

SPRINGFIELD PARISH COUNCIL
MINUTES OF THE PREMISES COMMITTEE MEETING
HELD ON 24TH JANUARY 2022 AT 7.30 P.M.
SPRINGFIELD PARISH CENTRE

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

In attendance: Premises & Facilities Manager (P&FM) (*arrived at 7.33 pm*)

Committee Clerk

One member of the public (*left at 7.32 pm*)

60 **APOLOGIES FOR ABSENCE** – were received and accepted from Cllrs R. Carson and R. Lee.

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

62 **DECLARATIONS OF INTEREST & DISPENSATIONS FOR ITEMS ON THE AGENDA** – Cllr Miss S. Byrne-Laguer made the following statement and then left the meeting: 'I am grateful for the opportunity to speak as I wanted to apologise for my conduct at the last meeting on 29 November. Firstly, I wanted to acknowledge, as per my register of interest that I have an interest to declare when any council business that affects Springfield Youth Group is discussed at council meetings, whether I attend as a member of the committee or not. I failed to declare that interest when I should have done so and will make sure this interest is properly declared in future. In this regard, I would be grateful if the clerk could note my declaration of this interest in my raising this issue at this meeting. I also fully recognise that my manner in raising issues on behalf of the Youth Group was inappropriate and caused offence to others in attendance at the meeting. I apologise unreservedly to the Premises Sub-Committee and assure them that this will not happen again.'

63 **MINUTES OF THE PREMISES COMMITTEE MEETING** – held on 29th November 2021.

RESOLVED: that the minutes of the Meeting held on 29th November 2021 be approved and signed as a correct record.

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

65 **BUDGETS AND FINANCE**

65.1 **BUDGET REPORT** for Period November 2021 – January 2022.

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

65.2 **FINANCE AND MARKETING OFFICERS REPORT**

Members received a written report from the Finance and Marketing Officer regarding new hirers, regular hirers and confirming that Instagram is now linked to the councils Facebook page.

RESOLVED: that the information was noted.

66 **GRANT APPLICATIONS**

Members were advised of progress on the following grants.

- New picnic table/bench and planting for the community garden – **National Lottery Community Fund application submitted** – this grant was unsuccessful based on lack of community involvement
- **Funding for lift refurbishment – National Lottery Grant submitted and unsuccessful as didn't fit program aims as well as other applications**

72 **WALK ROUND/GREEN WORKING GROUP**

Members were asked to arrange an appropriate date to walk around the Parish Centre to look at future maintenance needs. Members of the Green Working Group would also be invited as they would like to see if any further energy savings could be made around the building

Members received a suggested plan of works for next 5 years attached as appendix 2

RESOLVED: that

- (a) a walk round the building to assess future maintenance requirements would take place before the meeting of the next Premises Committee on 21st March 2022;
- (b) P&FM to make contact with Essex Youth Build and the Probation Services to see if any assistance can be obtained to help re-paint rooms in the parish centre;
- (c) P&FM looks into options to purchase paint at a minimal cost.

73 **ASSET REGISTER**

RESOLVED: It was noted that the asset register for the Parish Centre had been updated and passed to the Deputy Clerk.

74 **LIBRARY BRICKWORK AND CABLES**

RESOLVED: that it is noted works are needed to the Springfield Library brick pillar.

75 **KITCHEN SHUTTERS**

Update on Bowers Hall kitchen shutter

Further to minute number 53 of the Premises Committee meeting held on 29th November 2021 parts for the Bowers Hall shutter were now obsolete, modifications to the fire shutter need to be made in line with today's standards. Thus, the quote for a completely new fire shutter to meet the current regs and standards.

The engineer had advised that the shutter doesn't reset on the solenoid and free falls which was a safety risk.

Update on Staff kitchen/Council Chamber shutter

The fire shutter in the staff kitchen on the first floor currently had some removable fire pads that are damaged. On making enquiries into their repair/replacement, the Premises and Facilities manager had been advised that these were not compliant with current fire regulations and was also advised that the shutter itself was not compliant as it is a manual shutter not an automatic one. Members were asked to consider if they want quotations to replace the shutter or quotations to remove the shutter and brick up the serving hatch.

Shutter in Annexe

In light of advice that fire shutters should be automatic the Premises and Facilities Manager would seek advice as to whether the shutter in the annexe kitchen was compliant.

RESOLVED that:

- (a) P&FM to urgently obtains at least 1 further quote for a replacement shutter for the Bowers Hall kitchen;
- (b) P&FM obtain a quotation to brick up and plaster the area in the staff kitchen/Council Chamber;
- (c) P&FM to investigate further if the shutter in the annexe kitchen is compliant.

