SPRINGFIELD PARISH COUNCIL
MINUTES OF THE PREMISES COMMITTEE MEETING
HELD VIA ZOOM ON 27TH JULY 2020 AT 7.30 P.M.
SPRINGFIELD PARISH CENTRE

PRESENT: Cllrs Ms S Sullivan (Chairman), R. Carson (arrived 19.57), A. Chong, I.Fuller, R. Lee and Mrs R. Moore

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

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

2 **CO-OPTION ONTO COMMITTEE** – there were none.

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

4 **MINUTES OF THE PREMISES COMMITTEE MEETING** – held on 21st January 2020.

RESOLVED: that the minutes of the meeting held on 21st January 2020 be approved and signed as a correct record.

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

6 **BUDGETS AND FINANCE**

6.1 **BUDGET REPORT** for Period January 2020 – March 2020.

RESOLVED: that

(a) the information attached as appendix 1 be noted.

(b) Finance and Marketing Officers report was noted.

(c) members noted the report on the financial impact of lockdown which totalled to £42,099.64 loss of income April to July 2020. P&FM to check if this total included the charging of storage space.

(d) members agreed that hirers that had paid until end of March 2020 could rollover future bookings.

(e)members agreed that no hirer should be charged for room hire during the period the centre had been closed for lockdown.

(f) members agreed that hirers who continued to utilize storage at the centre during the period of lockdown should be charged for storage space during this period.

(g) if a hirer wishes to return to the centre and a larger room is available to accommodate social distancing, members agreed the original room rate be charged on the understanding that this is a temporary agreement.

7 **RISK ASSESSMENT**

Members received the COVID 19 risk assessment.

RESOLVED: that the information was noted and members thanked the P&FM for her hard work.

8 **REOPENING OF SPRINGFIELD PARISH CENTRE**

RESOLVED: that it was agreed by members that the Parish Centre could re-open on the 1st August 2020 (first day of operation would be 3rd August 2020).

9 **SUBSIDENCE**

The P&FM advised members that the work had been completed in the workshop and the Parish Centre.

RESOLVED: that the information is noted.

10 **CAFE**

RESOLVED: that the café remains closed whilst no hospitality is taking place at the centre. This will be reviewed at the next meeting of the Premises Committee in September.

11 **EMERGENCY LIGHTING UPGRADES**

Members received a verbal report from the P&FM following the full discharge test of the emergency lighting.

RESOLVED: that members agreed that the emergency lighting upgrades take place at a cost of £4,200 to be taken from N/C: 3200 maintenance reserves.

12 **CCTV**

12.1 Members received a verbal report from the P&FM on the benefits of the new system in place since January 2020.

RESOLVED: that

(a) P&FM to investigate linking up with Chelmsford City Council for 24 hour monitoring of cameras free of charge.

(b) remainder of the information is noted.

12.2 Members considered the new CCTV code of practice policy.

RESOLVED: that members accept the new policy.

13 **INVENTORY/ASSET REGISTER**

Members were advised that the inventory/asset register had been completed.

RESOLVED: that the information is noted.

14 **SPECIAL OFFERS**

Members were advised that the Marketing Officer had advertised promotional 'offers' for the Bowers Hall on social media prior to lockdown. At present this was on hold due to social distancing requirements for large gatherings.

RESOLVED: that the information is noted.

15 **FOOD HYGIENE**

P&FM advised members that both the café and Tiddlywinks were currently registering with Chelmsford City Council for food hygiene purposes.

RESOLVED: that the information is noted.

16 **PAT TESTING**

Members were asked to consider using an external company for PAT testing this year as currently there was no trained member of staff. Two verbal quotations were provided.

RESOLVED: that

(a) members agreed for PAT testing to be carried at a cost not exceeding £125.00 to be taken from N/C: 5523.

(b) P&FM to see if discount can be given for more than one building.

17 **CUSTOMER FEEDBACK ON AGENDA**

Members considered reintroducing a Customer Feedback item on agendas.

RESOLVED: that customer feedback is not a separate agenda item, as customers could raise matters within public question time.

18 **EXCLUSION OF PRESS & PUBLIC**

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.

19 **ROOM HIRE RATES**

19.1 Members were asked to consider if they wished to apply the 2.5% room rate hire increase which was due to be effective from 1st April 2020.

RESOLVED: that

(a) members agreed not to apply the 2.5% room rate hire increase for the 2020/21 financial year.

(b) P&FM to arrange a letter to be sent to regular hirers advising them that the room rates will remain unchanged from the 2019/20 financial year. As a result of hirers concerns and to give support to them.

(c) The customer who receives subsidised room hire rates for their group is advised that due to COVID their price increase would be 10% and effective until 31st December 2020; after which time a further 10% would be applicable.

(d) P&FM to speak with the Finance and Marketing Office to understand the history of the price increases for this hirer.

