SPRINGFIELD PARISH COUNCIL
MINUTES OF THE PREMISES COMMITTEE MEETING
HELD VIA ZOOM ON 25TH JANUARY 2021 AT 7.30 P.M.
SPRINGFIELD PARISH CENTRE

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

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

49 **APOLOGIES FOR ABSENCE** – there were none.

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

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

52 **MINUTES OF THE PREMISES COMMITTEE MEETING** – held on 30th November 2020.

RESOLVED: that the minutes of the meeting held on 30th November be approved and signed as a correct record.

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

54 **BUDGETS AND FINANCE**

54.1 **BUDGET REPORT** for Period November 2020 – January 2021.

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

54.2 **FINANCE AND MARKETING OFFICER REPORT**

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

55 **SUBSIDENCE**

Further to minute number 27 of the Premises Committee meeting held on 21st September 2020 and minute number 43 of the Premises Committee meeting held on 30th November 2020, members received a verbal update from the (P&FM) advising that a report from the Surveyor confirmed the nature and pattern of the damage was not consistent with subsidence or the operation of any other insured event. The decorative works that would be required to be carried out at a later date would not be covered under the insurance policy.

RESOLVED: that the information was noted.

56 **COMMUNITY GARDEN PROJECT**

Members were reminded that a representative from Premises Committee was still required to liaise with the volunteers in the Community Garden

RESOLVED: that the item was referred to the next Full Council.

57 **SAFEGUARDING GUIDANCE**

Members were asked to consider the ACRE Information Sheet they had received and to discuss how the recommendations could be best implemented at the Parish Centre.

RESOLVED: that

(a) (P&FM) to contact Essex Youth Services to see if they would charge for DBS checks if required;
(b) (P&FM) would look into the information and if required would draft any changes to the hirers agreement and draft a Safeguarding Policy to be referred to the next Premises Committee meeting.

58 **LIFT REMEDIALS**

The lift contractor had identified that remedial works were required in order to bring the shaft lighting up to current safety standards.

Members were advised that that the quotation for the works was £525.00. (P&FM) advised members that they were awaiting an additional quotation from an Electrician.

RESOLVED: that (P&FM) would advise members once the additional quotation had been received and advise members if the changes were required by law.

59 **POLICIES TO BE REVIEWED**

Members were asked to review and approve the following policies:

Emergency Evacuation Policy
Lone Working Policy
Severe Weather Policy (hirers)

RESOLVED: that

(a) Emergency Evacuation Policy members reviewed and approved the following changes: 'an instruction to fire marshals to set any automatic doors within their zones to manual as part of their duties'.
(b) Lone Working Policy members reviewed and approved the following changes: 'reference to the new CCTV system as this enables staff to monitor the building from the safety of the office and is an additional safety measure and reference to the magnetic door locks which enable access to be controlled and use of the exit only functions on automatic doors which prevent re-entry to the building.'
(c) Severe Weather Policy (hirers) members agreed no changes were required to this policy.

Cllr S. Sullivan
Chairman

Meeting closed at 7.55 p.m.