76 **ROOF SAFETY SYSTEM**

As agreed at the last meeting, remedial works were carried out to the roof safety system, along with the 10 year pull test on the 13th January 2021. A new harness had also been purchased.

RESOLVED: that the information was noted.

77 **PARISH CENTRE CAR PARK**

Members were asked to consider whether or not they wished to employ the services of a gritting company for the Parish Centre Car park following several reports of people slipping on the surface during recent cold weather. Members were advised that additional signage has already been purchased to warn people that the surface may be slippery.

RESOLVED: that the P&FM obtains quotations from a private gritting contractor to grit the parish centre car park as and when required.

78 **HEALTH AND SAFETY POLICY**

RESOLVED: Members noted that the policy had been signed by the Chairman.

79 **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.

80 **REGULAR HIRERS**

Members received a verbal update with regards to a regular hirer who had requested a discount and also received an update on the contract we have with another regular hirer in the Council Chamber that is due to come to an end in April 2022.

RESOLVED: that the information was noted.

81 **SMALL CLAIMS COURT UPDATE**

Members received a verbal update on a former hirer who had been taken to the small claims court.

RESOLVED: that the information was noted.

82 **CAFÉ AT SPRINGFIELD PARISH CENTRE**

Members received a verbal update on the hire of the café.

RESOLVED: that the café is re-advertised in the Springfield Pump.

Cllr S. Sullivan
Chairman

Meeting closed at 8.25 p.m.

Signed....

..... Chairman

Date 21/3/22

Budget Report

From: Month 8, November 2021

To: Month 10, January 2022

Chart of Accounts:

