

SPRINGFIELD PARISH COUNCIL
MINUTES OF THE PREMISES COMMITTEE MEETING
HELD ON 25th JULY 2022 AT 7.30 P.M.
SPRINGFIELD PARISH CENTRE

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

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

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

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

15 **DECLARATIONS OF INTEREST & DISPENSATIONS FOR ITEMS ON THE AGENDA**

RESOLVED: that Cllr A. Potts declared a non-pecuniary interest in minute number 21 by virtue of being a volunteer at Bingo, one of the afternoon clubs.

16 **MINUTES OF THE PREMISES COMMITTEE MEETING** – held on 16th May 2022.

RESOLVED: that the minutes of the Meeting held on 16th May 2022, be approved, and signed as a correct record.

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

18 **RISK ASSESSMENTS**

RESOLVED: that it is noted no significant risks had been identified.

19 **PREMISES MANAGER UPDATE REPORTS**

Lift Repairs - Members were advised that further to minute 67 of 24th January 2022, committee meeting, lift repairs were now complete, and the lift had been upgraded to comply with current legislation. Payment to the company had been completed, the lift and emergency lighting were now fully operational.

(Cllr I.Fuller arrived)

Kitchen Shutter

Further to minute 11 of the meeting held on 16th May 2022, Members were advised that Security Shutters Ltd had been contacted for a quotation for a replacement shutter for the Bowers Hall kitchen.

Further to the email sent on 9th June 2022 to all committee members asking for a decision, company A was chosen and accepted in the sum of £2,830.00 +VAT. This work would be completed on 5th August 2022.

RESOLVED: that the information is noted.

20 **FINANCIAL MATTERS**

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

21 **FINANCE & MARKETING REPORT**

Members received a written report from the Finance and Marketing Officer advising members of a new hirer and members were asked to review the hall hire rates paid by the Afternoon clubs from January 2023.

RESOLVED: that

(a) members agreed to increase the fixed fee, per session rate, paid by the Afternoon Clubs by 10% with effect from January 2023 (£34.32 2.5 hrs Bingo & £41.18 3 hrs Bowls or Tea Dance);

(b) 6 months' notice will be given to the clubs;

(c) remainder of the information is noted.

22 **IT WORKS**

Members were asked to consider whether Wi-Fi should be available in all hiring spaces. Tiddlywinks business had made several requests for Wi-Fi coverage in the Annexe and Chelmer room. Their communication with parents is all digital. Wi-Fi can be picked up backstage however, nursery staff sitting backstage working and causing obstruction to the fire exit was not appropriate. The Councils IT contractor had provided a quote for Wi-Fi to be installed and suggested that work be completed in two parts, as the issue may be resolved after completing the first part.

RESOLVED: that:

(a) P&FM to investigate previous Wi-Fi installations and the extent of that work;

(b) P&FM to obtain a further quote for the proposed works;

(c) P&FM to email members with the above information for members to make a decision as soon as possible to ensure that work is completed, ideally, before September 2022.

23 **EMERGENCY LIGHTING /LIGHTS**

It had been brought to the attention of the P&FM by our electrical contractor that several emergency lights required replacement to comply with Health and Safety standards.

Members were asked to consider replacing the failing lights with LED units, which were more cost effective. The total cost for these were £1334.32 to supply and fit, replacement costs for existing type would be approximately £2,000.

RESOLVED: that members agreed to replace the failing lights with LED units at a cost of £1334.32, £717.50 to be taken from N/C: 5520 and £616.82 to be taken from N/C: 5832.

24 **CAR PARK BOLLARD**

Some months ago, one of the car park bollard lighting posts had been damaged and no longer works. Members were asked to consider the disconnection and removal of the bollard at a cost of £126.50.

RESOLVED: that members agreed for the disconnection of the bollard and the removal at a cost of £126.50 to be taken from N/C: 5832.

25 **MAIN ENTRANCE - RECEPTION**

Members were asked to consider installing a key entry lock to the main door at a cost of £350.00 + VAT, this would prevent staff from being locked out of the building. At present if the doors are placed in exit only mode (to allow late night parties to exit) there was a problem as caretaking staff cannot re-enter the building e.g. after placing rubbish in bins.

RESOLVED: that the item was withdrawn by the P&FM due to further information being researched.

26 **ADDITIONAL CCTV CAMERAS FOR SECURITY**

Members were asked to consider installing 4 new cameras in problem areas at a cost of £1041.00 + Vat.

RESOLVED: that

- (a) P&FM contacts Chelmsford City Council to establish if the CCTV's at Springfield Parish Council can be linked up to Chelmsford City Council? If so, how much would it cost for this to take place?
- (b) P&FM obtains advice from Chelmsford City Council to establish the best position for an additional internal camera to be placed upstairs.
- (c) Members agreed that 4 additional cameras to be located (1 backstage, 1 in upstairs area, 1 in Bowers Hall kitchen and 1 in car park;
- (d) purchasing of the 4 cameras at a cost of £1041 + vat to be taken from CIL Tax funds.
- (e) signage to be placed where any new cameras are located.

