SPRINGFIELD PARISH COUNCIL
MINUTES OF THE PREMISES COMMITTEE MEETING
HELD VIA ZOOM ON 22nd MARCH 2021 AT 7.30 P.M.
SPRINGFIELD PARISH CENTRE

PRESENT: Cllrs Ms S Sullivan (Chairman), A. Chong, I. Fuller, R. Lee & Mrs R. Moore

In attendance: Premises & Facilities Manager (P&FM)
Committee Clerk (arrived 7.40pm)

60 **APOLOGIES FOR ABSENCE** – were received and accepted from Cllr R. Carson.

61 **CO-OPTION ONTO COMMITTEE** – none were required.

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

63 **MINUTES OF THE PREMISES COMMITTEE MEETING** – held on 25th January 2021

RESOLVED: that the minutes of the meeting held on 25th January 2021 be approved and signed as a correct record.

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

65 **BUDGETS AND FINANCE**

65.1 **BUDGET REPORT** for Period January 2021 – March 2021.

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

65.2 **FINANCE AND MARKETING OFFICER REPORT**

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

66 **FIRE ALARM WORKS**

Following a recent service it had been identified that the upstairs fire detection equipment was now over ten years old and it was recommended that this be replaced. Members were asked to consider replacing the fire detection equipment at a cost of £729.65 (plus VAT) to be taken from N/C 5820 (Equipment Maintenance). Members were advised that the parish council were in a contract with DPL for the annual servicing of our alarm systems so were not able to obtain other quotations for this work, as it would void our service and maintenance contracts.

RESOLVED: that

(a) P&FM advises members of the length of the contract currently in place;
(b) Item is referred to the next meeting of the Premises Committee.

67 **LIBRARY STONEWORK**

It had been identified by the Parish Handymen that the brick pillar library signage facing New Bowers Way was in need of repair. Essex County Council had been contacted and were investigating whether there was a primary collateral warranty still in place for Keir Construction.

RESOLVED: that the information was noted.

IF

68 **SECURITY ISSUE**

Following a recent security issue, the magnetic locks and keypad on the Annexe Kitchen had been replaced as a health and safety issue.

RESOLVED: the cost of the repairs to be taken from N/C 5832 General Maintenance.

69 **FLOOR CLEANING**

It had been identified that some floors in the Parish Centre would benefit from a clean with an electric floor cleaner/buffer. This had also been identified as a need at Chelmer Village Hall. Members were asked to consider sharing the cost of hiring a machine with Chelmer Village Hall.

RESOLVED: that members agreed the P&FM obtain quotations for machine hire and members ask the Chelmers Village Hall Committee whether they wish to share the costs with Chelmer Village Hall.

70 **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 confidential nature of the business to be transacted.

71 **UNPAID INVOICES**

RESOLVED: that members agreed they wish to pursue the matter through the Small Claims Court.

Cllr S. Sullivan
Chairman

Meeting closed at 8.12 p.m.

