SPRINGFIELD PARISH COUNCIL
MINUTES OF THE PREMISES COMMITTEE MEETING HELD ON TUESDAY 24TH JANUARY 2023
AT 7.30 PM AT SPRINGFIELD PARISH CENTRE

PRESENT: Cllrs: R.Carson A. Chong, D.Havell, R.Lee, A.Potts, S. Sullivan (Chairman)

IN ATTENDANCE: Premises & Facilities Manager
Committee Clerk
1 Member of the Public (arrived at 7.40 p.m and left at 7.50p.m)

57 **APOLOGIES FOR ABSENCE –** ~~there were none.~~ Were received and accepted from Cllr I. Fuller and Cllr R. Moore

58 **CO-OPTION OF NON-COMMITTEE MEMBERS –** Cllr D. Havell was co-opted as a substitute for Cllr I. Fuller and Cllr A. Chong was co-opted as a substitute for Cllr R. Moore.

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

60 **MINUTES OF THE COMMITTEE MEETING –** held on 28th November 2022.

RESOLVED: that the Minutes of the Meeting held on 28th November 2022 be approved and signed as a correct record.

61 **PUBLIC QUESTION TIME –** there was one member of the public in attendance to discuss minute number 68.

62 **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.

63 **PREMISES MANAGER UPDATE**

RESOLVED: that the following information was noted.

a) that the men's and disabled toilets on the ground floor had been painted.
b) Emergency action was underway to replace the hot water tank.

64 **FINANCIAL MATTERS**

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

65 **FINANCE & MARKETING OFFICER REPORT**

Members received a written report from the Finance and Marketing Officer regarding new hirers.

RESOLVED: that the information was noted.

66 **HEATING REPAIRS**

Further to minute 51 of the Premises meeting held on 28th November 2022, members were asked to consider the quotations received for the full replacement of the heating pumps in the extension part of the premises.

Company A	£6,820.00 + VAT	(original)
Company B	£16,800.00 + VAT	(new)

RESOLVED: that members agreed to proceed with Company A at a cost of £6820.00 plus VAT to be taken from Parish Centre ear mark reserve.

67 **HEALTH & SAFETY POLICY**

Members were asked to consider suggested word amendments to the Health & Safety Policy.

RESOLVED: that members agreed to the policy being updated with the suggested changes.

68 **CAFÉ OUT OF HOURS EVENTS**

Following discussion via email, members considered the agreement the council had with the Café Proprietor. It was noted that opening hours within the contract stated Monday to Friday 9.00 am to 4.30 p.m.

RESOLVED: that

(a) Café opening hours outside the usual 9.00 a.m to 4.30p.m. Monday to Friday would be charged as follows:

Daytime (9.30 to 4.30) Saturdays and Sundays would be charged at a fixed fee of £25.00 per day (for their own events)

Evenings after 4.30 p.m. 7 days a week a fixed fee of £25.00 would be charged (for their own events);

(b) Premises & Facilities Manger to contact Licensing department at Chelmsford City Council regarding rules of serving alcohol and food with tickets being purchased in advance of events;

(c) contract to be amended to include the above points and to advise that the contract will be reviewed on an annual basis by council;

(d) outside of the council's annual review the Café Proprietor can make a request for a review of the contract at any time;

(e) Premises & Facilities Manager to set out an hourly fee that will allow customers of the centre to hold an event in the café space whilst catering is being provided; hire of that space will not be permitted without catering.

Meeting Closed: 8.35 P.M.

Cllr S. Sullivan
Chairman

Signed .... Date ......20/3/23......

