SPRINGFIELD PARISH COUNCIL
MINUTES OF THE PREMISES COMMITTEE MEETING
HELD ON 26th July 2021 AT 7.30 P.M.
SPRINGFIELD PARISH CENTRE

PRESENT Cllrs: Ms S. Sullivan (Chairman) Miss S. Byrne-Lagrue, R. Carson, R. Lee, Mrs R. Moore and A. Potts

In attendance: Cllr G. Brazendale, Premises & Facilities Manager (P&FM) and Committee Clerk

14 **APOLOGIES FOR ABSENCE** – were received and accepted from Cllr I. Fuller.

15 **CO-OPTION ONTO COMMITTEE** – Cllr Miss S. Byrne-Lagrue was co-opted onto the committee as a substitute for Cllr I Fuller.

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

17 **MINUTES OF THE PREMISES COMMITTEE MEETING** – held on 17th May

Further to minute 11 - Energy Renewal.

Members wished the following additional information to be recorded within the minutes. Supplier information costs had been received as follows:

No1	£5627.77	(+3.22% on present contract)
No2	£6429.05	(+17.91% " ")
No3	£5944.01	(+9.02% " ")
No4	£4971.09	(- 8.83%) " ")
No5	£4941.34	(-9.37%) " ")

RESOLVED: (d) that the quotations showing predicted supply costs for renewable energy received by supplier No.5 (United Gas & Power) be accepted and noted that they have a carbon off setting programme;

(e) with the above amendment in place the chairman of the committee be authorised to sign the minutes as a correct record.

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

19 **BUDGETS AND FINANCE**

19.1 **BUDGET REPORT** for Period April 2021 – July 2021

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

19.2 **Finance and Marketing Officers Report**

P&FM verbally advised members that the afternoon Tea Dance club had confirmed they would be back in September.

RESOLVED: that the budget report and the Finance and Marketing Officers report be noted.

20 **FIRE ALARM WORKS**

The P&FM verbally advised members that the Parish Councils Insurance Brokers, Came & Co had advised if the work was not actioned the insurance policy would be null and void. Members were provided with quotations to replace the upstairs fire detection equipment:

Company A: £792.65
Company B: £705.00
Company C: £523.86 (verbally provided at the meeting by the Premises & Facilities Manager)

RESOLVED: that based on the information given Company C was the most cost effective and they should be awarded the contract providing the quotations were based on a like for like basis; the P&FM would email members to confirm.

21 **SPIN SCOOTERS**

The Spin Scooter vinyl park spot had been installed outside the library on a trial basis.

RESOLVED: that members noted the information and the trial would be monitored.

22 **SAFEGUARDING**

P&FM verbally advised members that the parish centre hiring agreement had been amended to comply with clause 5h of the Safeguarding Policy

RESOLVED: that (a) the council had sought advice from the EALC and members agreed that the Councils Safeguarding Officer should be trained appropriately;

(b) information relating to 5(h) of the Safeguarding Policy was noted.

23 **AUTOMATIC DOORS AT THE PARISH CENTRE**

RESOLVED: that (a) £5,000 of CIL tax funding be set aside for a replacement door in the café at the parish centre. The replacement door would be an automatic sliding door.
(a) £4,000 of CIL tax funds to be set aside for two further door replacements in the future.

24 **CAFÉ AT PARISH CENTRE**

Members were advised that the invite for expressions of interest to run the Café at the Parish Centre had been circulated however, at present there had been no serious interest shown. An article had been included in the next issue of the Springfield Pump

RESOLVED: that
(a) The P&FM contacts a local business provider to see if they might be interested in running the café at the parish centre;
(b) Cllr Ms S. Sullivan will be provided with a copy of the café prospectus and subsequently contact a local business provider.

25 **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED: that in accordance with the Admission to Meetings Act 1960, members of the public and press were excluded from the following item of business due to confidential nature of the business.

26 **SMALL CLAIMS COURT**

RESOLVED: that members received a verbal update from the P&FM to advise that telephone mediation had been arranged.

Meeting closed at 8.10 p.m.

