SPRINGFIELD PARISH COUNCIL
MINUTES OF THE PREMISES COMMITTEE MEETING
HELD VIA ZOOM ON 21st SEPTEMBER 2020 AT 7.30 P.M.
SPRINGFIELD PARISH CENTRE

PRESENT: Cllrs Ms S Sullivan (Chairman), A. Chong, D. Havell, R. Lee and Mrs R. Moore

In attendance: Premises & Facilities Manager (P&FM)
Committee Clerk

21 **APOLOGIES FOR ABSENCE** – were received and accepted from Cllr I. Fuller and Cllr R. Carson.

22 **CO-OPTION ONTO COMMITTEE** – Cllr D. Havell was co-opted onto the committee as a substitute for Cllr I. Fuller.

23 **DECLARATIONS OF INTEREST & DISPENSATIONS FOR ITEMS ON THE AGENDA** – there were none.

24 **MINUTES OF THE PREMISES COMMITTEE MEETING** – held on 27th July 2020

RESOLVED: that

(a) it be noted that the hirer who had disputed a fee increase received a response to their concerns regarding this matter.
(b) the minutes of the meeting held on 27th July 2020 be approved and signed as a correct record.

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

26 **BUDGETS AND FINANCE**

26.1 **BUDGET REPORT** for Period July 2020 – September 2020.

RESOLVED: that the information attached as appendix A be noted.

26.2 **FINANCE AND MARKTING OFFICER REPORT**

RESOLVED: that the Finance and Marketing Officers report was noted.

26.3 **FINANCIAL IMPACT OF LOCKDOWN/COVID RESTRICTIONS TO DATE**

RESOLVED: that members noted the financial impact of lockdown/Covid restrictions to date which totalled £85,711.99.

26.4 **PROPOSED PREMISES BUDGET FOR 2021-2022**

RESOLVED: that

(a) N/C: 5760 Salaries – Dept 1 members noted that the nominal code funding remains unchanged and there would be a reduced contingency for cover staff;

(b) N/C: 4107 Miscellaneous Receipts to be amended from £5,500 to £5,000.

(c) N/C 5560 Water Hygiene Testing. Members agreed to continue with Legionella testing via the current provider for another year.

(d) the budget figure includes a small contingency to allow applications of hardship to be considered;

(e) The 2021/22 premises committee budget, as attached at appendix B, in the sum of £100,000.00 is submitted to the Policy & Finance Committee for consideration.

27 **SUBSIDENCE**

P&FM advised members that there was a significant crack in the Bowers Hall (sound room side of the hall). This had been reported to the insurance company and they had instructed the lost adjusters to inspect in case of subsidence.

RESOLVED: that the information is noted.

28 **COMMUNITY GARDEN PROJECT**

Members were asked to nominate a member to liaise and work with volunteers in the Community Garden, as the Community Garden now falls under the Premises Committee.

RESOLVED: that P&FM contacts Cllr Mrs C. Garrett to ask if she would like to continue being the member involved with the Community Garden Project.

29 **REPLACEMENT DOORS TO THE DAFFODIL ROOM**

P&FM provided members with 3 quotations for replacing the double doors to the Daffodil Room.

RESOLVED: that

(a) replacement of the external double doors (those which exit onto the overflow car park) to the Daffodil Room are replaced at a cost of £792 (+ VAT) to be taken from N/C: 5831.

(b) P&FM to check the condition of the guttering above the doors.

30 **HEALTH AND SAFETY POLICY STATEMENT**

RESOLVED: that members were in agreement that the Health and Safety Policy Statement could be signed by the Chairman of the Council for the year up to Sept 2021.

31 **REPLACEMENT BOILERS**

Members were asked to consider the quotations provided at the meeting by the P&FM for the replacement of the equipment in the plant room and boilers.

RESOLVED: that (a) it is noted the Council's tender procedure was not implemented for this project due to the urgency of the required repairs;

(b) the replacement of equipment and plant room boilers is carried out by Chelmsford Gas Services at a cost of £31,656.00 to be taken from N/C: 3200.