Signed... Chairman Date 22/03/21

App endix A -

Date: 18/01/2021
Time: 11:11:09

Springfield Parish Council
Budget Report

From: Month 6, September 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	589.17	3.34	0.00	589.17	603.45	2.73	27,698.16	(27,094.71)
4019 Grants	3,450.00	19.57	0.00	3,450.00	3,450.00	15.62	0.00	3,450.00
4106 Daffodil Room (formerly Changi	2,969.31	16.84	0.00	2,969.31	3,203.12	14.50	13,000.00	(9,796.88)
4107 Miscellaneous receipts	0.00	0.00	0.00	0.00	240.00	1.09	5,250.00	(5,010.00)
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	2,665.80	15.12	0.00	2,665.80	2,492.10	11.28	45,000.00	(42,507.90)
4111 Bowers Hall Income Occ.	42.53	0.24	0.00	42.53	70.87	0.32	0.00	70.87
4112 Springfield Room Income Regul	648.01	3.68	0.00	648.01	823.65	3.73	11,000.00	(10,176.35)
4113 Springfield Room Income Occ.	323.93	1.84	0.00	323.93	279.25	1.26	1,500.00	(1,220.75)
4114 Chelmer Room Income Regular	231.08	1.31	0.00	231.08	(251.23)	(1.14)	17,500.00	(17,751.23)
4115 Chelmer Room Income Occ.	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	(2,000.00)
4116 Annex Income Regular	1,030.41	5.84	0.00	1,030.41	255.24	1.16	17,500.00	(17,244.76)
4118 Kitchen Income Regular	(19.89)	(0.11)	0.00	(19.89)	(33.15)	(0.15)	1,500.00	(1,533.15)
4119 Kichen Income Occ.	0.00	0.00	0.00	0.00	0.00	0.00	45.00	(45.00)
4125 Cleaning Costs Income	60.00	0.34	0.00	60.00	60.00	0.27	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	765.39	4.34	0.00	765.39	1,101.17	4.98	1,523.06	(421.89)
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	2,041.69	11.58	0.00	2,041.69	2,394.79	10.84	26,500.00	(24,105.21)
4010 Catering bar facility	366.52	2.08	0.00	366.52	366.52	1.66	5,677.00	(5,310.48)
4202 Library Sundries (NEW)	2,468.57	14.00	0.00	2,468.57	7,034.98	31.85	12,928.00	(5,893.02)
	17,632.52	100.00	0.00	17,632.52	22,090.76	100.00	202,863.22	(180,772.46)
Expenditure								
5510 Electrical - Supply Costs	2,981.25	16.91	0.00	(2,981.25)	6,009.42	27.20	14,603.18	8,593.76
5520 Electrical - Maintenance Lamps	91.81	0.52	0.00	(91.81)	91.81	0.42	700.00	608.19
5521 Electrical - Lamp Installation	2,423.40	13.74	0.00	(2,423.40)	2,423.40	10.97	0.00	(2,423.40)
5522 Electrical - Portable Appliance T	0.00	0.00	0.00	0.00	225.00	1.02	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	552.00	3.13	0.00	(552.00)	2,303.89	10.43	6,200.00	3,896.11
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	74.21	0.42	0.00	(74.21)	619.77	2.81	2,050.00	1,430.23
5560 Water - Maintenance Testing	581.00	3.30	0.00	(581.00)	1,239.00	5.61	1,291.50	52.50
5561 Water - Tank Cleaning/Chlorina	0.00	0.00	0.00	0.00	325.00	1.47	333.00	8.00
5570 SPCentre - Rates	5,301.00	30.06	0.00	(5,301.00)	13,252.50	59.99	13,329.00	76.50
5580 Refuse Services	0.00	0.00	0.00	0.00	3,105.44	14.06	2,928.00	(177.44)
5590 SPC library Sundries (NEW)	3,620.41	20.53	0.00	(3,620.41)	9,763.73	44.20	12,928.00	3,164.27
5602 - Refreshment supplies	0.00	0.00	0.00	0.00	0.00	0.00	11,570.40	11,570.40
5620 Hygiene Contracts	667.64	3.79	0.00	(667.64)	1,027.60	4.65	767.00	(260.60)
5640 Telephone - CDM	460.97	2.61	0.00	(460.97)	1,140.01	5.16	1,500.00	359.99
5641 Telephone - Internet	242.10	1.37	0.00	(242.10)	718.65	3.25	500.00	(218.65)
5652 Intruder Alarm Monitoring	0.00	0.00	0.00	0.00	386.00	1.75	0.00	(386.00)
5660 Insurance Buildings and Conten	106.43	0.60	0.00	(106.43)	8,259.06	37.39	6,585.00	(1,674.06)
5670 Security - Keyholding Services	524.35	2.97	0.00	(524.35)	524.35	2.37	501.00	(23.35)
5671 Security - Keyholding Call Out C	0.00	0.00	0.00	0.00	49.00	0.22	120.00	71.00
5710 Housekeeping Consumables	1,361.72	7.72	0.00	(1,361.72)	2,500.12	11.32	4,000.00	1,499.88
5720 Stationery and Equipment	328.83	1.86	0.00	(328.83)	897.27	4.06	1,200.00	302.73
5721 Postage	0.00	0.00	0.00	0.00	100.00	0.45	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	49,388.27	280.10	0.00	(49,388.27)	98,229.36	444.66	152,020.00	53,790.64
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	310.00	1.76	0.00	(310.00)	1,087.16	4.92	1,107.00	19.84
5830 Fire - Fighting Equipment Suppli	103.98	0.59	0.00	(103.98)	111.93	0.51	0.00	(111.93)
5831 Miscellanious Repairs	872.64	4.95	0.00	(872.64)	1,112.64	5.04	1,000.00	(112.64)
5832 General Maintenance	2,751.61	15.61	0.00	(2,751.61)	3,920.61	17.75	5,000.00	1,079.39
5840 Security System - Alarm Mainte	0.00	0.00	0.00	0.00	181.10	0.82	500.00	318.90
5851 Signage for Building	70.88	0.40	0.00	(70.88)	213.28	0.97	200.00	(13.28)
5870 Equipment Hire	390.00	2.21	0.00	(390.00)	520.00	2.35	841.00	321.00
5890 First Aid Supplies	0.00	0.00	0.00	0.00	13.60	0.06	100.00	86.40
5910 Landscaping Maintenance	456.23	2.59	0.00	(456.23)	456.23	2.07	550.00	93.77
5920 Lift Maintenance	0.00	0.00	0.00	0.00	472.52	2.14	513.00	40.48
5930 Bank Charges	147.25	0.84	0.00	(147.25)	330.91	1.50	400.00	69.09
5962 Petty Cash - CDM Office	1.66	0.01	0.00	(1.66)	1.66	0.01	50.00	48.34
6001 Refunds	141.15	0.80	0.00	(141.15)	626.15	2.83	100.00	(526.15)
6004 Vandalism/Repairs	0.00	0.00	0.00	0.00	(149.57)	(0.68)	0.00	149.57

Time: 11:11:09

Budget Report

From: Month 6, September 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
6110 Air Conditioning	180.00	1.02	0.00	(180.00)	180.00	0.81	1,000.00	820.00
6111 Council Chamber	0.00	0.00	0.00	0.00	0.00	0.00	600.00	600.00
	74,130.79	420.42	0.00	(74,130.79)	162,268.60	734.55	251,064.08	88,795.48
Net Profit/(Loss):	(56,498.27)	(320.42)	0.00	(56,498.27)	(140,177.84)	(634.55)	(48,200.86)	(91,976.98)