Signed......... ... Chairman Date 17/05/21

Appendix A -

Date: 16/03/2021
Time: 11:46:58

Springfield Parish Council
Budget Report

From: Month 10, January 2021
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	(165.26)	(2.83)	0.00	(165.26)	711.45	2.11	27,698.16	(26,986.71)
4019 Grants	0.00	0.00	0.00	0.00	4,150.00	12.29	0.00	4,150.00
4106 Daffodil Room (formerly Changi	1,841.59	31.58	0.00	1,841.59	6,826.20	20.21	13,000.00	(6,173.80)
4107 Miscellaneous receipts	0.00	0.00	0.00	0.00	838.98	2.48	5,250.00	(4,411.02)
4108 Refreshments Income	0.00	0.00	0.00	0.00	0.00	0.00	11,570.40	(11,570.40)
4110 Bowers Hall Income Regular	(845.68)	(14.50)	0.00	(845.68)	2,036.10	6.03	45,000.00	(42,963.90)
4111 Bowers Hall Income Occ.	0.00	0.00	0.00	0.00	70.87	0.21	0.00	70.87
4112 Springfield Room Income Regul	(544.40)	(9.34)	0.00	(544.40)	703.69	2.08	11,000.00	(10,296.31)
4113 Springfield Room Income Occ.	0.00	0.00	0.00	0.00	279.25	0.83	1,500.00	(1,220.75)
4114 Chelmer Room Income Regular	1,048.80	17.99	0.00	1,048.80	797.57	2.36	17,500.00	(16,702.43)
4115 Chelmer Room Income Occ.	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	(2,000.00)
[illegible]116 Annex Income Regular	2,540.84	43.57	0.00	2,540.84	3,966.08	11.74	17,500.00	(13,533.92)
[illegible] Kitchen Income Regular	0.00	0.00	0.00	0.00	(33.15)	(0.10)	1,500.00	(1,533.15)
4[illegible] Kichen Income Occ.	0.00	0.00	0.00	0.00	0.00	0.00	45.00	(45.00)
4125 Cleaning Costs Income	0.00	0.00	0.00	0.00	60.00	0.18	528.96	(468.96)
4126 Damage Deposits	0.00	0.00	0.00	0.00	0.00	0.00	400.00	(400.00)
4133 Storage	133.08	2.28	0.00	133.08	1,290.10	3.82	1,523.06	(232.96)
4132 LCD Projector hire	0.00	0.00	0.00	0.00	0.00	0.00	1,742.64	(1,742.64)
4200 Boleyn Room	(953.37)	(16.35)	0.00	(953.37)	1,897.90	5.62	26,500.00	(24,602.10)
4010 Catering bar facility	(200.00)	(3.43)	0.00	(200.00)	166.52	0.49	5,677.00	(5,510.48)
4202 Library Sundries (NEW)	2,975.89	51.03	0.00	2,975.89	10,010.87	29.64	12,928.00	(2,917.13)
	5,831.49	100.00	0.00	5,831.49	33,772.43	100.00	202,863.22	(169,090.79)
Expenditure								
5510 Electrical - Supply Costs	1,017.45	17.45	0.00	(1,017.45)	6,506.40	19.27	14,603.18	8,096.78
5520 Electrical - Maintenance Lamps	36.22	0.62	0.00	(36.22)	106.29	0.31	700.00	593.71
5521 Electrical - Lamp Installation	0.00	0.00	0.00	0.00	2,423.40	7.18	0.00	(2,423.40)
5522 Electrical - Portable Appliance T	0.00	0.00	0.00	0.00	225.00	0.67	52.00	(173.00)
5523 Electrical - Circuit Testing	0.00	0.00	0.00	0.00	0.00	0.00	269.00	269.00
5530 SPC Gas costs	1,450.36	24.87	0.00	(1,450.36)	3,754.25	11.12	6,200.00	2,445.75
5540 Gas - Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	2,570.00	2,570.00
5550 Water - Supplies and Services	0.00	0.00	0.00	0.00	619.77	1.84	2,050.00	1,430.23
5560 Water - Maintenance Testing	171.00	2.93	0.00	(171.00)	1,410.00	4.18	1,291.50	(118.50)
5561 Water - Tank Cleaning/Chlorinat	0.00	0.00	0.00	0.00	325.00	0.96	333.00	8.00