32 **COVID 19 RISK ASSESMENT**

RESOLVED: that the following be noted:

(a) The Parish Centre had generated a venue specific QR code via the NHS/Gov website to comply with Track and Trace requirements. All visitors to the

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Centre would be required to scan in and out when they visit. Visitors would need to download an app which would be available from 24 September 2020.

(b) It had been agreed that all Parish Centre staff would wear face masks in common areas – each staff member had been issued a reusable mask at a total cost of £47.00 to come from N/C: 5720 (stationery and equipment).

(c) Where it was felt necessary to protect hirers 'Fogging' had been carried out in rooms. These were cannisters of disinfectant that are set off in an empty room and clean the rooms from top to bottom, covering every surface with disinfectant. This would be used where rooms are in use by higher risk activities.

33 ANNUAL TREE SURVEY

Members received a report and were asked to consider employing Essex Place Services to carry out an annual inspection on the trees within the parish centre grounds.

RESOLVED: that an inspection be carried out at a cost of £400 to be taken from N/C: 5910 Landscape Maintenance; on the proviso that 60% of the cost could be claimed back from the Library Service via Lambert Smith Hampton.

34 AIR CONDITIONING

Members received a verbal update on the Air Conditioning in the Bowers Hall which was now out of use. Three quotes would be made available for members at the next meeting.

RESOLVED: that the information be noted.

35 EXCLUSION OF PUBLIC AND PRESS

RESOLVED: that in accordance with the Admission to Meetings Act 1960, members of the public and press were instructed to withdraw due to the confidential nature of the business to be transacted.

36 REQUEST FROM HIRER

RESOLVED: that

(a)It was agreed that the hirers request be honoured and they would be allowed one months additional waiver of rent.
(b) the hirer be reminded of their agreed core hours of opening by the P&FM.

Cllr S. Sullivan
Chairman

Meeting closed at 8.35 p.m.

Signed.. Chairman Date ....30/11/20..........

