SPRINGFIELD PARISH COUNCIL
MINUTES OF THE PREMISES COMMITTEE MEETING
HELD ON 20TH SEPTEMBER 2021 AT 7.30 P.M.
SPRINGFIELD PARISH CENTRE

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

In attendance: Premises & Facilities Manager (P&FM)
Committee Clerk
1 Member of the Public

27 **APOLOGIES FOR ABSENCE** – were received and accepted from Cllr R. Carson.

28 **CO-OPTION ONTO COMMITTEE** – Cllr A. Chong was co-opted onto the committee as a substitute for Cllr R. Carson.

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

30 **MINUTES OF THE PREMISES COMMITTEE MEETING** – held on 26th July 2021

RESOLVED: that the page numbers -PC1- and -PC2-of the meeting held on 26th July 2021 be amended to read -PC3- and -PC4-, with this amendment the Minutes of the Meeting held on the 26th July 2021 be approved and signed as a correct record.

31 **PUBLIC QUESTION TIME** – there was one member of the public in attendance.

32 **BUDGETS AND FINANCE**

32.1 **BUDGET REPORT** for Period July 2021 – September 2021

RESOLVED: the report attached at appendix 1 be approved and noted.

32.2 **FINANCE AND MARKETING OFFICERS REPORT**

Members received a written report from the Finance and Marketing Officer regarding new hirers. Members were asked to consider setting up an account for Instagram and allowing halls to be advertised on websites if thought to be worthwhile.

RESOLVED: that

(a) Members agreed to setting up an account for Instagram, providing the account is monitored;
(b) remainder of the information is noted.

32.3 **PROPOSED PREMISES BUDGET FOR 2022-23**

RESOLVED: that

(a) N/C: 6111 sums within Council Chamber and N/C: 6080 General Security Services – be removed;
(b) N/C 5660 Insurance Building and Contents – P&FM to check the figure is correct and up to date;
(c) N/C 5870 Equipment Hire – P&FM to clarify what the costing is for;
(d) P&FM circulates to members via email the amended draft budget before this is presented to the Finance & Policy Committee. Attached as appendix 2.

33 **SAFEGUARDING**

Members were asked to consider whether the Safeguarding Officer for Springfield Parish Council would also assume the role at Chelmers Village Hall.

RESOLVED: that the Safeguarding Officer for Springfield Parish Council confirmed they would serve as the Safeguarding Officer for Chelmers Village Hall.

34 **LIFT AT PARISH CENTRE**

Members were advised that the Lift at the Parish Centre was now getting towards the end of it's life and had obsolete parts and did not fully meet current BS and DDA standards. Whilst the lift was currently in working order, when these parts were to fail they would no longer be available. The lift had lasted well, in excess of the 15 years expectancy. When the lift fails there would be a 6-8 week lead time for parts so Members were advised this could mean the lift being out of action for approximately 3 months and this may have implications from a DDA perspective.

Quotations had been received for a partial refurbishment of the lift:

Company A - £13,920 (current supplier who had serviced the lift for many years)
Company B - £17,628.20
Company C - £13,560 to match Company A's specification – however this company voiced further concerns and also suggested a further £5,653 of works to bring the lift up to modern DDA requirements, install a new door operator and an upgraded controller and pump – taking this quote to £19,213.

The Premises Manager clarifies with Company A and B the costs for goods as which had been quoted for Company C. Members were asked how they wished to proceed and fund these significant required works and whether they wished to have them carried out before the lift fails.

RESOLVED: that (a) a full breakdown of costs for each quotation to be presented at the next committee meeting in November;

(b) P&FM looks into any grant funding that might be available to assist with the replacement costs.