Springfield Parish Council

Budget Report

Appendix A

From: Month 8, November 2022
To: Month 10, January 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	890.83	2.93	0.00	890.83	2,889.15	2.65	2,050.00	839.15
4106 Daffodil Room (formerly Changi	2,046.35	6.73	0.00	2,046.35	11,659.35	10.69	16,152.98	(4,493.63)
4107 Miscellaneous receipts	63.33	0.21	0.00	63.33	343.33	0.31	6,000.00	(5,656.67)
4108 Refreshments Income	144.50	0.48	0.00	144.50	822.55	0.75	0.00	822.55
4110 Bowers Hall Income Regular	6,617.00	21.76	0.00	6,617.00	27,468.85	25.17	39,975.00	(12,506.15)
4111 Bowers Hall Income Occ.	1,063.97	3.50	0.00	1,063.97	1,847.39	1.69	0.00	1,847.39
4112 Springfield Room Income Regul	2,198.91	7.23	0.00	2,198.91	8,902.95	8.16	17,425.00	(8,522.05)
4113 Springfield Room Income Occ.	426.40	1.40	0.00	426.40	1,338.11	1.23	2,050.00	(711.89)
4114 Chelmer Room Income Regular	3,099.37	10.19	0.00	3,099.37	6,689.16	6.13	16,400.00	(9,710.84)
4115 Chelmer Room Income Occ.	90.20	0.30	0.00	90.20	274.76	0.25	1,230.00	(955.24)
4116 Annex Income Regular	3,652.29	12.01	0.00	3,652.29	11,389.79	10.44	16,315.95	(4,926.16)
4118 Kitchen Income Regular	822.85	2.71	0.00	822.85	2,702.32	2.48	2,175.05	527.27
4119 Kichen Income Occ.	48.18	0.16	0.00	48.18	174.26	0.16	307.50	(133.24)
4125 Cleaning Costs Income	215.26	0.71	0.00	215.26	565.84	0.52	1,198.23	(632.39)
4126 Damage Deposits	0.00	0.00	0.00	0.00	0.00	0.00	501.23	(501.23)
4127 Library Rate 1	0.00	0.00	0.00	0.00	92.30	0.08	51.25	41.05
4[illegible] torage	145.42	0.48	0.00	145.42	629.12	0.58	1,537.50	(908.38)
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	10.25	0.03	0.00	10.25	34.85	0.03	0.00	34.85
4200 Boleyn Room	5,355.59	17.61	0.00	5,355.59	18,293.45	16.77	25,625.00	(7,331.55)
4010 Catering bar facility	330.86	1.09	0.00	330.86	430.86	0.39	6,000.00	(5,569.14)
4202 Library Sundries (NEW)	3,186.65	10.48	0.00	3,186.65	12,555.15	11.51	13,259.49	(704.34)
	30,408.21	100.00	0.00	30,408.21	109,115.84	100.00	168,254.18	(59,138.34)
Expenditure								
5510 Electrical - Supply Costs	1,195.49	3.93	0.00	(1,195.49)	4,441.01	4.07	13,000.00	8,558.99
5520 Electrical - Maintenance Lamps	0.00	0.00	0.00	0.00	1,140.39	1.05	717.50	(422.89)
5522 Electrical - Portable Appliance T	0.00	0.00	0.00	0.00	50.00	0.05	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	315.40	1.04	0.00	(315.40)	3,512.11	3.22	4,500.00	987.89
5540 Gas - Maintenance	125.00	0.41	0.00	(125.00)	250.00	0.23	3,570.00	3,320.00
5550 Water - Supplies and Services	85.50	0.28	0.00	(85.50)	1,828.08	1.68	2,153.78	325.70
5560 Water - Maintenance Testing	895.50	2.94	0.00	(895.50)	2,442.50	2.24	2,000.00	(442.50)
5561 Water - Tank Cleaning/Chlorinat	0.00	0.00	0.00	0.00	0.00	0.00	349.86	349.86
5570 SPCentre - Rates	2,649.60	8.71	0.00	(2,649.60)	13,248.45	12.14	14,003.79	755.34
5580 Refuse Services	0.00	0.00	0.00	0.00	3,127.80	2.87	3,076.23	(51.57)
