SPRINGFIELD PARISH COUNCIL
MINUTES OF THE PREMISES COMMITTEE MEETING
HELD VIA ZOOM ON 30TH NOVEMBER 2020 AT 7.30 P.M.
SPRINGFIELD PARISH CENTRE

PRESENT: Cllrs Ms S Sullivan (Chairman), Miss S. Byrne-Lagrue A. Chong, D. Havell, R. Lee

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

37 **APOLOGIES FOR ABSENCE** – were received and accepted from Cllr Mrs R. Moore and Cllr R. Carson.

38 **CO-OPTION ONTO COMMITTEE** – Cllr D. Havell was co-opted onto the committee as a substitute for Cllr Mrs R. Moore. Cllr Miss S. Byrne-Lagrue as a substitute for Cllr R. Carson.

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

40 **MINUTES OF THE PREMISES COMMITTEE MEETING** – held on 21st September 2020.

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

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

42 **BUDGETS AND FINANCE**

42.1 **BUDGET REPORT** for Period September 2020 – November 2020.

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

42.2 **PRECEPT REQUIREMENT 2021/2022**

RESOLVED: it is noted that further to minute 26.4 of the premises meeting held on 21st Sept, the Finance & Policy committee on 9th November, the committee precept requirement for the 2021/2022, financial year will be set at £50,000. A significant budget deficit during the year will be seen and create the need for expenditure balances to be taken from Council reserves.

42.3 **FINANCE AND MARKETING OFFICER REPORT**

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

43 **SUBSIDENCE**

Further to minute number 27 of the Premises Committee meeting held on 21st September 2020, members received a verbal update from the (P&FM) advising that a report from the Surveyor is awaited.

RESOLVED: that the information was noted.

44 **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 deferred until the next Premises committee meeting.

45 **AIR CONDITIONING**

Members received three quotations to replace the air conditioning in the Bowers Hall:

Company A £14,352
Company B £14,891
Company C £11,879

It was recommended that a £200 contingency be put in place should new ceiling tiles be required.

RESOLVED: that members agreed to proceed with company C but the work was not to commence until the new financial year.

46 **EXCLUSION OF PUBLIC AND PRESS**

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.

47 **REQUEST FROM HIRER**

RESOLVED: that members noted the discount that had been agreed by members for a regular hirer at the centre.

48 **LOSS OF HIRER**

RESOLVED: that the information is noted and a prospectus be put together to advertise the opportunity to operate a café in the Centre on Facebook, the parish council website and in the Springfield Pump.

Cllr S. Sullivan
Chairman

Meeting closed at 8.02 p.m.