35 **GRANTS AND FUNDING**

Members were advised that the Premises Manager was currently trying to apply for grants for the following:

- New picnic table/bench and planting for the community garden – National Lottery Community Fund application submitted
- Additional chairs for the Council Chamber – RCCE Covid Safe Buildings Fund
- Additional lockers for hirers who wished to store items - RCCE Covid Safe Buildings Fund
- 4 Additional CCTV cameras – to cover blind spots that had been identified in the building in preparation for parties and evening bookings – Funding Source to be looked into
- The Premises Manager would like to apply for a Greener Chelmsford Grant – Members were asked to consider if they would like an application to be submitted to start some lighting upgrades to LED lighting or, if they had another project in mind.

RESOLVED: that
(a) an application be submitted to Greener Chelmsford Grant for LED lighting;
(b) the remainder of the information is noted.

36 **GREEN WORKING GROUP**

The following item from the Environment and Leisure Committee on 6th September 2021 had been referred to this committee for consideration.

Cllr Mrs M. Girling had been successful in obtaining 30 young hedge plants from the Woodland Trust and suggested that these be planted adjacent to the metal railings on New Bowers Way. Members were asked to discuss and consider if this was the most suitable location.

RESOLVED: that 30 hedge saplings be planted around the piece of grass outside the Boleyn Room.

37 **PURCHASE OF DISHWASHER**

Following discussions with parties interested in taking over the café it had been identified that a dishwasher would be required. At present there was only a small glass wash machine in the bar that is unsuitable for larger items. P&FM suggested a limit of £450 to purchase a full-size stand-alone machine that could be plumbed into the Bowers Hall kitchen. To come from 5710 Housekeeping Consumables. Members were reminded that the council were no longer paying the £130 a quarter rental for the coffee machine and interested parties wanted to provide their own coffee machine, the dishwasher would not be an additional premises cost and would remain an asset of the centre.

RESOLVED: that
(a) the P&FM investigates the costings for a steriliser and a commercial dishwasher;
(b) P&FM makes contact with Chelmsford City Council to clarify the requirements for dishwashers in kitchens;
(c) P&FM to email members with the information as a decision is required before the next Meeting and the decision will be recorded at the next meeting.

38 **POLICIES TO BE REVIEWED**

Members received a copy of the Health and Safety Policy / Policy Statement – with suggested amendments; and to authorise the Chairman of the Council to sign the general policy statement.

RESOLVED: that the P&FM makes the suggested amendments and circulates the amended policy and the Chairman of the Council will subsequently sign the policy.

39 **PANTOMIME AND USE OF THE MAIN HALL**

Members were asked to consider whether they would like the Parish Centre to hold a Pantomime this year. Members were advised that money had been set aside in the reserves for this and were asked to consider if they wished the Pantomime to run before or after the new year. Members were also asked if they wished to run any community events next year such as Easter or Halloween events, the Centre currently held a music licence that allowed the parish council to run a small number of events and this had been retained in next year's budget.

RESOLVED: that members agreed they wished to proceed with the pantomime this year which is to be held on 30th December 2021.

Meeting closed at 8.25 p.m.

Signed......... .... Chairman Date ....29/11/21....