Springfield Parish Council

Budget Report

From: Month 1, April 2020

To: Month 12, March 2021

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	57.39	0.71	27,698.16	(27,640.77)	57.39	0.71	27,698.16	(27,640.77)
4106 Daffodil Room (formerly Changi	127.69	1.57	13,000.00	(12,872.31)	127.69	1.57	13,000.00	(12,872.31)
4107 Miscellaneous receipts	240.00	2.95	5,250.00	(5,010.00)	240.00	2.95	5,250.00	(5,010.00)
4108 Refreshments Income	0.00	0.00	11,570.40	(11,570.40)	0.00	0.00	11,570.40	(11,570.40)
4110 Bowers Hall Income Regular	215.34	2.65	45,000.00	(44,784.66)	215.34	2.65	45,000.00	(44,784.66)
4111 Bowers Hall Income Occ.	28.34	0.35	0.00	28.34	28.34	0.35	0.00	28.34
4112 Springfield Room Income Regul	348.49	4.29	11,000.00	(10,651.51)	348.49	4.29	11,000.00	(10,651.51)
4113 Springfield Room Income Occ.	0.00	0.00	1,500.00	(1,500.00)	0.00	0.00	1,500.00	(1,500.00)
4114 Chelmer Room Income Regular	(537.83)	(6.62)	17,500.00	(18,037.83)	(537.83)	(6.62)	17,500.00	(18,037.83)
4115 Chelmer Room Income Occ.	0.00	0.00	2,000.00	(2,000.00)	0.00	0.00	2,000.00	(2,000.00)
4116 Annex Income Regular	(871.79)	(10.73)	17,500.00	(18,371.79)	(871.79)	(10.73)	17,500.00	(18,371.79)
4118 Kitchen Income Regular	(33.15)	(0.41)	1,500.00	(1,533.15)	(33.15)	(0.41)	1,500.00	(1,533.15)
41[illegible]hen Income Occ.	0.00	0.00	45.00	(45.00)	0.00	0.00	45.00	(45.00)
4125 Cleaning Costs Income	0.00	0.00	528.96	(528.96)	0.00	0.00	528.96	(528.96)
4126 Damage Deposits	0.00	0.00	400.00	(400.00)	0.00	0.00	400.00	(400.00)
4133 Storage	756.25	9.31	1,523.06	(766.81)	756.25	9.31	1,523.06	(766.81)
4132 LCD Projector hire	(21.92)	(0.27)	1,742.64	(1,764.56)	(21.92)	(0.27)	1,742.64	(1,764.56)
4200 Boleyn Room	992.61	12.22	26,500.00	(25,507.39)	992.61	12.22	26,500.00	(25,507.39)
4010 Catering bar facility	366.52	4.51	5,677.00	(5,310.48)	366.52	4.51	5,677.00	(5,310.48)
4202 Library Sundries (NEW)	6,454.80	79.47	12,928.00	(6,473.20)	6,454.80	79.47	12,928.00	(6,473.20)
	8,122.74	100.00	202,863.22	(194,740.48)	8,122.74	100.00	202,863.22	(194,740.48)
Expenditure								
5510 Electrical - Supply Costs	3,576.11	44.03	14,603.18	11,027.07	3,576.11	44.03	14,603.18	11,027.07
5520 Electrical - Maintenance Lamps	30.09	0.37	700.00	669.91	30.09	0.37	700.00	669.91
5521 Electrical - Lamp Installation	437.98	5.39	0.00	(437.98)	437.98	5.39	0.00	(437.98)
5522 Electrical - Portable Appliance T	225.00	2.77	52.00	(173.00)	225.00	2.77	52.00	(173.00)
5523 Electrical - Circuit Testing	0.00	0.00	269.00	269.00	0.00	0.00	269.00	269.00
5530 SPC Gas costs	2,013.80	24.79	6,200.00	4,186.20	2,013.80	24.79	6,200.00	4,186.20
5540 Gas - Maintenance	0.00	0.00	2,570.00	2,570.00	0.00	0.00	2,570.00	2,570.00
5550 Water - Supplies and Services	545.56	6.72	2,050.00	1,504.44	545.56	6.72	2,050.00	1,504.44
5560 Water - Maintenance Testing	658.00	8.10	1,291.50	633.50	658.00	8.10	1,291.50	633.50