Springfield Parish Premises Committee [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Income								
I008 1st Floor Council Chamber Hire	435.48	1.99	0.00	435.48	1,525.59	1.60	13,849.11	(12,323.52)
I019 Grants	1,636.78	7.49	0.00	1,636.78	13,636.78	14.26	0.00	13,636.78
I106 Daffodil Room (formerly Changi	5,023.91	23.00	0.00	5,023.91	14,171.89	14.82	9,750.03	4,421.86
I107 Miscellaneous receipts	60.00	0.27	0.00	60.00	108.00	0.11	5,000.00	(4,892.00)
I108 Refreshments Income	0.00	0.00	0.00	0.00	8.00	0.01	8,677.83	(8,669.83)
I110 Bowers Hall Income Regular	4,698.68	21.51	0.00	4,698.68	18,878.82	19.75	33,750.03	(14,871.21)
I111 Bowers Hall Income Occ.	(740.00)	(3.39)	0.00	(740.00)	(736.25)	(0.77)	0.00	(736.25)
I112 Springfield Room Income Regul	2,035.75	9.32	0.00	2,035.75	5,988.75	6.26	8,250.03	(2,261.28)
I113 Springfield Room Income Occ.	210.40	0.96	0.00	210.40	952.96	1.00	1,125.03	(172.07)
I114 Chelmer Room Income Regular	1,111.08	5.09	0.00	1,111.08	4,278.68	4.48	13,125.03	(8,846.35)
I115 Chelmer Room Income Occ.	0.00	0.00	0.00	0.00	0.00	0.00	1,500.03	(1,500.03)
I116 x Income Regular	2,890.56	13.23	0.00	2,890.56	9,479.73	9.92	13,125.03	(3,645.30)
I118 Kitchen Income Regular	211.75	0.97	0.00	211.75	1,132.75	1.18	750.03	382.72
I119 Kitchen Income Occ.	47.00	0.22	0.00	47.00	141.00	0.15	33.78	107.22
I125 Cleaning Costs Income	38.58	0.18	0.00	38.58	351.16	0.37	396.75	(45.59)
I126 Damage Deposits	0.00	0.00	0.00	0.00	0.00	0.00	300.03	(300.03)
I127 Library Rate 1	18.00	0.08	0.00	18.00	18.00	0.02	0.00	18.00
I133 Storage	12.00	0.05	0.00	12.00	814.61	0.85	1,562.00	(747.39)
I132 LCD Projector hire	0.00	0.00	0.00	0.00	12.00	0.01	871.35	(859.35)
I200 Boleyn Room	2,794.17	12.79	0.00	2,794.17	15,320.95	16.03	19,875.03	(4,554.08)
O10 Catering bar facility	50.00	0.23	0.00	50.00	50.00	0.05	2,838.53	(2,788.53)
202 Library Sundries (NEW)	1,311.66	6.00	0.00	1,311.66	9,470.34	9.91	13,259.49	(3,789.15)
	21,845.80	100.00	0.00	21,845.80	95,603.76	100.00	148,039.14	(52,435.38)
Expenditure								
510 Electrical - Supply Costs	1,883.31	8.62	0.00	(1,883.31)	5,430.82	5.68	8,600.00	3,169.18
520 Electrical - Maintenance Lamps	250.28	1.15	0.00	(250.28)	307.28	0.32	350.00	42.72
522 Electrical - Portable Appliance T	0.00	0.00	0.00	0.00	75.00	0.08	60.00	(15.00)
523 Electrical - Circuit Testing	0.00	0.00	0.00	0.00	0.00	0.00	275.73	275.73
530 SPC Gas costs	835.17	3.82	0.00	(835.17)	2,541.46	2.66	7,200.00	4,658.54
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	0.00	0.00	0.00	0.00	1,063.66	1.11	2,101.25	1,037.59
560 Water - Maintenance Testing	410.00	1.88	0.00	(410.00)	1,521.10	1.59	1,323.79	(197.31)
561 - Tank Cleaning/Chlorina	0.00	0.00	0.00	0.00	325.00	0.34	341.33	16.33
570 Centre - Rates	2,649.60	12.13	0.00	(2,649.60)	13,248.45	13.86	13,662.23	413.78
580 Refuse Services	0.00	0.00	0.00	0.00	0.00	0.00	3,001.20	3,001.20
590 SPC library Sundries (NEW)	2,149.55	9.84	0.00	(2,149.55)	10,469.08	10.95	13,251.20	2,782.12
602 - Refreshment supplies	0.00	0.00	0.00	0.00	0.00	0.00	8,677.83	8,677.83
620 Hygiene Contracts	287.66	1.32	0.00	(287.66)	1,116.57	1.17	1,157.00	40.43
640 Telephone - CDM	230.56	1.06	0.00	(230.56)	1,053.81	1.10	1,537.50	483.69
641 Telephone - Internet	253.95	1.16	0.00	(253.95)	765.80	0.80	977.00	211.20
652 Hardship fund (for 21 2022 yea	0.00	0.00	0.00	0.00	0.00	0.00	5,475.02	5,475.02
660 Insurance Buildings and Conten	0.00	0.00	0.00	0.00	6,872.59	7.19	8,362.00	1,489.41
670 Security - Keyholding Services	0.00	0.00	0.00	0.00	475.35	0.50	513.53	38.18
671 Security - Keyholding Call Out C	0.00	0.00	0.00	0.00	0.00	0.00	120.00	120.00
710 Housekeeping Consumables	650.84	2.98	0.00	(650.84)	3,251.39	3.40	3,500.00	248.61
720 Stationery and Equipment	90.56	0.41	0.00	(90.56)	700.00	0.73	1,000.00	300.00
721 Postage	0.00	0.00	0.00	0.00	150.00	0.16	420.25	270.25
750 Staff Courses	240.00	1.10	0.00	(240.00)	700.00	0.73	979.00	279.00
760 Salaries - Dept 1	26,286.66	120.33	0.00	(26,286.66)	108,864.61	113.87	152,020.00	43,155.39
790 PRS/PPL Music Licensing Fees	0.00	0.00	0.00	0.00	458.76	0.48	1,537.50	1,078.74
801 Engineer Call Outs	0.00	0.00	0.00	0.00	0.00	0.00	692.90	692.90
820 Fire - Fighting Equipment Maint	0.00	0.00	0.00	0.00	865.03	0.90	1,135.00	269.97
830 Fire - Fighting Equipment Suppli	(29.16)	(0.13)	0.00	29.16	0.00	0.00	0.00	0.00
831 Miscellaneous Repairs	0.00	0.00	0.00	0.00	13.75	0.01	250.00	236.25
832 General Maintenance	828.49	3.79	0.00	(828.49)	3,807.88	3.98	3,500.00	(307.88)
840 Security System - Alarm Mainte	0.00	0.00	0.00	0.00	544.52	0.57	500.00	(44.52)
851 Signage for Building	0.00	0.00	0.00	0.00	85.45	0.09	50.00	(35.45)
870 Equipment Hire	0.00	0.00	0.00	0.00	115.20	0.12	687.00	571.80
890 First Aid Supplies	81.75	0.37	0.00	(81.75)	165.60	0.17	75.00	(90.60)
910 Landscaping Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	410.00	410.00
920 Lift Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	525.83	525.83
930 Bank Charges	57.00	0.26	0.00	(57.00)	478.28	0.50	400.00	(78.28)
962 Petty Cash - CDM Office	2.25	0.01	0.00	(2.25)	44.70	0.05	50.00	5.30
901 Refunds	22.80	0.10	0.00	(22.80)	484.42	0.51	100.00	(384.42)
900 Computer Software	0.00	0.00	0.00	0.00	872.00	0.96	250.00	(622.00)