Date: 07/09/2021
Time: 15:31:36

Appendix 1

Springfield Parish Council
Budget Report

From: Month 4, July 2021

Chart of Accounts: Springfield Parish Premises Committee [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Income								
1st Floor Council Chamber Hire	436.50	1.95	0.00	436.50	887.61	1.43	13,849.11	(12,961.50)
Grants	0.00	0.00	0.00	0.00	12,000.00	19.28	0.00	12,000.00
Daffodil Room (formerly Changi	2,181.82	9.76	0.00	2,181.82	8,574.48	13.78	9,750.03	(1,175.55)
Miscellaneous receipts	0.00	0.00	0.00	0.00	48.00	0.08	5,000.00	(4,952.00)
Refreshments Income	0.00	0.00	0.00	0.00	0.00	0.00	8,677.83	(8,677.83)
Bowers Hall Income Regular	8,013.80	35.86	0.00	8,013.80	11,864.42	19.06	33,750.03	(21,885.61)
Bowers Hall Income Occ.	0.00	0.00	0.00	0.00	3.75	0.01	0.00	3.75
Springfield Room Income Regul	2,745.00	12.28	0.00	2,745.00	3,635.00	5.84	8,250.03	(4,615.03)
Springfield Room Income Occ.	162.96	0.73	0.00	162.96	468.80	0.75	1,125.03	(656.23)
Chelmer Room Income Regular	473.22	2.12	0.00	473.22	2,937.60	4.72	13,125.03	(10,187.43)
Chelmer Room Income Occ.	0.00	0.00	0.00	0.00	0.00	0.00	1,500.03	(1,500.03)
Annex Income Regular	1,579.10	7.07	0.00	1,579.10	6,589.17	10.59	13,125.03	(6,535.86)
Kitchen Income Regular	250.75	1.12	0.00	250.75	526.00	0.85	750.03	(224.03)
Kic[illegible]come Occ.	0.00	0.00	0.00	0.00	0.00	0.00	33.78	(33.78)
Clea[illegible] Costs Income	0.00	0.00	0.00	0.00	0.00	0.00	396.75	(396.75)
Damage Deposits	0.00	0.00	0.00	0.00	0.00	0.00	300.03	(300.03)
Storage	(177.95)	(0.80)	0.00	(177.95)	802.61	1.29	1,562.00	(759.39)
LCD Projector hire	0.00	0.00	0.00	0.00	12.00	0.02	871.35	(859.35)
Boleyn Room	6,683.58	29.91	0.00	6,683.58	11,072.78	17.79	19,875.03	(8,802.25)
Catering bar facility	0.00	0.00	0.00	0.00	0.00	0.00	2,838.53	(2,838.53)
Library Sundries (NEW)	0.00	0.00	0.00	0.00	2,812.84	4.52	13,259.49	(10,446.65)
	22,348.78	100.00	0.00	22,348.78	62,235.06	100.00	148,039.14	(85,804.08)
Expenditure								
Electrical - Supply Costs	1,134.97	5.08	0.00	(1,134.97)	2,575.04	4.14	8,600.00	6,024.96
Electrical - Maintenance Lamps	17.23	0.08	0.00	(17.23)	57.00	0.09	350.00	293.00
Electrical - Portable Appliance T	0.00	0.00	0.00	0.00	75.00	0.12	60.00	(15.00)
Electrical - Circuit Testing	0.00	0.00	0.00	0.00	0.00	0.00	275.73	275.73
SPC Gas costs	0.00	0.00	0.00	0.00	1,169.52	1.88	7,200.00	6,030.48
Gas - Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	2,570.00	2,570.00
Water - Supplies and Services	(102.60)	(0.46)	0.00	102.60	731.50	1.18	2,101.25	1,369.75
Water - Maintenance Testing	273.60	1.22	0.00	(273.60)	940.10	1.51	1,323.79	383.69