Signed.. Chairman Date ....20/9/21..........................

Appendix A

Date: 19/07/2021
Time: 11:15:11

Springfield Parish Council
Budget Report

From: Month 1, April 2021
To: 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								
4008 1st Floor Council Chamber Hire	43.11	0.11	13,849.11	(13,806.00)	43.11	0.11	13,849.11	(13,806.00)
4019 Grants	12,000.00	30.78	0.00	12,000.00	12,000.00	30.78	0.00	12,000.00
4106 Daffodil Room (formerly Changi	6,239.66	16.01	9,750.03	(3,510.37)	6,239.66	16.01	9,750.03	(3,510.37)
4107 Miscellaneous receipts	48.00	0.12	5,000.00	(4,952.00)	48.00	0.12	5,000.00	(4,952.00)
4108 Refreshments Income	0.00	0.00	8,677.83	(8,677.83)	0.00	0.00	8,677.83	(8,677.83)
4110 Bowers Hall Income Regular	3,517.92	9.02	33,750.03	(30,232.11)	3,517.92	9.02	33,750.03	(30,232.11)
4111 Bowers Hall Income Occ.	3.75	0.01	0.00	3.75	3.75	0.01	0.00	3.75
4112 Springfield Room Income Regul	1,052.00	2.70	8,250.03	(7,198.03)	1,052.00	2.70	8,250.03	(7,198.03)
4113 Springfield Room Income Occ.	305.84	0.78	1,125.03	(819.19)	305.84	0.78	1,125.03	(819.19)
4114 Chelmer Room Income Regular	2,464.38	6.32	13,125.03	(10,660.65)	2,464.38	6.32	13,125.03	(10,660.65)
4115 Chelmer Room Income Occ.	0.00	0.00	1,500.03	(1,500.03)	0.00	0.00	1,500.03	(1,500.03)
41[illegible]nnex Income Regular	5,010.07	12.85	13,125.03	(8,114.96)	5,010.07	12.85	13,125.03	(8,114.96)
4[illegible]itchen Income Regular	194.25	0.50	750.03	(555.78)	194.25	0.50	750.03	(555.78)
4119 Kichen Income Occ.	0.00	0.00	33.78	(33.78)	0.00	0.00	33.78	(33.78)
4125 Cleaning Costs Income	0.00	0.00	396.75	(396.75)	0.00	0.00	396.75	(396.75)
4126 Damage Deposits	0.00	0.00	300.03	(300.03)	0.00	0.00	300.03	(300.03)
4133 Storage	532.56	1.37	1,562.00	(1,029.44)	532.56	1.37	1,562.00	(1,029.44)
4132 LCD Projector hire	12.00	0.03	871.35	(859.35)	12.00	0.03	871.35	(859.35)
4200 Boleyn Room	4,745.08	12.17	19,875.03	(15,129.95)	4,745.08	12.17	19,875.03	(15,129.95)
4010 Catering bar facility	0.00	0.00	2,838.53	(2,838.53)	0.00	0.00	2,838.53	(2,838.53)
4202 Library Sundries (NEW)	2,812.84	7.22	13,259.49	(10,446.65)	2,812.84	7.22	13,259.49	(10,446.65)
	38,981.46	100.00	148,039.14	(109,057.68)	38,981.46	100.00	148,039.14	(109,057.68)
Expenditure								
5510 Electrical - Supply Costs	1,917.57	4.92	8,600.00	6,682.43	1,917.57	4.92	8,600.00	6,682.43
5520 Electrical - Maintenance Lamps	39.77	0.10	350.00	310.23	39.77	0.10	350.00	310.23
5522 Electrical - Portable Appliance T	75.00	0.19	60.00	(15.00)	75.00	0.19	60.00	(15.00)
5523 Electrical - Circuit Testing	0.00	0.00	275.73	275.73	0.00	0.00	275.73	275.73
5530 SPC Gas costs	1,169.52	3.00	7,200.00	6,030.48	1,169.52	3.00	7,200.00	6,030.48