Signed.. Chairman Date 25/01/21

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
ncome								
008 1st Floor Council Chamber Hire	474.21	3.31	0.00	474.21	488.49	2.60	27,698.16	(27,209.67)
106 Daffodil Room (formerly Changi	3,305.04	23.07	0.00	3,305.04	3,538.85	18.84	13,000.00	(9,461.15)
107 Miscellaneous receipts	0.00	0.00	0.00	0.00	240.00	1.28	5,250.00	(5,010.00)
108 Refreshments Income	0.00	0.00	0.00	0.00	0.00	0.00	11,570.40	(11,570.40)
110 Bowers Hall Income Regular	2,517.15	17.57	0.00	2,517.15	2,343.45	12.47	45,000.00	(42,656.55)
111 Bowers Hall Income Occ.	42.53	0.30	0.00	42.53	70.87	0.38	0.00	70.87
112 Springfield Room Income Regul	648.01	4.52	0.00	648.01	823.65	4.38	11,000.00	(10,176.35)
113 Springfield Room Income Occ.	323.93	2.26	0.00	323.93	279.25	1.49	1,500.00	(1,220.75)
114 Chelmer Room Income Regular	(31.12)	(0.22)	0.00	(31.12)	(513.43)	(2.73)	17,500.00	(18,013.43)
115 Chelmer Room Income Occ.	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	(2,000.00)
116 Annex Income Regular	1,366.14	9.53	0.00	1,366.14	590.97	3.15	17,500.00	(16,909.03)
118 Kitchen Income Regular	(19.89)	(0.14)	0.00	(19.89)	(33.15)	(0.18)	1,500.00	(1,533.15)
119 Kichen Income Occ.	0.00	0.00	0.00	0.00	0.00	0.00	45.00	(45.00)
125 Cleaning Costs Income	60.00	0.42	0.00	60.00	60.00	0.32	528.96	(468.96)
126 [illegible]age Deposits	0.00	0.00	0.00	0.00	0.00	0.00	400.00	(400.00)
133 Storage	765.39	5.34	0.00	765.39	1,101.17	5.86	1,523.06	(421.89)
132 LCD Projector hire	0.00	0.00	0.00	0.00	0.00	0.00	1,742.64	(1,742.64)
200 Boleyn Room	2,041.69	14.25	0.00	2,041.69	2,394.79	12.75	26,500.00	(24,105.21)
)10 Catering bar facility	366.52	2.56	0.00	366.52	366.52	1.95	5,677.00	(5,310.48)
202 Library Sundries (NEW)	2,468.57	17.23	0.00	2,468.57	7,034.98	37.45	12,928.00	(5,893.02)
	14,328.17	100.00	0.00	14,328.17	18,786.41	100.00	202,863.22	(184,076.81)
xpenditure								
510 Electrical - Supply Costs	1,775.06	12.39	0.00	(1,775.06)	4,803.23	25.57	14,603.18	9,799.95
520 Electrical - Maintenance Lamps	30.09	0.21	0.00	(30.09)	30.09	0.16	700.00	669.91
521 Electrical - Lamp Installation	2,423.40	16.91	0.00	(2,423.40)	2,423.40	12.90	0.00	(2,423.40)
522 Electrical - Portable Appliance T	0.00	0.00	0.00	0.00	225.00	1.20	52.00	(173.00)
523 Electrical - Circuit Testing	0.00	0.00	0.00	0.00	0.00	0.00	269.00	269.00
530 SPC Gas costs	261.91	1.83	0.00	(261.91)	2,013.80	10.72	6,200.00	4,186.20
540 Gas - Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	2,570.00	2,570.00
550 Water - Supplies and Services	74.21	0.52	0.00	(74.21)	619.77	3.30	2,050.00	1,430.23
560 Water - Maintenance Testing	581.00	4.05	0.00	(581.00)	1,239.00	6.60	1,291.50	52.50
561 Water - Tank Cleaning/Chlorina	0.00	0.00	0.00	0.00	325.00	1.73	333.00	8.00
570 SPCentre - Rates	3,975.75	27.75	0.00	(3,975.75)	11,927.25	63.49	13,329.00	1,401.75
580 Refuse Services	0.00	0.00	0.00	0.00	3,105.44	16.53	2,928.00	(177.44)
90 SPC library Sundries (NEW)	2,492.73	17.40	0.00	(2,492.73)	8,636.05	45.97	12,928.00	4,291.95
02 - [illegible]freshment supplies	0.00	0.00	0.00	0.00	0.00	0.00	11,570.40	11,570.40
20 [illegible]ne Contracts	208.89	1.46	0.00	(208.89)	555.10	2.95	767.00	211.90
40 Telephone - CDM	230.77	1.61	0.00	(230.77)	909.81	4.84	1,500.00	590.19
41 Telephone - Internet	0.00	0.00	0.00	0.00	476.55	2.54	500.00	23.45
52 Intruder Alarm Monitoring	0.00	0.00	0.00	0.00	386.00	2.05	0.00	(386.00)
60 Insurance Buildings and Conten	106.43	0.74	0.00	(106.43)	8,259.06	43.96	6,585.00	(1,674.06)
70 Security - Keyholding Services	475.35	3.32	0.00	(475.35)	475.35	2.53	501.00	25.65
71 Security - Keyholding Call Out C	0.00	0.00	0.00	0.00	49.00	0.26	120.00	71.00
10 Housekeeping Consumables	1,145.07	7.99	0.00	(1,145.07)	2,283.47	12.15	4,000.00	1,716.53
20 Stationery and Equipment	324.68	2.27	0.00	(324.68)	893.12	4.75	1,200.00	306.88
21 Postage	0.00	0.00	0.00	0.00	100.00	0.53	410.00	310.00
50 Staff Courses	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
60 Salaries - Dept 1	24,987.01	174.39	0.00	(24,987.01)	73,828.10	392.99	152,020.00	78,191.90
90 PRS/PPL Music Licensing Fees	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00
01 Engineer Call Outs	0.00	0.00	0.00	0.00	0.00	0.00	676.00	676.00
20 Fire - Fighting Equipment Maint	0.00	0.00	0.00	0.00	777.16	4.14	1,107.00	329.84
30 Fire - Fighting Equipment Suppli	0.00	0.00	0.00	0.00	7.95	0.04	0.00	(7.95)
31 Miscellanious Repairs	0.00	0.00	0.00	0.00	240.00	1.28	1,000.00	760.00
32 General Maintenance	2,249.71	15.70	0.00	(2,249.71)	3,418.71	18.20	5,000.00	1,581.29
40 Security System - Alarm Mainte	0.00	0.00	0.00	0.00	181.10	0.96	500.00	318.90
51 Signage for Building	17.55	0.12	0.00	(17.55)	159.95	0.85	200.00	40.05
70 Equipment Hire	260.00	1.81	0.00	(260.00)	390.00	2.08	841.00	451.00
)0 First Aid Supplies	0.00	0.00	0.00	0.00	13.60	0.07	100.00	86.40
10 Landscaping Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	550.00	550.00
20 Lift Maintenance	0.00	0.00	0.00	0.00	472.52	2.52	513.00	40.48
30 Bank Charges	37.65	0.26	0.00	(37.65)	221.31	1.18	400.00	178.69
52 Petty Cash - CDM Office	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00
)1 Refunds	141.15	0.99	0.00	(141.15)	626.15	3.33	100.00	(526.15)
)4 Vandalism/Repairs	0.00	0.00	0.00	0.00	(149.57)	(0.80)	0.00	149.57
10 Air Conditioning	180.00	1.26	0.00	(180.00)	180.00	0.96	1,000.00	820.00

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
6111 Council Chamber	0.00	0.00	0.00	0.00	0.00	0.00	600.00	600.00
	41,978.41	292.98	0.00	(41,978.41)	130,102.47	692.54	251,064.08	120,961.61
Net Profit/(Loss):	(27,650.24)	(192.98)	0.00	(27,650.24)	(111,316.06)	(592.54)	(48,200.86)	(63,115.20)