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20 **REGULAR HIRER**

RESOLVED: it was agreed that the hirer would be advised they are no longer able to hire the facilities at the Parish Centre

Cllr S. Sullivan
Chairman
Meeting closed at 8.30 p.m.

Signed.......[redacted]... Chairman Date ....21/9/20..................

Springfield Parish Council
Budget Report

APPENDIX 1.

From: Month 10, January 2020
To: Month 12, March 2020

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	4,950.14	18.47	0.00	4,950.14	25,310.42	14.09	25,471.00	(160.58)
4106 Daffodil Room (formerly Changi	1,315.73	4.91	0.00	1,315.73	9,779.30	5.44	15,759.00	(5,979.70)
4107 Miscellaneous receipts	0.00	0.00	0.00	0.00	100.00	0.06	4,000.00	(3,900.00)
4108 Refreshments Income	3,734.00	13.93	0.00	3,734.00	16,696.32	9.30	100.00	16,596.32
4110 Bowers Hall Income Regular	5,428.76	20.25	0.00	5,428.76	33,167.06	18.47	39,000.00	(5,832.94)
4112 Springfield Room Income Regul	1,806.44	6.74	0.00	1,806.44	9,177.55	5.11	17,000.00	(7,822.45)
4113 Springfield Room Income Occ.	254.12	0.95	0.00	254.12	1,224.65	0.68	2,000.00	(775.35)
4114 Chelmer Room Income Regular	111.04	0.41	0.00	111.04	1,423.63	0.79	16,000.00	(14,576.37)
4115 Chelmer Room Income Occ.	294.50	1.10	0.00	294.50	11,716.77	6.52	1,200.00	10,516.77
4116 Annex Income Regular	810.98	3.03	0.00	810.98	19,295.07	10.74	15,918.00	3,377.07
4118 Kitchen Income Regular	218.79	0.82	0.00	218.79	1,559.54	0.87	2,122.00	(562.46)
4119 Kichen Income Occ.	0.00	0.00	0.00	0.00	135.18	0.08	300.00	(164.82)
412[illegible] Cleaning Costs Income	0.00	0.00	0.00	0.00	330.60	0.18	1,169.00	(838.40)
[illegible]nage Deposits	0.00	0.00	0.00	0.00	0.00	0.00	489.00	(489.00)
[illegible] Library Rate 1	0.00	0.00	0.00	0.00	15.92	0.01	50.00	(34.08)
4133 Storage	271.04	1.01	0.00	271.04	1,403.50	0.78	1,500.00	(96.50)
4132 LCD Projector hire	98.64	0.37	0.00	98.64	745.28	0.41	2,358.00	(1,612.72)
4131 Hire of sound & light equipment	0.00	0.00	0.00	0.00	0.00	0.00	50.00	(50.00)
4200 Boleyn Room	4,445.49	16.58	0.00	4,445.49	26,768.78	14.90	25,000.00	1,768.78
4010 Catering bar facility	922.50	3.44	0.00	922.50	5,800.54	3.23	6,550.00	(749.46)
4202 Library Sundries (NEW)	2,143.73	8.00	0.00	2,143.73	14,968.89	8.33	12,540.00	2,428.89
	26,805.90	100.00	0.00	26,805.90	179,619.00	100.00	188,576.00	(8,957.00)
Expenditure								
5510 Electrical - Supply Costs	2,797.23	10.44	0.00	(2,797.23)	11,730.89	6.53	14,247.00	2,516.11
5520 Electrical - Maintenance Lamps	124.85	0.47	0.00	(124.85)	1,030.75	0.57	350.00	(680.75)
5521 Electrical - Lamp Installation	50.00	0.19	0.00	(50.00)	212.00	0.12	0.00	(212.00)
5522 Electrical - Portable Appliance T	0.00	0.00	0.00	0.00	50.00	0.03	46.00	(4.00)
5523 Electrical - Circuit Testing	140.00	0.52	0.00	(140.00)	140.00	0.08	351.00	211.00
5530 SPC Gas costs	2,672.67	9.97	0.00	(2,672.67)	7,023.07	3.91	5,000.00	(2,023.07)
5540 Gas - Maintenance	0.00	0.00	0.00	0.00	2,570.00	1.43	2,500.00	(70.00)
5550 Water - Supplies and Services	0.00	0.00	0.00	0.00	1,752.20	0.98	2,000.00	247.80
5560 Water - Maintenance Testing	495.50	1.85	0.00	(495.50)	2,309.40	1.29	382.00	(1,927.40)
5561 Water - Tank Cleaning/Chlorina	0.00	0.00	0.00	0.00	325.00	0.18	380.00	55.00
5570 SPCentre - Rates	0.00	0.00	0.00	0.00	13,036.05	7.26	13,004.00	(32.05)