Water - Tank Cleaning/Chlorina	0.00	0.00	0.00	0.00	0.00	0.00	341.33	341.33
SPCentre - Rates	2,649.60	11.86	0.00	(2,649.60)	7,949.25	12.77	13,662.23	5,712.98
Refuse Services	0.00	0.00	0.00	0.00	0.00	0.00	3,001.20	3,001.20
SPC library Sundries (NEW)	1,540.53	6.89	0.00	(1,540.53)	6,496.34	10.44	13,251.20	6,754.86
- Re[illegible]ment supplies	0.00	0.00	0.00	0.00	0.00	0.00	8,677.83	8,677.83
Hygiene Contracts	82.50	0.37	0.00	(82.50)	555.00	0.89	1,157.00	602.00
Telephone - CDM	234.06	1.05	0.00	(234.06)	577.16	0.93	1,537.50	960.34
Telephone - Internet	253.95	1.14	0.00	(253.95)	511.85	0.82	977.00	465.15
Hardship fund (for 21 2022 yea	0.00	0.00	0.00	0.00	0.00	0.00	5,475.02	5,475.02
Insurance Buildings and Conten	0.00	0.00	0.00	0.00	6,872.59	11.04	8,362.00	1,489.41
Security - Keyholding Services	0.00	0.00	0.00	0.00	0.00	0.00	513.53	513.53
Security - Keyholding Call Out C	0.00	0.00	0.00	0.00	0.00	0.00	120.00	120.00
Housekeeping Consumables	418.87	1.87	0.00	(418.87)	1,015.74	1.63	3,500.00	2,484.26
Stationery and Equipment	153.28	0.69	0.00	(153.28)	330.62	0.53	1,000.00	669.38
Postage	0.00	0.00	0.00	0.00	100.00	0.16	420.25	320.25
Staff Courses	460.00	2.06	0.00	(460.00)	460.00	0.74	979.00	519.00
Salaries - Dept 1	23,615.94	105.67	0.00	(23,615.94)	58,752.42	94.40	152,020.00	93,267.58
PRS/PPL Music Licensing Fees	231.64	1.04	0.00	(231.64)	458.76	0.74	1,537.50	1,078.74
Engineer Call Outs	0.00	0.00	0.00	0.00	0.00	0.00	692.90	692.90
Fire - Fighting Equipment Maint	490.87	2.20	0.00	(490.87)	755.03	1.21	1,135.00	379.97
Miscellanious Repairs	13.75	0.06	0.00	(13.75)	13.75	0.02	250.00	236.25
General Maintenance	145.55	0.65	0.00	(145.55)	753.53	1.21	3,500.00	2,746.47
Security System - Alarm Mainte	0.00	0.00	0.00	0.00	406.00	0.65	500.00	94.00
Signage for Building	(54.00)	(0.24)	0.00	54.00	78.00	0.13	50.00	(28.00)
Equipment Hire	(84.80)	(0.38)	0.00	84.80	115.20	0.19	687.00	571.80
First Aid Supplies	25.85	0.12	0.00	(25.85)	83.85	0.13	75.00	(8.85)
Landscaping Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	410.00	410.00
Lift Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	525.83	525.83
Bank Charges	114.00	0.51	0.00	(114.00)	248.32	0.40	400.00	151.68
Petty Cash - CDM Office	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00
Refunds	98.66	0.44	0.00	(98.66)	146.59	0.24	100.00	(46.59)
Computer Software	0.00	0.00	0.00	0.00	349.00	0.56	250.00	(99.00)
Air Conditioning	0.00	0.00	0.00	0.00	300.00	0.48	0.00	(300.00)
Council Chamber	0.00	0.00	0.00	0.00	0.00	0.00	400.00	400.00

