SPRINGFIELD PARISH COUNCIL
MINUTES OF THE PREMISES COMMITTEE MEETING HELD ON MONDAY 28TH NOVEMBER 2022 AT 7.30 PM AT SPRINGFIELD PARISH CENTRE

PRESENT: Cllrs: R.Carson (arrived at 7.40 p.m), I.Fuller, R.Lee, R.Moore, A.Potts, S. Sullivan (Chairman)

IN ATTENDANCE: Premises & Facilities Manager
Clerk to the Council (arrived at 7.35 p.m. & left at 8.40 p.m)
Committee Clerk

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

42 **CO-OPTION OF NON-COMMITTEE MEMBERS** – there were none.

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

44 **MINUTES OF THE COMMITTEE MEETING** – held on 5th September 2022.

RESOLVED: that the Minutes of the Meeting held on 5th September 2022 be approved and signed as a correct record.

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

46 **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.

47 **PREMISES MANAGER UPDATE**

(a)Members were advised that £64.68 had been spent from the garden project budget;
(b) Further to minute number 40 of the Premises Minutes held on 5th September 2022 members received a copy of the amended budget for 2023/24 is attached as appendix A.
(c) Members were advised that the cafe had opened at the parish centre and positive feedback had been received.

RESOLVED: that the information was noted.

48 **FINANCIAL MATTERS**

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

49 **FINANCE & MARKETING OFFICER REPORT**

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

RESOLVED: that

(a) the Premises and Facilities Manager reviews and updates the Terms and Conditions for Hiring the parish centre to state no fireworks or any explosive elements to be used at Springfield Parish Centre premises including outside areas;
(b) remainder of the information is noted.

50 **SEVERE WEATHER POLICY**

Further to minute 39 of the Premises meeting held on 5th September 2022 members were advised of the cost to purchase x3 air conditioning units. These would be approximately £500 per unit plus cost for vents £350.00 per room.

RESOLVED: that the item was deferred until the next Premises meeting.

51 **HEATING REPAIRS**

Members were advised that the heating pumps in the extension part of the premises had been inspected and were close to requiring full replacement.

RESOLVED: that members requested the Premises and Facilities Manager obtains one additional quotation for repairs.

52 **PHS MATS**

Members were asked to consider stopping the hire for mats at a cost of approximately £1350 per annum and purchase own mats at approximately £150.00 and a carpet washer at a cost of £300 and maintain in-house.

RESOLVED: that members agreed to cease the PHS contract mats and to proceed with purchasing mats at a cost of £150 and a carpet washer at a cost of £300 to maintain items in-house.

53 **SAFEGUARDING POLICY**

Members received a copy of the updated policy which included updated prices.

RESOLVED: that the information was noted.

54 **EXCLUSION OF PRESS & PUBLIC**

In accordance with the admissions to meeting act 1960 members of the press and public were excluded from the following items of business due to their confidential nature and they were instructed to withdraw.

55 **PUBLIC RELATIONS**

RESOLVED: that when considering the impact, a customer has had on members and employees it had been agreed to implement the vexatious policy regulations.

56 **LICENSING**

RESOLVED: that the Premises and Facilities Manager researches the process to amend the Premises License.

Meeting Closed: at 8.50 p.m.

Cllr S. Sullivan

Chairman

Signed .... [redacted] Date ....24/1/23........

(Appendix A)

