SPRINGFIELD PARISH COUNCIL
MINUTES OF THE PREMISES COMMITTEE MEETING
HELD ON 5th SEPTEMBER 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 *(arrived at 7.40 p.m.)*

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

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

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

RESOLVED: there were none.

33 **MINUTES OF THE PREMISES COMMITTEE MEETING** – held on 25th July 2022.

RESOLVED: that the minutes of the Meeting held on 25th July 2022, be approved, and signed as a correct record.

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

35 **RISK ASSESSMENTS – PARISH COUNCIL GROUNDS & PARISH COUNCIL PREMISES**

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

36 **PREMISES MANAGER UPDATE REPORTS**

36.1 **ADDITIONAL CCTV CAMERAS FOR SECURITY**
Further to minute number 25 (a & b) of the Premises meeting held on 25th July 2022 members were advised that the parish council would need to install an additional dedicated server at a cost of £2,500 to £3,000 to enable 24-hour monitoring.

RESOLVED: that:
(a) Members agreed in principle to have a dedicated server which would allow Chelmsford City Council to monitor the CCTV at Springfield Parish Centre 24 hours monitoring 365 days year;
(b) the items are deferred to a Premises Committee meeting from April 2023 onwards.

36.2 **GUTTERING AND FACIAS**
Members were advised that the guttering and facia works had now been completed at the parish centre.
RESOLVED: that the information is noted.

37 **FINANCIAL MATTERS**

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

38 **FINANCE & MARKETING REPORT**

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

RESOLVED: that the information is noted.

38.2 Members were asked to consider an option to include the Daffodil room in a package booking; if this was approved it would create and additional income of £2,400 per annum.

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RESOLVED: that members agreed in principle to the proposal and (P&FM) to speak to the regular hirer.

39 **SEVERE WEATHER POLICY**

Members were asked by (P&FM) to consider adding an additional part to the severe weather policy for hot weather;

RESOLVED: that:

(a) P&FM) investigates in more detail the costs involved for installing 3 air conditioning units in the three staff offices at the parish centre; including any building costs;

(b) the findings are reported at the next meeting.

40 **BUDGET REQUIREMENT 2023/2024**

RESOLVED: that the Premises & Facilities Manager clarifies questions relating to Appendix B (herewith):

(a) Proposed income figures of 2.5% be increased to 4% and the amended budget/comments resent by email;

(b) Any predetermined agreements for customers will not to be increased;

(c) proposed budget figures for N/C 4202 Library Income Rechargeable and N/C 5590 Springfield Parish Council Library Sundries;

(d) the coffee machine in the café has been purchased by the parish council or if it is hired;

(e) N/C 5561 Water - Tank cleaning/clarification - what is this budget code for and why has no expenditure been made so far this year?

(f) N/C 5523 Electrical – Circuit Testing - why was £1,000 not previously earmarked to be taken out of reserves each year to pay for the 5 year electrical inspection;

(g) N/C 5710 Housekeeping Consumables figure;

(h) N/C 6100 Computer Software/hardware – if the broadband speed was increased, costings for different booking systems, does the proposed budget include the license fee for the booking system software on the Finance and Marketing Officers computer?

(i) N/C 4131 Hire of Light & Sound / N/C 4132 LCD Projector Hire Income - proposed budget code income;

(j) to check, amend and email the revised budget requirements for the 2023/2024 financial year to the Premises committee in preparation for this to be submitted to the Finance Meeting on 7th November.

Meeting closed 8.45 p.m.

Cllrs S. Sullivan

Chairma

Signed. Date 28/11/22

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Springfield Parish Council
Budget Report

(AppendixA)

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)
4127 Library Rate 1	92.30	0.16	51.25	41.05	92.30	0.16	51.25	41.05
4133 Storage	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
55[illegible] [illegible]use 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
562[illegible] Hygiene Contracts	370.16	0.66	1,185.93	815.77	370.16	0.66	1,185.93	815.77
5640 Telephone - 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
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	0.38	710.22	494.22	216.00	0.38	710.22	494.22
5820 Fire - Fighting Equipment Maint	312.00	0.56	1,793.75	1,481.75	312.00	0.56	1,793.75	1,481.75
5831 Miscellanious Repairs	0.00	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00
5832 General Maintenance	2,223.62	3.96	5,000.00	2,776.38	2,223.62	3.96	5,000.00	2,776.38
5840 Security System - Alarm Mainte	278.60	0.50	512.50	233.90	278.60	0.50	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	228.00	0.41	410.00	182.00	228.00	0.41	410.00	182.00
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	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