Time: 15:31:36

Budget Report

From: Month 4, July 2021

Chart of Accounts: Springfield Parish Premises Committee [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
	31,713.45	141.90	0.00	(31,713.45)	92,877.16	149.24	248,039.09	155,161.93
Net Profit/(Loss):	(9,364.67)	(41.90)	0.00	(9,364.67)	(30,642.10)	(49.24)	(99,999.95)	69,357.85

Appendix 2.

Appendix 2.

						AMENDED DRAFT BUDGET
		Expenditure	£250,378.50			
		Income	£168,254.17			
		PRECEPT REQUIREMENT	**-£82,124.33**			
			BUDGET APRIL -	Income to 04/08/2021	PROPOSED	
		INCOME	BUDGET		BUDGET	
			21-22		22-23	
		Parish Centre				***Increase of 2.5% applied to room hire income***
4008	1	1st Floor Council Chamber H	£ 27,698.16	£ 619.11	£2,050.00	NDORS are unable to advise us if they will return atall. They are currently running trials at some venues but have no plans to return to the Parish Centre yet.
4010	2	Catering Bar Facilities	£ 5,677.00	£ -	£6,000.00	Based on 1 bar use a month and having a café at £450 rental for 12 months - could be more
4019		Grant	£ -	£ 12,000.00	£0.00	
4106	3	Daffodil Room	£ 13,000.00	£ 8,364.74	£16,152.98	income based on pre covid
4107	4	Miscellaneous Receipts	£ 5,250.00	£ 48.00	£6,000.00	CVH Admin fee was frozen last year should increase by £500 this year
4108	5	refresh income not requ'd	£ 11,570.40	£ -	£0.00	No NDORS income
4110	6	Bowers Hall Income	£ 45,000.00	£ 6,975.22	£39,975.00	income based on pre covid
4111		Bowers Hall Incom OCC	£ -	£ 3.75	£0.00	
4112	7	Springfield Room Income	£ 11,000.00	£ 1,658.00	£17,425.00	income based on pre covid
4113	8	Springfield room Occ.	£ 1,500.00	£ 351.60	£2,050.00	income based on pre covid
4114	9	Chelmer Room income	£ 17,500.00	£ 2,894.58	£16,400.00	income based on pre covid
4115	10	Chelmer room income Occ.	£ 2,000.00	£ -	£1,230.00	income based on pre covid
4116	11	Annex Income	£ 17,500.00	£ 6,322.19	£16,315.95	income based on pre covid
4118	12	Kitchen Income	£ 1,500.00	£ 338.25	£2,175.05	income based on pre covid
4119	13	Kitchen Income Occ	£ 45.00	£ -	£307.50	income based on pre covid
4125	14	Cleaning Costs Income	£ 528.96	£ -	£1,198.23	income based on pre covid
4126	15	Damage deposits	£ 400.00	£ -	£501.23	income based on pre covid
4127	16	Library Income	£ -	£ -	£51.25	income based on pre covid room is not practical to set up for other users so not popular
4131	17	hire of light & sound	£ -	£ -	£0.00	no supplier to facilitate this and not requested in 3 years may sell equipment
4132	18	LCD Projector hire income	£ 1,742.64	£ 12.00	£0.00	no sign of lease cars or NDORS returning at time of budget prep
4136		Rate Refund	0	0	£0.00	income based on pre covid
4133	19	Storage Income	£ 1,523.06	£ 844.56	£1,537.50	income based on pre covid
4200	20	Boleyn Room	£ 26,500.00	£ 5,869.08	£25,625.00	income based on pre covid
		Contingency for 'hardship'			£0.00	
4202	21	Library Income rechargeable	£12,928.00	£2,812.84	£13,259.49	this income stream should be unaffected
			£202,863.22	**£49,113.92**	**£168,254.17**	