5561 Water - Tank Cleaning/Chlorinat	325.00	4.00	333.00	8.00	325.00	4.00	333.00	8.00
5570 SPCentre - Rates	7,951.50	97.89	13,329.00	5,377.50	7,951.50	97.89	13,329.00	5,377.50
5[illegible] Refuse Services	3,105.44	38.23	2,928.00	(177.44)	3,105.44	38.23	2,928.00	(177.44)
5[illegible] SPC library Sundries (NEW)	6,454.80	79.47	12,928.00	6,473.20	6,454.80	79.47	12,928.00	6,473.20
5602 - Refreshment supplies	0.00	0.00	11,570.40	11,570.40	0.00	0.00	11,570.40	11,570.40
5620 Hygiene Contracts	399.21	4.91	767.00	367.79	399.21	4.91	767.00	367.79
5640 Telephone - CDM	679.04	8.36	1,500.00	820.96	679.04	8.36	1,500.00	820.96
5641 Telephone - Internet	476.55	5.87	500.00	23.45	476.55	5.87	500.00	23.45
5652 Intruder Alarm Monitoring	386.00	4.75	0.00	(386.00)	386.00	4.75	0.00	(386.00)
5660 Insurance Buildings and Conten	8,152.63	100.37	6,585.00	(1,567.63)	8,152.63	100.37	6,585.00	(1,567.63)
5670 Security - Keyholding Services	0.00	0.00	501.00	501.00	0.00	0.00	501.00	501.00
5671 Security - Keyholding Call Out C	49.00	0.60	120.00	71.00	49.00	0.60	120.00	71.00
5710 Housekeeping Consumables	1,287.28	15.85	4,000.00	2,712.72	1,287.28	15.85	4,000.00	2,712.72
5720 Stationery and Equipment	541.47	6.67	1,200.00	658.53	541.47	6.67	1,200.00	658.53
5721 Postage	100.00	1.23	410.00	310.00	100.00	1.23	410.00	310.00
5750 Staff Courses	0.00	0.00	500.00	500.00	0.00	0.00	500.00	500.00
5760 Salaries - Dept 1	48,772.70	600.45	152,020.00	103,247.30	48,772.70	600.45	152,020.00	103,247.30
5790 PRS/PPL Music Licensing Fees	0.00	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	1,500.00
5801 Engineer Call Outs	0.00	0.00	676.00	676.00	0.00	0.00	676.00	676.00
5820 Fire - Fighting Equipment Maint	627.16	7.72	1,107.00	479.84	627.16	7.72	1,107.00	479.84
5830 Fire - Fighting Equipment Suppli	7.95	0.10	0.00	(7.95)	7.95	0.10	0.00	(7.95)
5831 Miscellanious Repairs	240.00	2.95	1,000.00	760.00	240.00	2.95	1,000.00	760.00
5832 General Maintenance	2,014.00	24.79	5,000.00	2,986.00	2,014.00	24.79	5,000.00	2,986.00
5840 Security System - Alarm Mainte	181.10	2.23	500.00	318.90	181.10	2.23	500.00	318.90
5851 Signage for Building	104.55	1.29	200.00	95.45	104.55	1.29	200.00	95.45
5870 Equipment Hire	260.00	3.20	841.00	581.00	260.00	3.20	841.00	581.00
5890 First Aid Supplies	13.60	0.17	100.00	86.40	13.60	0.17	100.00	86.40
5910 Landscaping Maintenance	0.00	0.00	550.00	550.00	0.00	0.00	550.00	550.00
5920 Lift Maintenance	472.52	5.82	513.00	40.48	472.52	5.82	513.00	40.48
5930 Bank Charges	148.86	1.83	400.00	251.14	148.86	1.83	400.00	251.14
5962 Petty Cash - CDM Office	0.00	0.00	50.00	50.00	0.00	0.00	50.00	50.00
6001 Refunds	536.79	6.61	100.00	(436.79)	536.79	6.61	100.00	(436.79)
6004 Vandalism/Repairs	(149.57)	(1.84)	0.00	149.57	(149.57)	(1.84)	0.00	149.57
6110 Air Conditioning	0.00	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00