		2022-2023	to 05/08/2022	2023-2024		
	Expenditure	£250,378.50	£94,606.25	£249,682.20		
	Income	£168,254.17	£56,360.05	£163,678.94		
	PRECEPT REQUIREMENT	£82,124.33	-£38,246.20	-£86,003.26		
		BUDGET APRIL -	Income to 05/08/2022	PROPOSED		Notes
	INCOME	BUDGET		BUDGET		
		22-23		23-24		
	Parish Centre				*Increase of 4% applied to room hire income*	
4008	1st Floor Council Chamber Hire	£ 2,050.00	£ 574.68	£2,156.25		
4010	Catering Bar Facilities	£ 6,000.00	£ -	£3,437.50	Based on 1 bar use a month and having a café at £450 rental for 12 months - could be more	Café 6 month free rent/ £50 x 12 Bar
4019	Grant	£ -	£ -	£0.00		
4106	Daffodil Room	£ 16,152.98	£ 8,125.89	£17,500.00	based on current income	
4107	Miscellaneous Receipts	£6,000.00	£ 250.00	£1,041.66	admin fee now charged to N/C 4006 (FP Budget) for Chelmer Village	
4108	refresh income	£2.05	£ 231.00	£3,208.33	based on Ndors 1 day per week as present	
4110	Bowers Hall Income	£ 39,975.00	£ 15,041.16	£44,479.00		4% increase added on 2022-23 income
4111	Bowers Hall Incom OCC	£ -	£ 153.80	£489.50		4% increase added on 2022-23 income
4112	Springfield Room Income	£ 17,425.00	£ 4,477.58	£16,145.00		4% increase added on 2022-23 income
4113	Springfield room Occ.	£ 2,050.00	£ 542.71	£1,739.00		4% increase added on 2022-23 income
4114	Chelmer Room Income	£ 16,400.00	£ 2,668.19	£12,708.00	To offer Nursery £100.00 Increase in rent, otherwise room will never get rented.	new rate offered
4115	Chelmer room income Occ.	£ 1,230.00	£ 184.56	£570.00		4% increase added on 2022-23 income
4116	Annex Room	£ 13,125.03	£ 6,404.70	£15,625.00		
2781	Kitchen Income	£ 2,175.05	£ 1,086.36	£2,781.00		
4119	Kitchen Income Occ	£ 307.50	£ 48.18	£312.00		Costs added together
4125	Cleaning Costs Income	£ 1,198.23	£ 233.72	£833.00		4% increase added on 2022-23 income
4126	Spare	£ 501.23	£ -	£0.00	Was Damage deposit	Included with n/c 4107
4127	Library Income	£ 51.25	£ 92.30	£192.70		4% increase added on 2022-23 income
4131	hire of light & sound	£ -	£ 24.60	£400.00		Plans to get back in use
4132	LCD Projector hire income	£ -	£ 12.30	£104.00		4% increase added on 2022-23 income
4136	Rate Refund	0	£ -	£0.00		remove this code possibly?
4133	Storage Income	£ 1,537.50	£ 390.48	£1,041.00		4% increase added on 2022-23 income
4200	Boleyn Room	£ 25,625.00	£ 8,142.15	£22,916.00		4% increase added on 2022-23 income
4202	Library Income rechargeable	£13,259.49	£7,675.69	£16,000.00	this income stream should be unaffected	needs to match 5590
		£165,065.31	£56,360.05	£163,678.94		