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Budget Report

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
Net Profit/(Loss):	(37,671.15)	(67.11)	(82,574.34)	44,903.19	(37,671.15)	(67.11)	(82,574.34)	44,903.19

(Appendix B)

		2022-2023		2023-2024		
	Expenditure	£250,556.00		£250,556.00		
	Income	£168,256.23		£150,494.00		
	PRECEPT REQUIREMENT	-£82,399.77		-£100,062.00		
	INCOME	BUDGET APRIL - BUDGET 22-23	Income to 05/08/2022	PROPOSED BUDGET 23-24		Notes
	Parish Centre				*Increase of 2.5% applied to room hire income*	
4008	1st Floor Council Chamber Hire	£ 2,050.00	£ 574.68	£2,070.00		
4010	Catering Bar Facilities	£ 6,000.00	£ -	£300.00	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	£16,660.00	based on current income	2.5% increase
4107	Miscellaneous Receipts	£6,000.00	£ 250.00	£1,000.00		2.5% increase on 2022-23 income
4108	refresh income	£2.05	£ 231.00	£9,300.00		Only use if Café doesn't materialise £358 x 26 wks as an average income from Ndors
4110	Bowers Hall Income	£ 39,975.00	£ 15,041.16	£42,700.00		2.5% increase on 2022-23 income
4111	Bowers Hall Incom OCC	£ -	£ 153.80	£470.00		2.5% increase on 2022-23 income
4112	Springfield Room Income	£ 17,425.00	£ 4,477.58	£12,500.00		2.5% increase on 2022-23 income
4113	Springfield room Occ.	£ 2,050.00	£ 542.71	£1,670.00		2.5% increase on 2022-23 income
4114	Chelmer Room Income	£ 16,400.00	£ 2,668.19	£1,200.00	To offer Nursery £100.00 increase in rent, otherwise room will never get rented.	2.5% increase on 2022-23 income
4115	Chelmer room income Occ.	£ 1,230.00	£ 184.56	£570.00		2.5% increase on 2022-23 income
4116	Annex Income	£ 16,315.95	£ 6,404.70	£14,900.00		2.5% increase on 2022-23 income
4118	Kitchen Income	£ 2,175.05	£ 1,086.36	£2,670.00		
4119	Kitchen Income Occ	£ 307.50	£ 48.18	£0.00		Costs added together
4125	Cleaning Costs Income	£ 1,198.23	£ 233.72	£738.00		2.5% increase on 2022-23 income
4126	Damage deposits	£ 501.23	£ -	£0.00	remove this code possibly Mo says	Included with n/c 4107
4127	Library Income	£ 51.25	£ 92.30	£185.00		2.5% increase on 2022-23 income
4131	hire of light & sound	£ -	£ 24.60	£0.00		remove this code possibly?
4132	LCD Projector hire income	£ -	£ 12.30	£36.00		2.5% increase on 2022-23 income
4136	Rate Refund	0	£ -	£0.00		remove this code possibly?
4133	Storage Income	£ 1,537.50	£ 390.48	£800.00		2.5% increase on 2022-23 income
4200	Boleyn Room	£ 25,625.00	£ 8,142.15	£24,080.00		2.5% increase on 2022-23 income
	Contingency for 'hardship'	£ -		£0.00		remove this code possibly?
4202	Library income rechargeable	£13,259.49	£7,675.69	£18,645.00	this income stream should be unaffected	needs to match 5590
		£168,256.23	£56,360.05	£150,494.00		