[illegible]570 SPCentre - Rates	0.00	0.00	0.00	0.00	13,252.50	39.24	13,329.00	76.50
[illegible]80 Refuse Services	0.00	0.00	0.00	0.00	3,105.44	9.20	2,928.00	(177.44)
5[illegible]PC library Sundries (NEW)	1,005.15	17.24	0.00	(1,005.15)	10,568.70	31.29	12,928.00	2,359.30
560[illegible] - Refreshment supplies	0.00	0.00	0.00	0.00	0.00	0.00	11,570.40	11,570.40
5620 Hygiene Contracts	82.50	1.41	0.00	(82.50)	1,041.35	3.08	767.00	(274.35)
5640 Telephone - CDM	118.63	2.03	0.00	(118.63)	1,258.64	3.73	1,500.00	241.36
5641 Telephone - Internet	242.10	4.15	0.00	(242.10)	960.75	2.84	500.00	(460.75)
5652 Intruder Alarm Monitoring	0.00	0.00	0.00	0.00	386.00	1.14	0.00	(386.00)
5660 Insurance Buildings and Conten	0.00	0.00	0.00	0.00	8,259.06	24.46	6,585.00	(1,674.06)
5670 Security - Keyholding Services	0.00	0.00	0.00	0.00	524.35	1.55	501.00	(23.35)
5671 Security - Keyholding Call Out C	0.00	0.00	0.00	0.00	49.00	0.15	120.00	71.00
5710 Housekeeping Consumables	231.75	3.97	0.00	(231.75)	2,731.87	8.09	4,000.00	1,268.13
5720 Stationery and Equipment	266.80	4.58	0.00	(266.80)	1,179.54	3.49	1,200.00	20.46
5721 Postage	0.00	0.00	0.00	0.00	100.00	0.30	410.00	310.00
5750 Staff Courses	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
5760 Salaries - Dept 1	23,467.34	402.42	0.00	(23,467.34)	121,696.70	360.34	152,020.00	30,323.30
5790 PRS/PPL Music Licensing Fees	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00
5801 Engineer Call Outs	0.00	0.00	0.00	0.00	0.00	0.00	676.00	676.00
5820 Fire - Fighting Equipment Maint	354.19	6.07	0.00	(354.19)	1,441.35	4.27	1,107.00	(334.35)
5830 Fire - Fighting Equipment Suppli	0.00	0.00	0.00	0.00	111.93	0.33	0.00	(111.93)
5831 Miscellanious Repairs	0.00	0.00	0.00	0.00	1,112.64	3.29	1,000.00	(112.64)
5832 General Maintenance	394.00	6.76	0.00	(394.00)	4,070.61	12.05	5,000.00	929.39
5840 Security System - Alarm Mainte	0.00	0.00	0.00	0.00	181.10	0.54	500.00	318.90
5851 Signage for Building	0.00	0.00	0.00	0.00	213.28	0.63	200.00	(13.28)
5870 Equipment Hire	130.00	2.23	0.00	(130.00)	520.00	1.54	841.00	321.00
5890 First Aid Supplies	0.00	0.00	0.00	0.00	13.60	0.04	100.00	86.40
5910 Landscaping Maintenance	0.00	0.00	0.00	0.00	456.23	1.35	550.00	93.77
5920 Lift Maintenance	0.00	0.00	0.00	0.00	472.52	1.40	513.00	40.48
5930 Bank Charges	0.00	0.00	0.00	0.00	368.41	1.09	400.00	31.59
5962 Petty Cash - CDM Office	0.00	0.00	0.00	0.00	1.66	0.00	50.00	48.34
6001 Refunds	94.02	1.61	0.00	(94.02)	720.17	2.13	100.00	(620.17)
6004 Vandalism/Repairs	0.00	0.00	0.00	0.00	(149.57)	(0.44)	0.00	149.57

Tf

Springfield Parish Council

Budget Report

From: Month 10, January 2021
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
6110 Air Conditioning	0.00	0.00	0.00	0.00	180.00	0.53	1,000.00	820.00
6111 Council Chamber	0.00	0.00	0.00	0.00	0.00	0.00	600.00	600.00
	29,061.51	498.35	0.00	(29,061.51)	190,197.94	563.18	251,064.08	60,866.14
Net Profit/(Loss):	(23,230.02)	(398.35)	0.00	(23,230.02)	(156,425.51)	(463.18)	(48,200.86)	(108,224.65)

JP