		BUDGET	*Expenditure to 05/08/2022*	*PROPOSED*		
5510	*Electrical - Supply Costs*	£13,000.00	£2,155.71	£9,500.00	Prices expected to rise after June 2024 approx 50% increase estimated.	Fixed priced ends June 2024
5520	*Electrical - Lamps*	£717.50	£254.90	£735.00	expected costs fro replacing bulbs and old units	
5522	*Electrical - PAT*	£76.88	£50.00	£115.00	calibration of PAT tester plus sundry labels	
5523	*Electrical - Circuit Testing*	£282.62	£0.00	£5,000.00	5 year testing not due until 2023	5K-6K for 5 year inspection
5530	*SPC Gas costs*	£4,500.00	£2,755.63	£3,800.00		Fixed priced ends Nov 2025
5540	*Gas - Maintenance*	£3,570.00	£0.00	£3,500.00	maintenance plan for 3 years fixed till 2022 at £2570 £1000 built in to improve new build plant	
5550	*Water - Supplies and Services*	£2,153.78	£847.01	£2,500.00		
5560	*Water - Maintenance Testing*	£2,000.00	£912.50	£2,100.00		
5561	*Water - Tank Cleaning/Chlorination*	£349.86	£325.00	£325.00		price fixed until 2025
5570	*SPC Centre - Rates*	£14,003.79	£6,624.45	£16,216.00		
5580	*Refuse Services*	£3,076.23	£3,127.80	£3,190.00		
5590	*SPC Library Sundries (new)*	£13,259.49	£7,873.12	£16,000.00	should match Income N/C 4202	should match 4202
5602	*Refreshment supplies (non vending)*	£0.00	£0.00	£2,500.00	based on Ndors 1 day a week and poss odd days	
5620	*Hygiene Contracts*	£1,185.93	£370.16	£1,150.00		
5640	*Telephone - 464583/463899*	£1,575.94	£732.45	£1,800.00	internet now included with this charge	Telephone/Broadband on this code
5641	*Spare*	£1,001.43	£0.00	£0.00	previous code for interent	No longer required
5660	*Insurance Building and Contents*	£7,500.00	£6,642.35	£7,000.00		
5670	*Security - Keyholding Services*	£526.37	£0.00	£550.00		
5671	*Security - Keyholding Call Out*	£123.00	£0.00	£150.00	based on emergency call outs	
5710	*Housekeeping Consumables*	£3,587.50	£1,210.38	£4,300.00	Increase based on rising costs and parts required for floor machine	stop hiring mats buy our own and also carpet cleaner + polishing head
5720	*Stationery and Equipment*	£1,000.00	£178.53	£550.00		
5721	*Postage*	£300.00	£50.00	£350.00		
5750	*Staff Courses*	£250.00	£165.00	£500.00	Eric First Aid course	New staff needing training
5760	*Salaries - Dept 1*	£164,000.00	£56,564.06	£164,000.00		£158K plus £6K contingenies
5790	*PRS/PPL Music Licensing Fees*	£300.00	£0.00	£200.00	PRS Element needed	
5801	*Engineer Callouts*	£710.22	£216.00	£500.00	possible breakdowns across building	
5820	*Fire - Fighting Equipment Main*	£1,793.75	£312.00	£1,800.00	Shutter in kitchen upstairs to be replaced	?
5831	*Misc repairs & Café*	£1,000.00	£0.00	£2,500.00	Painting and redecoration	
5832	*General Maintenance*	£5,000.00	£2,223.62	£5,000.00		
5840	*Security System - Alarm Maintenance*	£512.50	£278.60	£557.20	based on x2 6 monthly visits	

5851	*Signage for Building*	£200.00	£0.00	£200.00	replace damaged signs	
5870	*Equipment Hire*	£535.00	£0.00	£0.00	hire of coffee machine in café to be returned	Hired have been unable to contact supplier to collect.
5890	*First Aid Supplies*	£100.00	£0.00	£300.00	to replace out of date items in all boxes in SPC	
5910	*Landscaping Maintenance*	£420.25	£0.00	£500.00	covers cost of annual tree survey but not remedials - can reclaim 60% from library	
5920	*Lift Maintenance*	£538.98	£0.00	£490.00	no charge this year as still in warrenty	
5930	*PDQ Bank Charges*	£410.00	£228.00	£525.00		
6001	*Refunds*	£100.00	£0.00	£100.00		
6008	*Christmas decorations*	£0.00	£0.00	£100.00		Not brought for some time?
6100	*Computer Software/hardware*	£360.00	£479.00	£494.00	average increase around 3% each year EDGE renewal Mo's Software)	
6110	*Air Conditioning*	£307.50	£0.00	£320.00		
6111	*Council Chamber*	£0.00	£0.00	£0.00		
6112	Garden Project	£500	£29.98	£500.00		no increase
		APR-MAR 22-23		*BUDGET 23-24*		
		£237,111.02	£94,606.25	£249,682.20		

Members may wish to budget for the earmarked reserves or take the funding from the general reserve