55[illegible]fuse Services	0.00	0.00	0.00	0.00	120.00	0.07	2,857.00	2,737.00
55[illegible] library Sundries (NEW)	338.02	1.26	0.00	(338.02)	14,342.58	7.99	12,540.00	(1,802.58)
5602 - Refreshment supplies	4,225.05	15.76	0.00	(4,225.05)	16,204.91	9.02	0.00	(16,204.91)
5620 Hygiene Contracts	272.16	1.02	0.00	(272.16)	1,047.39	0.58	531.00	(516.39)
5640 Telephone - CDM	234.71	0.88	0.00	(234.71)	1,162.36	0.65	1,515.00	352.64
5641 Telephone - Internet	230.95	0.86	0.00	(230.95)	771.95	0.43	500.00	(271.95)
5652 Intruder Alarm Monitoring	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
5660 Insurance Buildings and Conten	0.00	0.00	0.00	0.00	6,420.72	3.57	6,605.00	184.28
5670 Security - Keyholding Services	3.00	0.01	0.00	(3.00)	478.35	0.27	489.00	10.65
5671 Security - Keyholding Call Out C	0.00	0.00	0.00	0.00	147.00	0.08	71.00	(76.00)
5710 Housekeeping Consumables	894.29	3.34	0.00	(894.29)	3,606.32	2.01	3,500.00	(106.32)
5720 Stationery and Equipment	614.25	2.29	0.00	(614.25)	1,503.81	0.84	600.00	(903.81)
5721 Postage	100.00	0.37	0.00	(100.00)	232.10	0.13	400.00	167.90
5750 Staff Courses	0.00	0.00	0.00	0.00	0.00	0.00	400.00	400.00
5760 Salaries - Dept 1	23,794.70	88.77	0.00	(23,794.70)	132,562.65	73.80	140,000.00	7,437.35
5790 PRS/PPL Music Licensing Fees	379.49	1.42	0.00	(379.49)	582.49	0.32	756.00	173.51
5801 Engineer Call Outs	188.50	0.70	0.00	(188.50)	754.50	0.42	673.00	(81.50)
5820 Fire - Fighting Equipment Maint	0.00	0.00	0.00	0.00	1,895.50	1.06	816.00	(1,079.50)
5830 Fire - Fighting Equipment Suppli	171.96	0.64	0.00	(171.96)	427.33	0.24	0.00	(427.33)
5831 Miscellanious Repairs	0.00	0.00	0.00	0.00	410.00	0.23	750.00	340.00
5832 General Maintenance	880.16	3.28	0.00	(880.16)	7,337.35	4.08	3,250.00	(4,087.35)
5840 Security System - Alarm Mainte	0.00	0.00	0.00	0.00	1,052.11	0.59	334.00	(718.11)
5851 Signage for Building	0.00	0.00	0.00	0.00	169.25	0.09	150.00	(19.25)
5870 Equipment Hire	0.00	0.00	0.00	0.00	570.33	0.32	623.00	52.67
5890 First Aid Supplies	0.00	0.00	0.00	0.00	8.85	0.00	100.00	91.15
5891 Furniture	0.00	0.00	0.00	0.00	430.68	0.24	0.00	(430.68)
5910 Landscaping Maintenance	0.00	0.00	0.00	0.00	1,045.00	0.58	550.00	(495.00)
5920 Lift Maintenance	0.00	0.00	0.00	0.00	1,438.82	0.80	500.00	(938.82)
5930 Bank Charges	109.81	0.41	0.00	(109.81)	555.17	0.31	420.00	(135.17)
5962 Petty Cash - CDM Office	70.53	0.26	0.00	(70.53)	297.20	0.17	50.00	(247.20)
6001 Refunds	226.68	0.85	0.00	(226.68)	226.68	0.13	100.00	(126.68)

Budget Report

From: Month 10, January 2020
To: Month 12, March 2020

Chart of Accounts: Springfield Parish Premises Committee [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
)3 Christmas decorations	0.00	0.00	0.00	0.00	0.00	0.00	75.00	75.00
)4 Vandalism/Repairs	448.70	1.67	0.00	(448.70)	448.70	0.25	200.00	(248.70)
)0 Computer Software	0.00	0.00	0.00	0.00	447.00	0.25	0.00	(447.00)
10 Air Conditioning	0.00	0.00	0.00	0.00	180.00	0.10	2,000.00	1,820.00
11 Council Chamber	0.00	0.00	0.00	0.00	0.00	0.00	600.00	600.00
15 Sound & Light expend	0.00	0.00	0.00	0.00	0.00	0.00	270.00	270.00
	39,463.22	147.22	0.00	(39,463.22)	237,056.46	131.98	220,985.00	(16,071.46)
Net Profit/(Loss):	(12,657.32)	(47.22)	0.00	(12,657.32)	(57,437.46)	(31.98)	(32,409.00)	(25,028.46)