27 **GUTTERING AND FACIAS**

Members were advised that the building had a few areas where facias had completely rotted with the general appearance of the remaining areas looking poor due to paint flaking, which would lead to further rot, some guttering is also in need of replacing and future proofing.

Three quotations had been received for replacing rotted areas and covering or replacing wooden facias with UPVC which would be longer lasting and no need for painting.

Company A £10,950.00

Company B £24,600.00

Company C £32,590.00

Members were asked to consider whether they wished this work to be undertaken.

RESOLVED: that

- (a) members agreed to proceed with company A at a cost of £10,950.00 to be taken from Parish Centre ear marked reserve.
- (b) P&FM to ensure Company A has necessary Health & Safety measures in place before works commence.
- (c) Members requested where possible that all works be completed in August 2022.

28 **CAFÉ PROPRIETOR**

A potential proprietor to run the café had been to visit the site and was interested in negotiating costs. Members were asked to consider nominating one member to discuss this along with the Premises and Facilities' Manager.

RESOLVED: that

- (a) P&FM contacts the potential proprietor to discuss that members would like to offer the first 6 months' rent free with, a reduced rate for a further 6 months.
- (b) Two members Cllr R. Carson and Cllr R. Moore were nominated to meet with the potential proprietor.
- (c) Members stated that the initial free rental would be for the café only, if the potential proprietor advised that they wished to provide the licenced bar service also, then this would be further considered by members.

29 **REVIEW OF POLICIES**

Members were asked to review the following policies

- (a) REVIEW OF SEVERE WEATHER (HIRERS) POLICY
- (b) REVIEW OF LONE WORKING POLICY
- (c) REVIEW OF SECURITY SYSTEMS POLICY

RESOLVED: that

- (a) Members advised that the severe weather policy should be reviewed by the P&FM to include details relating to red weather warnings (extreme heat) and what would happen in this situation e.g., closure of building.
- (b) Members advised no amendments were required to the Lone Working Policy and Security Systems Policy.

Cllr S. Sullivan

Chairman

Meeting closed at 8.30 p.m.

Signed....

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Date.....

5/9/22

Date: 28/07/2022

Time: 14:25:56

Springfield Parish Council**Budget Report**

Appendix A

From: Month 1, April 2022

To: Month 3, June 2022

Chart of Accounts:

Springfield Parish Premises Committee [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
Income								
4008 1st Floor Council Chamber Hire	375.16	1.08	2,050.00	(1,674.84)	375.16	1.08	2,050.00	(1,674.84)
4106 Daffodil Room (formerly Changi	7,638.47	21.92	16,152.98	(8,514.51)	7,638.47	21.92	16,152.98	(8,514.51)
4107 Miscellaneous receipts	250.00	0.72	6,000.00	(5,750.00)	250.00	0.72	6,000.00	(5,750.00)
4110 Bowers Hall Income Regular	9,598.58	27.54	39,975.00	(30,376.42)	9,598.58	27.54	39,975.00	(30,376.42)
4112 Springfield Room Income Regul	3,216.69	9.23	17,425.00	(14,208.31)	3,216.69	9.23	17,425.00	(14,208.31)
4113 Springfield Room Income Occ.	468.91	1.35	2,050.00	(1,581.09)	468.91	1.35	2,050.00	(1,581.09)
4114 Chelmer Room Income Regular	1,551.24	4.45	16,400.00	(14,848.76)	1,551.24	4.45	16,400.00	(14,848.76)
4115 Chelmer Room Income Occ.	184.56	0.53	1,230.00	(1,045.44)	184.56	0.53	1,230.00	(1,045.44)
4116 Annex Income Regular	4,676.57	13.42	16,315.95	(11,639.38)	4,676.57	13.42	16,315.95	(11,639.38)
4118 Kitchen Income Regular	443.53	1.27	2,175.05	(1,731.52)	443.53	1.27	2,175.05	(1,731.52)
4119 Kitchen Income Occ.	48.18	0.14	307.50	(259.32)	48.18	0.14	307.50	(259.32)
4125 Cleaning Costs Income	233.72	0.67	1,198.23	(964.51)	233.72	0.67	1,198.23	(964.51)
4126 Wage Deposits	0.00	0.00	501.23	(501.23)	0.00	0.00	501.23	(501.23)
4127 Library Rate 1	55.38	0.16	51.25	4.13	55.38	0.16	51.25	4.13
4133 Storage	317.68	0.91	1,537.50	(1,219.82)	317.68	0.91	1,537.50	(1,219.82)
4132 LCD Projector hire	12.30	0.04	0.00	12.30	12.30	0.04	0.00	12.30
4200 Boleyn Room	5,781.76	16.59	25,625.00	(19,843.24)	5,781.76	16.59	25,625.00	(19,843.24)
4010 Catering bar facility	0.00	0.00	6,000.00	(6,000.00)	0.00	0.00	6,000.00	(6,000.00)
4202 Library Sundries (NEW)	0.00	0.00	13,259.49	(13,259.49)	0.00	0.00	13,259.49	(13,259.49)
	34,852.73	100.00	168,254.18	(133,401.45)	34,852.73	100.00	168,254.18	(133,401.45)
Expenditure								
5510 Electrical - Supply Costs	1,072.98	3.08	13,000.00	11,927.02	1,072.98	3.08	13,000.00	11,927.02
5520 Electrical - Maintenance Lamps	0.00	0.00	717.50	717.50	0.00	0.00	717.50	717.50
5522 Electrical - Portable Appliance T	50.00	0.14	76.88	26.88	50.00	0.14	76.88	26.88
5523 Electrical - Circuit Testing	0.00	0.00	282.62	282.62	0.00	0.00	282.62	282.62
5530 SPC Gas costs	2,611.57	7.49	4,500.00	1,888.43	2,611.57	7.49	4,500.00	1,888.43
5540 Gas - Maintenance	0.00	0.00	3,570.00	3,570.00	0.00	0.00	3,570.00	3,570.00
5550 Water - Supplies and Services	497.84	1.43	2,153.78	1,655.94	497.84	1.43	2,153.78	1,655.94
5560 Water - Maintenance Testing	741.50	2.13	2,000.00	1,258.50	741.50	2.13	2,000.00	1,258.50
5561 Water - Tank Cleaning/Chlorinat	0.00	0.00	349.86	349.86	0.00	0.00	349.86	349.86
5570 SP Centre - Rates	5,299.65	15.21	14,003.79	8,704.14	5,299.65	15.21	14,003.79	8,704.14
5580 Refuse Services	3,127.80	8.97	3,076.23	(51.57)	3,127.80	8.97	3,076.23	(51.57)
5590 SPC library Sundries (NEW)	6,849.28	19.65	13,259.49	6,410.21	6,849.28	19.65	13,259.49	6,410.21
5620 Hygiene Contracts	287.66	0.83	1,185.93	898.27	287.66	0.83	1,185.93	898.27
5640 Telephone - CDM	451.48	1.30	1,575.94	1,124.46	451.48	1.30	1,575.94	1,124.46
5641 Telephone - Internet	0.00	0.00	1,001.43	1,001.43	0.00	0.00	1,001.43	1,001.43
5660 Insurance Buildings and Conten	6,642.35	19.06	7,500.00	857.65	6,642.35	19.06	7,500.00	857.65
5670 Security - Keyholding Services	0.00	0.00	526.37	526.37	0.00	0.00	526.37	526.37
5671 Security - Keyholding Call Out C	0.00	0.00	123.00	123.00	0.00	0.00	123.00	123.00
5710 Housekeeping Consumables	1,009.75	2.90	3,587.50	2,577.75	1,009.75	2.90	3,587.50	2,577.75
5720 Stationery and Equipment	68.65	0.20	1,000.00	931.35	68.65	0.20	1,000.00	931.35
5721 Postage	0.00	0.00	300.00	300.00	0.00	0.00	300.00	300.00
5750 Staff Courses	0.00	0.00	250.00	250.00	0.00	0.00	250.00	250.00
5760 Salaries - Dept 1	32,121.18	92.16	164,000.00	131,878.82	32,121.18	92.16	164,000.00	131,878.82
5790 PRS/PPL Music Licensing Fees	0.00	0.00	300.00	300.00	0.00	0.00	300.00	300.00
5801 Engineer Call Outs	216.00	0.62	710.22	494.22	216.00	0.62	710.22	494.22
5820 Fire - Fighting Equipment Maint	312.00	0.90	1,793.75	1,481.75	312.00	0.90	1,793.75	1,481.75
5831 Miscellaneous Repairs	0.00	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00
5832 General Maintenance	69.37	0.20	5,000.00	4,930.63	69.37	0.20	5,000.00	4,930.63
5840 Security System - Alarm Mainte	278.60	0.80	512.50	233.90	278.60	0.80	512.50	233.90
5851 Signage for Building	0.00	0.00	200.00	200.00	0.00	0.00	200.00	200.00
5870 Equipment Hire	0.00	0.00	535.00	535.00	0.00	0.00	535.00	535.00
5890 First Aid Supplies	0.00	0.00	100.00	100.00	0.00	0.00	100.00	100.00
5910 Landscaping Maintenance	0.00	0.00	420.25	420.25	0.00	0.00	420.25	420.25
5920 Lift Maintenance	0.00	0.00	538.98	538.98	0.00	0.00	538.98	538.98
5930 Bank Charges	114.00	0.33	410.00	296.00	114.00	0.33	410.00	296.00
6001 Refunds	0.00	0.00	100.00	100.00	0.00	0.00	100.00	100.00
6100 Computer Software	0.00	0.00	360.00	360.00	0.00	0.00	360.00	360.00
6110 Air Conditioning	0.00	0.00	307.50	307.50	0.00	0.00	307.50	307.50
6112 SPC Garden Project	22.48	0.06	500.00	477.52	22.48	0.06	500.00	477.52
	61,844.14	177.44	250,828.52	188,984.38	61,844.14	177.44	250,828.52	188,984.38
Net Profit/(Loss):	(26,991.41)	(77.44)	(82,574.34)	55,582.93	(26,991.41)	(77.44)	(82,574.34)	55,582.93

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