

SPRINGFIELD PARISH COUNCIL
MINUTES OF THE PREMISES COMMITTEE MEETING
HELD ON 21ST MARCH 2022 AT 7.30 P.M.
SPRINGFIELD PARISH CENTRE

PRESENT Cllrs: Ms S. Sullivan (Chairman), I. Fuller, Mrs M. Girling, Mrs R. Moore and R. Lee

In attendance: RFO-Deputy Clerk
Committee Clerk

83 **APOLOGIES FOR ABSENCE** – were received and accepted from Cllrs R. Carson and A. Potts

84 **CO-OPTION ONTO COMMITTEE** – Cllr Mrs M. Girling was co-opted onto the committee as a substitute for Cllr A. Potts.

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

86 **MINUTES OF THE PREMISES COMMITTEE MEETING** – held on 24th January 2022.

RESOLVED: that the minutes of the Meeting held on 24th January 2022 be approved and signed as a correct record.

87 **PUBLIC QUESTION TIME** – there were none.

88 **YOUTH CLUB**

The item was deferred to the next Premises Committee meeting to be held on Monday 16th May 2022; Representative from the Youth Club was unable to attend the meeting due to unforeseen circumstances.

89 **BUDGETS AND FINANCE**

89.1 **BUDGET REPORT** for Period February 2022 – March 2022.

RFO-Deputy Clerk highlighted to members that there had been a backlog of invoices received from the heating maintenance company; it had not been realised that the charges had not been made correctly by the company.

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

89.2 **FINANCE AND MARKETING OFFICERS REPORT**

Members received a written report from the Finance and Marketing Officer regarding new hirers, returning customers and regular hirers.

RESOLVED: that

(a) St Johns Ambulance are contacted to seek guidance on products to purchase for thermal warming blankets /pillow to be kept in the Parish Centre in case of an emergency;

- (b) Clarification to be provided to members if the occupancy rate for room bookings is on target to achieve next year's budget;
- (c) remainder of the information was noted.

89.3 PREMISES UPDATE REPORT

Members received a premises update report.

RESOLVED: that the information was noted.

90 HIRERS TERMS & CONDITIONS

Members were asked to consider updating the terms and conditions for hirers to include a point about not posting defamatory comments about Parish Centre Staff or services on social media.

RESOLVED: that

- (a) point 37 of the terms and conditions be amended to read 'Under no circumstances will rudeness, abuse or defamatory statements towards Springfield Parish Council or Parish Centre Staff be tolerated.'
- (b) Officers check with the Clerk to the Council if the wording in the room hire terms and conditions had been checked by a Legal Representative;
- (c) Officers to clarify if party bookings receive different terms and conditions.

Cllr S. Sullivan
Chairman

Meeting closed at 8.20 p.m.

Signed.....