			BUDGET	*Expenditure to 04/08/2021*	*PROPOSED*	
			APR-MAR		*BUDGET*	

			20-21		22-23	
5501	20	Publicity & Advertising	£0.00	£0.00	£0.00	removed
5510	21	Electrical - Supply Costs	£14,603.18	£1,917.57	£13,000.00	reduced as changed supplier so should see a reduction
5520	22	Electrical - Lamps	£700.00	£39.77	£717.50	same budget as last year
5521	23	Electrical Lamp Installation	£0.00	£0.00	£0.00	no change
5522	24	Electrical - PAT	£52.00	£75.00	£76.88	calibration of PAT tester plus sundry labels
5523	25	Electrical - Circuit Testing	£269.00	£0.00	£282.62	5 year testing not due until 2023 this cost is for Lightning protection system
5530	26	SPC Gas costs	£6,200.00	£1,169.52	£4,500.00	reduced as changed supplier so should see a reduction and new boilers now installed
5540	27	Gas - Maintenance	£2,570.00	£0.00	£3,570.00	maintenance plan for 3 years fixed till 2022 at £2570 £1000 built in to improve new build plant
5550	28	Water - Supplies and Servic	£2,050.00	£731.50	£2,153.78	may change supplier so possible reduction
5560	29	Water - Maintenance Testin	£1,291.50	£769.10	£2,000.00	increased to include microbiological testing missed out of budget previously
5561	30	Water - Tank Cleaning/Chlo	£333.00	£0.00	£349.86	
5570	31	SPC Centre - Rates	£13,329.00	£6,624.45	£14,003.79	
5580	32	Refuse Services	£2,928.00	£0.00	£3,076.23	
5590	33	SPC Library Sundries (new)	£12,928.00	£5,691.47	£13,259.49	should match income
5602	34	Refreshment supplies (non v	£11,570.40	£0.00	£0.00	No NDORS/No Café
5620	35	Hygiene Contracts	£767.00	£541.25	£1,185.93	
5640	37	Telephone - 464583/463899	£1,500.00	£458.49	£1,575.94	
5641	38	Telephone - Internet	£500.00	£257.90	£1,001.43	
5652	39	N/A	£0.00	£0.00	£0.00	
5660	40	Insurance Building and Cont	£6,585.00	£6,872.59	£7,500.00	figure adjusted down
5670	41	Security - Keyholding Servic	£501.00	£0.00	£526.37	
5671	42	Security - Keyholding Call O	£120.00	£0.00	£123.00	
5710	43	Housekeeping Consumables	£4,000.00	£741.01	£3,587.50	
5720	44	Stationery and Equipment	£1,200.00	£375.17	£1,000.00	slight reduction
5721	45	Postage	£410.00	£100.00	£300.00	slight reduction
5750	47	Staff Courses	£500.00	£0.00	£250.00	budget reduced as PAT Training completed and 3 first aiders under this budget now due in 2024
5760	48	Salaries - Dept 1	£152,020.00	£46,944.45	£164,000.00	
5790	49	PRS/PPL Music Licensing F	£1,500.00	£227.12	£300.00	slight increase allowed for
5801	50	Fire Alarm Engineer Callouts	£676.00	£0.00	£710.22	
5820	52	Fire - Fighting Equipment Ma	£1,107.00	£264.16	£1,793.75	increase as shutters in nursery and staff kitchen have not been serviced in over 3 years
5830	53	Fire - Fighting Equipment Su	£0.00	£0.00	£0.00	
5831	54	Maintenance projects	£1,000.00	£13.75	£1,000.00	increased budget to kick start hall after covid
5832	55	General Maintenance	£5,000.00	£741.91	£5,000.00	
5840	56	Security System - Alarm Ma	£500.00	£316.00	£512.50	
5841	57	Alarm Engineer Call Out	£0.00	£0.00	£0.00	
5851	59	Signage for Building	£200.00	£78.00	£200.00	
5870	60	Equipment Hire	£841.00	£200.00	£535.00	hire of coffee machine in café
5890	61	First Aid Supplies	£100.00	£58.00	£100.00	
5891		Furniture	£0.00	£0.00	£0.00	
5910	63	Landscaping Maintenance	£550.00	£0.00	£420.25	covers cost of annual tree survey but not remedials - can reclaim 60% from library

5920	64	*Lift Maintenance*	£513.00	£0.00	£538.98	
5930	65	*PDQ Bank Charges*	£400.00	£191.32	£410.00	
5962	66	*Petty Cash - Premises*	£50.00	£0.00	£50.00	no change as P&FM now has a corporate card
6001	67	*Refunds*	£100.00	£125.45	£100.00	hopefully less refunds now that we are out of lockdown
6003	68	*Christmas decorations*	£0.00	£0.00	£0.00	no budget requested this year
6004	69	*Vandalism/Repairs*	£0.00	£0.00	£0.00	budget removed costs to be covered under other budget lines
6080	70	*General Security Devices*	£0.00	£0.00	£0.00	
6100	71	*Computer Software/hardwar*	£0.00	£349.00	£360.00	allowance for unexpected costs
6110	72	*Air Conditioning*	£1,000.00	£300.00	£307.50	
6111	73	*Council Chamber*	£600.00	£0.00	£0.00	
6225	74	*Sound & Light Expenditure*		£0.00	£0.00	not currently hired out hope to use funds from selling old equipment to upgrade once resolved
			£251,064.08	**£76,173.95**	**£250,378.50**	

Please note the following:

July 21 Minute 23	£5000 of CIL tax has already been set aside for replacing the café automatic door
July 21 Minute 23	£4000 of CIL tax has already been set aside to upgrade the two automatic doors by the library
Sep-21	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