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Budget Report

From: Month 1, April 2020
To: Month 12, March 2021

Chart of Accounts: Springfield Parish Premises Committee [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
6111 Council Chamber	0.00	0.00	600.00	600.00	0.00	0.00	600.00	600.00
	90,624.12	1,115.68	251,064.08	160,439.96	90,624.12	1,115.68	251,064.08	160,439.96
Net Profit/(Loss):	(82,501.38)	(1,015.68)	(48,200.86)	(34,300.52)	(82,501.38)	(1,015.68)	(48,200.86)	(34,300.52)

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		Expenditure	£248,039.06			
		Income	£148,039.06			
		PRECEPT REQUIREMENT	-£100,000.00			Increase on last year due to impact on bookings due to COVID had to assume 75% income only in most cases
			BUDGET APRIL -	Income to 01/09/20	PROPOSED	
		INCOME	BUDGET		BUDGET	
			20-21		21-22	
		Parish Centre				
4008	1	1st Floor Council Chamber H	£ 27,698.16	£ 14.28	£13,849.11	income based on 50% due to Covid and a 2.5% rise to hirers
4010	2	Catering Bar Facilities	£ 5,677.00	£ -	£2,838.53	income based on 50% due to Covid and a 2.5% rise to hirers - bar use was falling anyway
4106	3	Daffodil Room	£ 13,000.00	-£ 185.84	£9,750.03	income based on 75% due to Covid and a 2.5% rise to hirers
4107	4	Miscellaneous Receipts	£ 5,250.00	£ 240.00	£5,000.00	CVH admin fee - request from CVH Management Committee to reduce this to £5,000 from £5500
4108	5	refresh income not requ'd	£ 11,570.40	£ -	£8,677.83	cancels out with 5602 Café
4110	6	Bowers Hall Income	£ 45,000.00	-£ 216.21	£33,750.03	income based on 75% due to Covid and a 2.5% rise to hirers
4112	7	Springfield Room Income	£ 11,000.00	£ 28.34	£8,250.03	income based on 75% due to Covid and a 2.5% rise to hirers
4113	8	Springfield room Occ	£ 1,500.00	£ 223.40	£1,125.03	income based on 75% due to Covid and a 2.5% rise to hirers
4114	9	Chelmer Room income	£ 17,500.00	£ -	£13,125.03	income based on 75% due to Covid and a 2.5% rise to hirers
4115	10	Chelmer room income Occ.	£ 2,000.00	-£ 503.28	£1,500.03	income based on 75% due to Covid and a 2.5% rise to hirers
4116	11	Annex Income	£ 17,500.00	£ -	£13,125.03	income based on 75% due to Covid and a 2.5% rise to hirers
4118	12	Kitchen Income	£ 1,500.00	-£ 804.36	£750.03	kitchen income has fallen year on year so assumed 50% plus 2.5%
4119	13	Kitchen Income Occ	£ 45.00	-£ 13.26	£33.78	income based on 75% due to Covid and a 2.5% rise to hirers
4125	14	Cleaning Costs income	£ 528.96	£ -	£396.75	income based on 75% due to Covid and a 2.5% rise to hirers
4126	15	Damage deposits	£ 400.00	£ -	£300.03	income based on 75% due to Covid and a 2.5% rise to hirers
4127	16	Library Income	£ -	£ -	£0.00	
4131	17	hire of light & sound	£ -	£ -	£0.00	
4132	18	LCD Projector hire income	£ 1,742.64	£ -	£871.35	income based on 50% due to Covid and a 2.5% rise to hirers
4136		Rate Refund	0	0	£0.00	
4133	19	Storage Income	£ 1,523.06	£ 226.84	£1,562.00	
4200	20	Boleyn Room	£ 26,500.00	£ 38.52	£19,875.03	income based on 75% due to Covid and a 2.5% rise to hirers
		Contingency for 'hardship'				
4202	21	Library Income rechargeable	£12,928.00	£4,566.41	£13,259.49	2.5% increase
			£202,863.22	£3,614.84	£148,039.06	