N/C	Earmarked Reserves	Expected at 31.03.2023	Allocation (If any for 01.04.2023)		
new code	5 Year Electrial Testing due 2028	£0	£1,000.00	Annual budget of £1000 to be proposed	
	2 year Water Risk Assesment		£200.00	Annual budget of £200 to be proposed due Ocober2024 (cost in 2022 was £378)	
	Replacement Radiators (Nursery)	£2,000	£2,000.00	Budget to replace radiators in next 2-3 years due to rust and deterioation.	estimated cost as of 2022 4-5k
Total		£ -	£1,000.00		

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me: 13:47:45

Springfield Parish Council

Budget Report

(Appendix B)

From: Month 1, April 2022
To: Month 5, August 2022

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	574.68	1.02	2,050.00	(1,475.32)	574.68	1.02	2,050.00	(1,475.32)
4106 Daffodil Room (formerly Changi	8,125.89	14.48	16,152.98	(8,027.09)	8,125.89	14.48	16,152.98	(8,027.09)
4107 Miscellaneous receipts	250.00	0.45	6,000.00	(5,750.00)	250.00	0.45	6,000.00	(5,750.00)
4108 Refreshments Income	2.05	0.00	0.00	2.05	2.05	0.00	0.00	2.05
4110 Bowers Hall Income Regular	15,041.16	26.80	39,975.00	(24,933.84)	15,041.16	26.80	39,975.00	(24,933.84)
4111 Bowers Hall Income Occ.	153.80	0.27	0.00	153.80	153.80	0.27	0.00	153.80
4112 Springfield Room Income Regul	4,477.58	7.98	17,425.00	(12,947.42)	4,477.58	7.98	17,425.00	(12,947.42)
4113 Springfield Room Income Occ.	542.71	0.97	2,050.00	(1,507.29)	542.71	0.97	2,050.00	(1,507.29)
4114 Chelmer Room Income Regular	2,668.19	4.75	16,400.00	(13,731.81)	2,668.19	4.75	16,400.00	(13,731.81)
4115 Chelmer Room Income Occ.	184.56	0.33	1,230.00	(1,045.44)	184.56	0.33	1,230.00	(1,045.44)
4116 Annex Income Regular	6,404.70	11.41	16,315.95	(9,911.25)	6,404.70	11.41	16,315.95	(9,911.25)
4118 Kitchen Income Regular	1,086.36	1.94	2,175.05	(1,088.69)	1,086.36	1.94	2,175.05	(1,088.69)
41[illegible] [illegible]ichen Income Occ.	48.18	0.09	307.50	(259.32)	48.18	0.09	307.50	(259.32)
41[illegible] [illegible]eaning Costs Income	233.72	0.42	1,198.23	(964.51)	233.72	0.42	1,198.23	(964.51)
41[illegible] [illegible]amage Deposits	0.00	0.00	501.23	(501.23)	0.00	0.00	501.23	(501.23)
412[illegible] [illegible]brary Rate 1	92.30	0.16	51.25	41.05	92.30	0.16	51.25	41.05
41[illegible] [illegible]orage	390.48	0.70	1,537.50	(1,147.02)	390.48	0.70	1,537.50	(1,147.02)
4132 LCD Projector hire	12.30	0.02	0.00	12.30	12.30	0.02	0.00	12.30
4131 Hire of sound & light equipment	24.60	0.04	0.00	24.60	24.60	0.04	0.00	24.60
4200 Boleyn Room	8,142.15	14.51	25,625.00	(17,482.85)	8,142.15	14.51	25,625.00	(17,482.85)
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)	7,675.69	13.67	13,259.49	(5,583.80)	7,675.69	13.67	13,259.49	(5,583.80)
	56,131.10	100.00	168,254.18	(112,123.08)	56,131.10	100.00	168,254.18	(112,123.08)
Expenditure								
5510 Electrical - Supply Costs	2,155.71	3.84	13,000.00	10,844.29	2,155.71	3.84	13,000.00	10,844.29