..... Chairman

Date

16 / 5 / 22

Date: 09/03/2022
Time: 14:20:24

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Budget Report

From: Month 11, February 2022

To: Month 12, March 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	0.00	0.00	0.00	0.00	2239.59	1.84	13849.11	-11609.52
4019 Grants	0.00	0.00	0.00	0.00	13264.78	10.92	0.00	13264.78
4106 Daffodil Room (formerly Changing	3834.48	66.59	0.00	3834.48	20915.33	17.22	9750.03	11165.30
4107 Miscellaneous receipts	50.00	0.87	0.00	50.00	158.00	0.13	5000.00	-4842.00
4108 Refreshments Income	0.00	0.00	0.00	0.00	8.00	0.01	8677.83	-8669.83
4110 Bowers Hall Income Regular	597.80	10.38	0.00	597.80	23667.69	19.49	33750.03	-10082.34
4111 Bowers Hall Income Occ.	0.00	0.00	0.00	0.00	-736.25	-0.61	0.00	-736.25
4112 Springfield Room Income Regular	80.00	1.39	0.00	80.00	6962.75	5.73	8250.03	-1287.28
4113 Springfield Room Income Occ.	57.20	0.99	0.00	57.20	1055.92	0.87	1125.03	-69.11
4114 Chelmer Room Income Regular	28.68	0.50	0.00	28.68	6122.72	5.04	13125.03	-7002.31
4115 Chelmer Room Income Occ.	0.00	0.00	0.00	0.00	0.00	0.00	1500.03	-1500.03
4116 Annex Income Regular	79.90	1.39	0.00	79.90	14272.35	11.75	13125.03	1147.32
4118 Kitchen Income Regular	93.23	1.62	0.00	93.23	1342.48	1.11	750.03	592.45
4119 Kitchen Income Occ.	47.00	0.82	0.00	47.00	235.00	0.19	33.78	201.22
4125 Cleaning Costs Income	57.00	0.99	0.00	57.00	465.16	0.38	396.75	68.41
4126 Damage Deposits	0.00	0.00	0.00	0.00	0.00	0.00	300.03	-300.03
4127 Library Rate 1	0.00	0.00	0.00	0.00	36.00	0.03	0.00	36.00
4133 Storage	0.00	0.00	0.00	0.00	814.61	0.67	1562.00	-747.39
4132 LCD Projector hire	0.00	0.00	0.00	0.00	12.00	0.01	871.35	-859.35
4200 Boleyn Room	165.00	2.87	0.00	165.00	18758.95	15.45	19875.03	-1116.08
4010 Catering bar facility	0.00	0.00	0.00	0.00	50.00	0.04	2838.53	-2788.53
4202 Library Sundries (NEW)	668.08	11.60	0.00	668.08	11798.08	9.71	13259.49	-1461.41
	5758.37	100.00	0.00	5758.37	121443.16	100.00	148039.14	-26595.98
Expenditure								
5510 Electrical - Supply Costs	648.91	11.27	0.00	-648.91	6079.73	5.01	8600.00	2520.27
5520 Electrical - Maintenance Lamps	988.20	17.16	0.00	-988.20	1295.48	1.07	350.00	-945.48
5522 Electrical - Portable Appliance Tes	0.00	0.00	0.00	0.00	75.00	0.06	60.00	-15.00
5523 Electrical - Circuit Testing	0.00	0.00	0.00	0.00	0.00	0.00	275.73	275.73
5530 SPC Gas costs	1995.88	34.66	0.00	-1995.88	5631.73	4.64	7200.00	1568.27
5540 Gas - Maintenance	6490.00	112.71	0.00	-6490.00	6490.00	5.34	2570.00	-3920.00
5550 Water - Supplies and Services	0.00	0.00	0.00	0.00	1063.66	0.88	2101.25	-1037.59
5560 Water - Maintenance Testing	85.50	1.48	0.00	-85.50	2079.70	1.71	1323.79	-755.91
5561 Water - Tank Cleaning/Chlorinatic	0.00	0.00	0.00	0.00	730.00	0.60	341.33	-388.67
5570 SPCentre - Rates	0.00	0.00	0.00	0.00	13248.45	10.91	13662.23	413.78
5580 Refuse Services	0.00	0.00	0.00	0.00	0.00	0.00	3001.20	3001.20
5590 SPC library Sundries (NEW)	1017.22	17.67	0.00	-1017.22	11907.22	9.80	13251.20	1343.98
5602 - Refreshment supplies	217.35	3.77	0.00	-217.35	217.35	0.18	8677.83	-8460.48
5620 Hygiene Contracts	164.13	2.85	0.00	-164.13	1280.70	1.05	1157.00	-123.70
5640 Telephone - CDM	111.58	1.94	0.00	-111.58	1270.16	1.05	1537.50	-267.34
5641 Telephone - Internet	0.00	0.00	0.00	0.00	765.80	0.63	977.00	-211.20
5652 Hardship fund (for 21 2022 year)	0.00	0.00	0.00	0.00	0.00	0.00	5475.02	5475.02
5660 Insurance Buildings and Contents	200.00	3.47	0.00	-200.00	7072.59	5.82	8362.00	1289.41
5670 Security - Keyholding Services	0.00	0.00	0.00	0.00	475.35	0.39	513.53	38.18
5671 Security - Keyholding Call Out Ch	0.00	0.00	0.00	0.00	49.00	0.04	120.00	71.00
5710 Housekeeping Consumables	408.38	7.09	0.00	-408.38	3686.88	3.04	3500.00	-186.88
5720 Stationery and Equipment	1246.02	21.64	0.00	-1246.02	2322.50	1.91	1000.00	-1322.50
5721 Postage	100.00	1.74	0.00	-100.00	250.00	0.21	420.25	170.25
5750 Staff Courses	0.00	0.00	0.00	0.00	700.00	0.58	979.00	279.00
5760 Salaries - Dept 1	11656.99	202.44	0.00	-11656.99	133502.86	109.93	152020.00	18517.14
5790 PRS/PPL Music Licensing Fees	0.00	0.00	0.00	0.00	458.76	0.38	1537.50	-1078.74
5801 Engineer Call Outs	0.00	0.00	0.00	0.00	0.00	0.00	692.90	692.90
5820 Fire - Fighting Equipment Mainte	0.00	0.00	0.00	0.00	865.03	0.71	1135.00	-269.97
5830 Fire - Fighting Equipment Supplie	0.00	0.00	0.00	0.00	89.70	0.07	0.00	-89.70
5831 Miscellaneous Repairs	0.00	0.00	0.00	0.00	13.75	0.01	250.00	-236.25
5832 General Maintenance	209.83	3.64	0.00	-209.83	5416.03	4.46	3500.00	-1916.03
5840 Security System - Alarm Maintena	0.00	0.00	0.00	0.00	544.52	0.45	500.00	-44.52
5851 Signage for Building	0.00	0.00	0.00	0.00	178.58	0.15	50.00	-128.58
5870 Equipment Hire	0.00	0.00	0.00	0.00	115.20	0.09	687.00	-571.80
5890 First Aid Supplies	0.00	0.00	0.00	0.00	283.38	0.23	75.00	-208.38
5910 Landscaping Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	410.00	-410.00
5920 Lift Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	525.83	-525.83

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5930 Bank Charges	0.00	0.00	0.00	0.00	592.28	0.49	400.00	-192.28
5962 Petty Cash - CDM Office	0.00	0.00	0.00	0.00	44.70	0.04	50.00	5.30
6001 Refunds	0.00	0.00	0.00	0.00	468.50	0.39	100.00	-368.50
6100 Computer Software	0.00	0.00	0.00	0.00	823.00	0.68	250.00	-573.00
6110 Air Conditioning	0.00	0.00	0.00	0.00	300.00	0.25	0.00	-300.00
6111 Council Chamber	0.00	0.00	0.00	0.00	0.00	0.00	400.00	400.00
6225 Sound & Light expend	0.00	0.00	0.00	0.00	538.87	0.44	0.00	-538.87
	25539.99	443.53	0.00	-25539.99	210926.46	173.68	248039.09	37112.63
Net Profit/(Loss):	-19781.62	-343.53	0.00	-19781.62	-89483.30	-73.68	-99999.95	10516.65

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