			BUDGET	*Expenditure to 01/09/20*	*PROPOSED*	
			APR-MAR		*BUDGET*	
			20-21		*21-22*	
5501	20	*Publicity & Advertising*	£0.00	£0.00	£0.00	removed this year - we can advertise on social media
5510	21	*Electrical - Supply Costs*	£14,603.18	£3,028.17	£8,600.00	based on previous 6 month period actuals plus 2.5%
5520	22	*Electrical - Lamps*	£700.00	£0.00	£350.00	reduced budget
5521	23	*Electrical Lamp Installation*	£0.00	£0.00	£0.00	no change
5522	24	*Electrical - PAT*	£52.00	£225.00	£60.00	calibration of PAT tester plus sundry labels
5523	25	*Electrical - Circuit Testing*	£269.00	£0.00	£275.73	Lightning protection 2.5% on last year
5530	26	*SPC Gas costs*	£6,200.00	£1,751.89	£7,200.00	2.5% on last full year of prices should reduce once plant room replaced
5540	27	*Gas - Maintenance*	£2,570.00	£0.00	£2,570.00	maintenance plan for 3 years fixed till 2022 call outs should reduce once plant room replaced
5550	28	*Water - Supplies and Servic*	£2,050.00	£545.56	£2,101.25	2.5% on last year
5560	29	*Water - Maintenance Testin*	£1,291.50	£256.50	£1,323.79	2.5% on last year (need approval to continue with Legionella testing via H2O as working really well and not sure site supervisors will have capacity)
5561	30	*Water - Tank Cleaning/Chlo*	£333.00	£0.00	£341.33	2.5% on last year
5570	31	*SPC Centre - Rates*	£13,329.00	£7,951.50	£13,662.23	2.5% on last year
5580	32	*Refuse Services*	£2,928.00	£3,105.44	£3,001.20	2.5% on last year
5590	33	*SPC Library Sundries (new)*	£12,928.00	£6,143.32	£13,251.20	2.5% on last year
5602	34	*Refreshment supplies (non v*	£11,570.40	£0.00	£8,677.83	Café invoices for NDORS - offset by income 4108 as we then pay the Café
5620	35	*Hygiene Contracts*	£767.00	£346.21	£1,157.00	2.5% on last year sanitary bins and various mats additional bin in nursery
5640	37	*Telephone - 464583/463899*	£1,500.00	£564.22	£1,537.50	2.5% on last year
5641	38	*Telephone - Internet*	£500.00	£476.55	£977.00	based on 6 months of last year plus 2.5%
5652	39	*Intruder Alarm Mon.*	£0.00	£386.00	£0.00	built into line 5840 now
5660	40	*Insurance Building and Cont*	£6,585.00	£8,152.63	£8,362.00	2.5% on current costs
5670	41	*Security - Keyholding Servic*	£501.00	£0.00	£513.53	2.5% on current costs Securitas
5671	42	*Security - Keyholding Call O*	£120.00	£49.00	£120.00	
5710	43	*Housekeeping Consumable*	£4,000.00	£1,030.94	£3,500.00	reduced budget
5720	44	*Stationery and Equipment*	£1,200.00	£421.51	£1,000.00	reduced budget
5721	45	*Postage*	£410.00	£100.00	£420.25	2.5% on current costs
5750	47	*Staff Courses*	£500.00	£0.00	£979.00	allows for one full first aid course, 2 refresher courses and one one day pat testing course.
5760	48	*Salaries - Dept 1*	£152,020.00	£48,772.70	£152,020.00	figure to remain the same please note there will only be a reduced budget for additional cover this year
5790	49	*PRS/PPL Music Licensing F*	£1,500.00	£0.00	£1,537.50	2.5% increase
5801	50	*Fire Alarm Engineer Callouts*	£576.00	£0.00	£692.90	2.5% increase call outs for any issues on alarm or shutters
5820	52	*Fire - Fighting Equipment Ma*	£1,107.00	£627.16	£1,135.00	2.5% increase
5830	53	*Fire - Fighting Equipment Su*	£0.00	£7.95	£0.00	
5831	54	*Maintenance projects*	£1,000.00	£240.00	£250.00	reduced budget
5832	55	*General Maintenance*	£5,000.00	£1,169.00	£3,500.00	reduced budget
5840	56	*Security System - Alarm Ma*	£500.00	£181.10	£500.00	kept the same as last year - service and call outs
5841	57	*Alarm Engineer Call Out*	£0.00	£0.00	£0.00	no change
5851	59	*Signage for Building*	£200.00	£104.55	£50.00	reduced budget
5870	60	*Equipment Hire*	£841.00	£260.00	£687.00	Coffee machine hire and water cooler plus 2.5%
5890	61	*First Aid Supplies*	£100.00	£13.60	£75.00	reduced budget
5891		*Furniture*	£0.00	£0.00	£0.00	see council chamber
5910	63	*Landscaping Maintenance*	£550.00	£0.00	£410.00	covers cost of annual tree survey but not remedials - can reclaim 60% from library
5920	64	*Lift Maintenance*	£513.00	£472.52	£525.83	2.5% increase
5930	65	*PDQ Bank Charges*	£400.00	£148.86	£400.00	based on previous year as no customers this year
5962	66	*Petty Cash - Premises*	£50.00	£0.00	£50.00	no change as P&FM now has a corporate card
6001	67	*Refunds*	£100.00	£485.00	£100.00	no change
		Hardship Contingency			£5,475.02	new code required
6003	68	*Christmas decorations*	£0.00	£0.00	£0.00	no budget requested this year
6004	69	*Vandalism/Repairs*	£0.00	-£149.57	£0.00	budget removed costs to be covered under other budget lines
6080	70	*General Security Devices*	£0.00	£0.00	£0.00	no change
6100	71	*Computer Software/hardwar*	£0.00	£0.00	£250.00	allowance for unexpected costs
6110	72	*Air Conditioning*	£1,000.00	£0.00	£0.00	service contract pointless until air conditioning replaced
6111	73	*Council Chamber*	£600.00	£0.00	£400.00	amount for council chamber chairs - 16 additional economy chairs - cost to replace all chairs with a better quality model would be prohibitive at present as we need around 40 in total for NDORS
6225	74	*Sound & Light Expenditure*		£0.00	£0.00	not currently hired out hope to use funds from selling old equipment to upgrade once resolved
			£251,064.08	£86,867.31	£248,039.06	