risks to report
- (b) Parish Council Premises – no significant risks to report

RESOLVED: that the information was noted.

75 **PREMISES MANAGER UPDATE**

RESOLVED: that

- (a) the P&FM check if the fee of £79.80 for a Health and Safety Advisory Service every 6 weeks is the correct price and to email members his findings;
- (b) the following information was noted:
 - New hot water tank has been installed and normal services resumed.
 - New contract signed for café.
 - Café weekdays and Café weekend charges for hiring the café for a minimum of 2 hours,
 - New plant room pumps date awaited for installation.

76 **FINANCIAL MATTERS**

RESOLVED: that the budget report attached as Appendix A be approved and noted.

77 **FINANCE OFFICER REPORT**

Members received a written report from the Finance Officer regarding a new hirer and one hirer that had left.

RESOLVED: that

- (a) P&FM contacts one of the centre customers to see if they would be interested in hiring the hall for their performances;
- (b) P&FM to check with Clerk to the Council to see if the Marketing and Finance Officers role will involve promoting the centre via facebook to generate new bookings;
- (c) Local organisations are contacted to make them aware of the facilities available to hire at the parish centre.

78 **5 YEAR ELECTRICAL TESTING**

Members discussed quotes received for 5-year electrical testing.

RESOLVED: that members agreed to proceed with Company D at a cost of £996.50 + VAT.

Meeting Closed: 8.10 P.M.

Cllr S. Sullivan
Chairman

Signed ...

.. Date 22/5/23

Time: 09:15:54

Budget Report

From: Month 9, December 2022

To: Month 12, March 2023

Chart of Accounts:

Springfield Parish Premises Committee [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Income								
4008 1st Floor Council Chamber Hire	1,569.45	4.08	0.00	1,569.45	4,135.65	3.08	2,050.00	2,085.65
4106 Daffodil Room (formerly Changi	4,983.06	12.97	0.00	4,983.06	14,951.35	11.15	16,152.98	(1,201.63)
4107 Miscellaneous receipts	53.00	0.14	0.00	53.00	343.33	0.26	6,000.00	(5,656.67)
4108 Refreshments Income	250.00	0.65	0.00	250.00	1,072.55	0.80	0.00	1,072.55
4110 Bowers Hall Income Regular	6,684.77	17.40	0.00	6,684.77	31,283.91	23.33	39,975.00	(8,691.09)
4111 Bowers Hall Income Occ.	593.12	1.54	0.00	593.12	2,157.59	1.61	0.00	2,157.59
4112 Springfield Room Income Regul	2,664.74	6.94	0.00	2,664.74	10,886.42	8.12	17,425.00	(6,538.58)
4113 Springfield Room Income Occ.	623.10	1.62	0.00	623.10	1,854.61	1.38	2,050.00	(195.39)
4114 Chelmer Room Income Regular	4,847.10	12.62	0.00	4,847.10	9,775.85	7.29	16,400.00	(6,624.15)
4115 Chelmer Room Income Occ.	0.00	0.00	0.00	0.00	274.76	0.20	1,230.00	(955.24)
4116 Annex Income Regular	5,061.20	13.17	0.00	5,061.20	14,580.18	10.87	16,315.95	(1,735.77)
4118 Kitchen Income Regular	753.23	1.96	0.00	753.23	3,105.02	2.32	2,175.05	929.97
4119 Kichen Income Occ.	0.00	0.00	0.00	0.00	174.26	0.13	307.50	(133.24)
4125 Cleaning Costs Income	36.00	0.09	0.00	36.00	565.84	0.42	1,198.23	(632.39)
4126 Damage Deposits	0.00	0.00	0.00	0.00	0.00	0.00	501.23	(501.23)
4130 Library Rate 1	18.46	0.05	0.00	18.46	110.76	0.08	51.25	59.51
4133 Storage	120.82	0.31	0.00	120.82	725.34	0.54	1,537.50	(812.16)
4132 LCD Projector hire	0.00	0.00	0.00	0.00	12.30	0.01	0.00	12.30
4131 Hire of sound & light equipment	10.00	0.03	0.00	10.00	44.85	0.03	0.00	44.85
4200 Boleyn Room	6,497.11	16.91	0.00	6,497.11	22,756.04	16.97	25,625.00	(2,868.96)
4010 Catering bar facility	582.19	1.52	0.00	582.19	1,013.05	0.76	6,000.00	(4,986.95)
4202 Library Sundries (NEW)	3,074.78	8.00	0.00	3,074.78	14,251.40	10.63	13,259.49	991.91
	38,422.13	100.00	0.00	38,422.13	134,075.06	100.00	168,254.18	(34,179.12)
Expenditure								
5510 Electrical - Supply Costs	2,068.53	5.38	0.00	(2,068.53)	5,868.59	4.38	13,000.00	7,131.41
5520 Electrical - Maintenance Lamps	0.00	0.00	0.00	0.00	1,140.39	0.85	717.50	(422.89)
5522 Electrical - Portable Appliance T	0.00	0.00	0.00	0.00	50.00	0.04	76.88	26.88
5523 Electrical - Circuit Testing	0.00	0.00	0.00	0.00	0.00	0.00	282.62	282.62
5530 SPC Gas costs	2,348.33	6.11	0.00	(2,348.33)	5,860.44	4.37	4,500.00	(1,360.44)
5540 Gas - Maintenance	125.00	0.33	0.00	(125.00)	250.00	0.19	3,570.00	3,320.00
5550 Water - Supplies and Services	360.12	0.94	0.00	(360.12)	2,102.70	1.57	2,153.78	51.08
5560 Water - Maintenance Testing	387.60	1.01	0.00	(387.60)	2,830.10	2.11	2,000.00	(830.10)
5561 Water - Tank Cleaning/Chlorinat	0.00	0.00	0.00	0.00	0.00	0.00	349.86	349.86
5570 SP Centre - Rates	2,649.60	6.90	0.00	(2,649.60)	13,248.45	9.88	14,003.79	755.34
5580 Refuse Services	0.00	0.00	0.00	0.00	3,127.80	2.33	3,076.23	(51.57)
5590 SPC library Sundries (NEW)	2,892.78	7.53	0.00	(2,892.78)	14,515.83	10.83	13,259.49	(1,256.34)
5600 Refreshment supplies	143.18	0.37	0.00	(143.18)	219.67	0.16	0.00	(219.67)
5620 Hygiene Contracts	313.36	0.82	0.00	(313.36)	1,217.78	0.91	1,185.93	(31.85)