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Area	Planned Year	Status	Comments
Plan for eventual replacement of library auto doors	2022	HIGH PRIORITY	to be progressed see minutes 17/05/2021
Lift refurbishments	2022	HIGH PRIORITY	if lift fails we will not be ODA compliant
Bowers Kitchen shutter replacement	2022	HIGH PRIORITY	Lift is free falling - safety risk
Staff Kitchen shutter replacement	2022	HIGH PRIORITY	Lift is not fire compliant - safety risk
New soffits and fascia and guttering	2023	HIGH PRIORITY	potential energy saving
Make improvements to new build boiler to stop it tripping out	2022/23	HIGH PRIORITY	works on sound just not on open doors
Ground Floor Disabled toilet decorate	2023	MEDIUM PRIORITY	seeking funding
New sound limiter in Bowers Hall	2023	MEDIUM PRIORITY	seeking funding/would be energy saving
Additional CCTV Cameras to cover blind spots	2023	MEDIUM PRIORITY	seeking funding
Upgrade all lights to LED	2023	MEDIUM PRIORITY	
Repairs to flooring in Bowers Hall	2024	MEDIUM PRIORITY	
refurbish downstairs ladies and gents toilets	2024	MEDIUM PRIORITY	
Redecorate Council Chamber	2024	MEDIUM PRIORITY	
Stairwell - redecorate	2024	MEDIUM PRIORITY	
Repair cosmetic cracks in Bowers Hall	2024	MEDIUM PRIORITY	
Local switch in Bowers over spot lights	2024	MEDIUM PRIORITY	
New windows	2024	MEDIUM PRIORITY	
Redecorate Ground Floor Kitchen and sort cabinets	2025	MEDIUM PRIORITY	emergency lighting improvement
Annexe and Chelmer redecorate and replace kitchen	2025	MEDIUM PRIORITY	would be energy saving but large expense hence timeline
Pave garden and replace table	2025	MEDIUM PRIORITY	
Alarm/Fire Systems - upgrade and interface with boilers	2023	LOW PRIORITY	low cost hence shorter timeline
Signage for centre/flip charts	2024	LOW PRIORITY	would be nice to link boiler room to alarm
Get lights outside Bowers (in grass) working again	2024	LOW PRIORITY	low cost hence shorter timeline
Decorate Springfield and Boleyn Rooms	2025	LOW PRIORITY	likely to be new wiring
Café bar and office downstairs redecorate	2025	LOW PRIORITY	newer part of building
Remove lighting bollard from carpark and make safe	2025	LOW PRIORITY	sufficient lighting from other sources just look untidy
Redecorate library lobby	2025	LOW PRIORITY	newer part of building
Roof repairs	2025	LOW PRIORITY	one small patch repair on flat roof
Sort sound equipment - sell old and buy more appropriate equipment get lights on walls looked at	2025	LOW PRIORITY	income generation - sound room not used in over 3 years
Upstairs remaining rooms redecorate	2025	LOW PRIORITY	staff areas
Carpeting throughout	2026	LOW PRIORITY	not fire doors
Replace metal doors to Bowers	2027	LOW PRIORITY	
Fire Doors upgraded	2027	LOW PRIORITY	
New Blinds in Bowers Hall	2019	COMPLETE	
Fencing	2019	COMPLETE	
CCTV upgraded	2019	COMPLETE	
New doors to daffodil room	2019	COMPLETE	
Get stage curtains cleaned and re fire proofed if required	2020	COMPLETE	
New automatic front door	2020	COMPLETE	
Paint Bowers Hall, Stage and Backstage	2020	COMPLETE	
Remark carpark	2020	COMPLETE	
Airconditioning	2020	COMPLETE	
Apex lights - replace with bulk heads lower down	2020	COMPLETE	
Install a bulk head on the workshop to light car park	2021	COMPLETE	
Ensure all disabled toilets have audible alarms	2021	COMPLETE	
Purchase a floor polisher	2021	COMPLETE	
	2022	COMPLETE	grant funded