5520 Electrical - Maintenance Lamps	254.90	0.45	717.50	462.60	254.90	0.45	717.50	462.60
5522 Electrical - Portable Appliance T	50.00	0.09	76.88	26.88	50.00	0.09	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	2,755.63	4.91	4,500.00	1,744.37	2,755.63	4.91	4,500.00	1,744.37
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	847.01	1.51	2,153.78	1,306.77	847.01	1.51	2,153.78	1,306.77
5560 Water - Maintenance Testing	912.50	1.63	2,000.00	1,087.50	912.50	1.63	2,000.00	1,087.50
5561 Water - Tank Cleaning/Chlorinat	0.00	0.00	349.86	349.86	0.00	0.00	349.86	349.86
5570 SPCentre - Rates	6,624.45	11.80	14,003.79	7,379.34	6,624.45	11.80	14,003.79	7,379.34
558[illegible] [illegible]fuse Services	3,127.80	5.57	3,076.23	(51.57)	3,127.80	5.57	3,076.23	(51.57)
55[illegible] [illegible]C library Sundries (NEW)	7,873.12	14.03	13,259.49	5,386.37	7,873.12	14.03	13,259.49	5,386.37
5620 Hygiene Contracts	370.16	0.66	1,185.93	815.77	370.16	0.66	1,185.93	815.77
5640 [illegible]hone - CDM	732.45	1.30	1,575.94	843.49	732.45	1.30	1,575.94	843.49
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	11.83	7,500.00	857.65	6,642.35	11.83	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	1,210.38	2.16	3,587.50	2,377.12	1,210.38	2.16	3,587.50	2,377.12
5720 Stationery and Equipment	178.53	0.32	1,000.00	821.47	178.53	0.32	1,000.00	821.47
5721 Postage	50.00	0.09	300.00	250.00	50.00	0.09	300.00	250.00
5750 Staff Courses	165.00	0.29	250.00	85.00	165.00	0.29	250.00	85.00
5760 Salaries - Dept 1	56,564.06	100.77	164,000.00	107,435.94	56,564.06	100.77	164,000.00	107,435.94
790 PRS/PPL Music Licensing Fees	0.00	0.00	300.00	300.00	0.00	0.00	300.00	300.00
801 Engineer Call Outs	216.00	0.38	710.22	494.22	216.00	0.38	710.22	494.22
820 Fire - Fighting Equipment Maint	312.00	0.56	1,793.75	1,481.75	312.00	0.56	1,793.75	1,481.75
831 Miscellanious Repairs	0.00	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00
832 General Maintenance	2,223.62	3.96	5,000.00	2,776.38	2,223.62	3.96	5,000.00	2,776.38
840 Security System - Alarm Mainte	278.60	0.50	512.50	233.90	278.60	0.50	512.50	233.90
851 Signage for Building	0.00	0.00	200.00	200.00	0.00	0.00	200.00	200.00
870 Equipment Hire	0.00	0.00	535.00	535.00	0.00	0.00	535.00	535.00
890 First Aid Supplies	0.00	0.00	100.00	100.00	0.00	0.00	100.00	100.00
910 Landscaping Maintenance	0.00	0.00	420.25	420.25	0.00	0.00	420.25	420.25
920 Lift Maintenance	0.00	0.00	538.98	538.98	0.00	0.00	538.98	538.98
930 Bank Charges	228.00	0.41	410.00	182.00	228.00	0.41	410.00	182.00
001 Refunds	0.00	0.00	100.00	100.00	0.00	0.00	100.00	100.00
00 Computer Software	0.00	0.00	360.00	360.00	0.00	0.00	360.00	360.00
10 Air Conditioning	0.00	0.00	307.50	307.50	0.00	0.00	307.50	307.50
12 SPC Garden Project	29.98	0.05	500.00	470.02	29.98	0.05	500.00	470.02
	93,802.25	167.11	250,828.52	157,026.27	93,802.25	167.11	250,828.52	157,026.27