		BUDGET	*Expenditure to 05/08/2022*	*PROPOSED*		
5510	*Electrical - Supply Costs*	£13,000.00	£2,155.71	£6,400.00		Fixed priced ends June 2024
5520	*Electrical - Lamps*	£717.50	£254.90	£735.00		
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 this cost is for Lightning protection system	5K-6K for 5 year inspection
5530	*SPC Gas costs*	£4,500.00	£2,755.63	£3,800.00	reduced as changed supplier so should see a reduction and new boilers now installed	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	may change supplier so possible reduction	
5560	*Water - Maintenance Testing*	£2,000.00	£912.50	£2,100.00	increased to include microbiological testing missed out of budget previously	2.5% increase on 2022-23 expediture
5561	*Water - Tank Cleaning/Chlorination*	£349.86	£0.00	£720.00		2.5% increase on 2022-23 expediture
5570	*SPC Centre - Rates*	£14,003.79	£6,624.45	£16,216.00		2.5% increase on 2022-23 expediture
5580	*Refuse Services*	£3,076.23	£3,127.80	£3,190.00		2.5% increase per year
5590	*SPC Library Sundries (new)*	£13,259.49	£7,873.12	£18,645.00	should match income	should match 4202
5602	*Refreshment supplies (non vending)*	£0.00	£0.00	£0.00	No NDORS/No Café	
5620	*Hygiene Contracts*	£1,185.93	£370.16	£1,150.00		2.5% increase on 2022-23 expediture
5640	*Telephone - 464583/463899*	£1,575.94	£732.45	£1,800.00	internet now included with this charge	Telephone/Broadband on this code
5641	*Telephone - Internet*	£1,001.43	£0.00	£0.00		No longer required
5660	*Insurance Building and Contents*	£7,500.00	£6,642.35	£7,000.00	figure adjusted down	5% increase on 2022-23 expediture
5670	*Security - Keyholding Services*	£526.37	£0.00	£525.00		no increase
5671	*Security - Keyholding Call Out*	£123.00	£0.00	£150.00		no increase
5710	*Housekeeping Consumables*	£3,587.50	£1,210.38	£4,300.00		2.5% increase on 2022-23 expediture
5720	*Stationery and Equipment*	£1,000.00	£178.53	£550.00		2.5% increase on 2022-23 expediture

5721	Postage	£300.00	£50.00	£350.00		
5750	Staff Courses	£250.00	£165.00	£500.00	Eric?	2.5% increase on 2022-23 expediture
5760	Salaries - Dept 1	£164,000.00	£56,564.06	£164,000.00		New staff
5790	PRS/PPL Music Licensing Fees	£300.00	£0.00	£0.00		£158K plus £6K contingenies
5801	Engineer Callouts	£710.22	£216.00	£500.00		Not required as per conversation with PPL as hirers are responsible and does not include birthdays/wedding
5820	Fire - Fighting Equipment Main	£1,793.75	£312.00	£1,800.00	Shutter in kitchen upstairs to be replaced	no increase
5831	Maintenance projects	£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	£425.00		
5851	Signage for Building	£200.00	£0.00	£200.00		increase on 2022-23 expediture
5870	Equipment Hire	£535.00	£0.00	£535.00	hire of coffee machine in café	no increase
5890	First Aid Supplies	£100.00	£0.00	£100.00		Do we still hire this?
5910	Landscaping Maintenance	£420.25	£0.00	£500.00	covers cost of annual tree survey but not remedials - can reclaim 60% from library	no increase
5920	Lift Maintenance	£538.98	£0.00	£490.00		
5930	PDQ Bank Charges	£410.00	£228.00	£525.00		2.5% increase on 2022-23 expediture
6001	Refunds	£100.00	£0.00	£100.00		2.5% increase on 2022-23 expediture
6003	Christmas decorations	£0.00	£0.00	£100.00		
6100	Computer Software/hardware	£360.00	£0.00	£850.00	allowance for unexpected costs - may not be enough for EDGE renewal Mo's Software)	Not brought for some time?
6110	Air Conditioning	£307.50	£0.00	£320.00		2.5% increase on 2022-23 expediture (although nothing paid to them as at Aug 22)
6111	Council Chamber	£0.00	£0.00	£0.00		2.5% increase on 2022-23 expediture
6112	Garden Project	£500	£29.98	£500.00		
		APR-MAR		BUDGET		no increase
		22-23		23-24		
		£237,111.02	£93,802.25	£250,556.00		

Please note the following:

£5000 of CIL tax has already been set aside for replacing the café automatic door

£4000 of CIL tax has already been set aside to upgrade the two automatic doors by the library

Costs of between £14,000 and £20,000 likely for upgrading the lift at the Parish Centre will need to be found outside revenue budget