5590 SPC library Sundries (NEW)	2,241.13	7.37	0.00	(2,241.13)	12,785.58	11.72	13,259.49	473.91
5602 - Refreshment supplies	113.17	0.37	0.00	(113.17)	113.17	0.10	0.00	(113.17)
5[illegible] Hygiene Contracts	313.36	1.03	0.00	(313.36)	991.90	0.91	1,185.93	194.03
5[illegible] elephone mobiles broadband	277.46	0.91	0.00	(277.46)	1,292.52	1.18	1,575.94	283.42
5641 Membership Fees	88.99	0.29	0.00	(88.99)	88.99	0.08	1,001.43	912.44
5660 Insurance Buildings and Conten	0.00	0.00	0.00	0.00	6,642.35	6.09	7,500.00	857.65
5670 Security - Keyholding Services	98.00	0.32	0.00	(98.00)	573.35	0.53	526.37	(46.98)
5671 Security - Keyholding Call Out C	0.00	0.00	0.00	0.00	0.00	0.00	123.00	123.00
5703 Licensing	295.00	0.97	0.00	(295.00)	295.00	0.27	0.00	(295.00)
5710 Housekeeping Consumables	641.85	2.11	0.00	(641.85)	2,671.71	2.45	3,587.50	915.79
5720 Stationery and Equipment	224.66	0.74	0.00	(224.66)	644.15	0.59	1,000.00	355.85
5721 Postage	25.00	0.08	0.00	(25.00)	100.00	0.09	300.00	200.00
5750 Staff Courses	0.00	0.00	0.00	0.00	330.00	0.30	250.00	(80.00)
5760 Salaries - Dept 1	35,678.81	117.33	0.00	(35,678.81)	116,739.22	106.99	164,000.00	47,260.78
5790 PRS/PPL Music Licensing Fees	0.00	0.00	0.00	0.00	150.00	0.14	300.00	150.00
5801 Engineer Call Outs	587.38	1.93	0.00	(587.38)	803.38	0.74	710.22	(93.16)
5820 Fire - Fighting Equipment Maint	334.75	1.10	0.00	(334.75)	756.75	0.69	1,793.75	1,037.00
5831 Miscellanious Repairs & Cafe	1,870.96	6.15	0.00	(1,870.96)	1,870.96	1.71	1,000.00	(870.96)
5832 General Maintenance	2,581.91	8.49	0.00	(2,581.91)	7,121.09	6.53	5,000.00	(2,121.09)
5840 Security System - Alarm Mainte	0.00	0.00	0.00	0.00	403.60	0.37	512.50	108.90
5851 Signage for Building	95.00	0.31	0.00	(95.00)	104.63	0.10	200.00	95.37
5870 Equipment Hire	0.00	0.00	0.00	0.00	0.00	0.00	535.00	535.00
5890 First Aid Supplies	0.00	0.00	0.00	0.00	25.45	0.02	100.00	74.55
5910 Landscaping Maintenance	330.00	1.09	0.00	(330.00)	330.00	0.30	420.25	90.25
5920 Lift Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	538.98	538.98
5930 Bank Charges	114.00	0.37	0.00	(114.00)	456.00	0.42	410.00	(46.00)
6001 Refunds	21.26	0.07	0.00	(21.26)	143.27	0.13	100.00	(43.27)
6003 Christmas decorations	37.83	0.12	0.00	(37.83)	37.83	0.03	0.00	(37.83)
6100 Computer Software	0.00	0.00	0.00	0.00	0.00	0.00	360.00	360.00
6110 Air Conditioning	0.00	0.00	0.00	0.00	1,380.00	1.26	307.50	(1,0[illegible]2.50)

Time: 11:00:37

Budget Report

From: Month 8, November 2022
To: Month 10, January 2023

Chart of Accounts: Springfield Parish Premises Committee [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
5112 SPC Garden Project	53.90	0.18	0.00	(53.90)	83.88	0.08	500.00	416.12
	51,290.91	168.67	0.00	(51,290.91)	186,975.12	171.35	250,828.52	63,853.40
Net Profit/(Loss):	(20,882.70)	(68.67)	0.00	(20,882.70)	(77,859.28)	(71.35)	(82,574.34)	4,715.06