5540 Gas - Maintenance	0.00	0.00	2,570.00	2,570.00	0.00	0.00	2,570.00	2,570.00
5550 Water - Supplies and Services	731.50	1.88	2,101.25	1,369.75	731.50	1.88	2,101.25	1,369.75
5560 Water - Maintenance Testing	769.10	1.97	1,323.79	554.69	769.10	1.97	1,323.79	554.69
5561 Water - Tank Cleaning/Chlorina	0.00	0.00	341.33	341.33	0.00	0.00	341.33	341.33
5570 SPCentre - Rates	6,624.45	16.99	13,662.23	7,037.78	6,624.45	16.99	13,662.23	7,037.78
[illegible]80 Refuse Services	0.00	0.00	3,001.20	3,001.20	0.00	0.00	3,001.20	3,001.20
[illegible] SPC library Sundries (NEW)	5,691.47	14.60	13,251.20	7,559.73	5,691.47	14.60	13,251.20	7,559.73
5[illegible]02 - Refreshment supplies	0.00	0.00	8,677.83	8,677.83	0.00	0.00	8,677.83	8,677.83
5620 Hygiene Contracts	541.25	1.39	1,157.00	615.75	541.25	1.39	1,157.00	615.75
5640 Telephone - CDM	458.49	1.18	1,537.50	1,079.01	458.49	1.18	1,537.50	1,079.01
5641 Telephone - Internet	257.90	0.66	977.00	719.10	257.90	0.66	977.00	719.10
5652 Hardship fund (for 21 2022 yea	0.00	0.00	5,475.02	5,475.02	0.00	0.00	5,475.02	5,475.02
5660 Insurance Buildings and Conten	6,872.59	17.63	8,362.00	1,489.41	6,872.59	17.63	8,362.00	1,489.41
5670 Security - Keyholding Services	0.00	0.00	513.53	513.53	0.00	0.00	513.53	513.53
5671 Security - Keyholding Call Out C	0.00	0.00	120.00	120.00	0.00	0.00	120.00	120.00
5710 Housekeeping Consumables	596.87	1.53	3,500.00	2,903.13	596.87	1.53	3,500.00	2,903.13
5720 Stationery and Equipment	375.17	0.96	1,000.00	624.83	375.17	0.96	1,000.00	624.83
5721 Postage	100.00	0.26	420.25	320.25	100.00	0.26	420.25	320.25
5750 Staff Courses	0.00	0.00	979.00	979.00	0.00	0.00	979.00	979.00
5760 Salaries - Dept 1	35,136.48	90.14	152,020.00	116,883.52	35,136.48	90.14	152,020.00	116,883.52
5790 PRS/PPL Music Licensing Fees	227.12	0.58	1,537.50	1,310.38	227.12	0.58	1,537.50	1,310.38
5801 Engineer Call Outs	0.00	0.00	692.90	692.90	0.00	0.00	692.90	692.90
5820 Fire - Fighting Equipment Maint	264.16	0.68	1,135.00	870.84	264.16	0.68	1,135.00	870.84
5831 Miscellanious Repairs	0.00	0.00	250.00	250.00	0.00	0.00	250.00	250.00
5832 General Maintenance	622.56	1.60	3,500.00	2,877.44	622.56	1.60	3,500.00	2,877.44
5840 Security System - Alarm Mainte	316.00	0.81	500.00	184.00	316.00	0.81	500.00	184.00
5851 Signage for Building	78.00	0.20	50.00	(28.00)	78.00	0.20	50.00	(28.00)
5870 Equipment Hire	200.00	0.51	687.00	487.00	200.00	0.51	687.00	487.00
5890 First Aid Supplies	58.00	0.15	75.00	17.00	58.00	0.15	75.00	17.00
5910 Landscaping Maintenance	0.00	0.00	410.00	410.00	0.00	0.00	410.00	410.00
5920 Lift Maintenance	0.00	0.00	525.83	525.83	0.00	0.00	525.83	525.83
5930 Bank Charges	134.32	0.34	400.00	265.68	134.32	0.34	400.00	265.68
5962 Petty Cash - CDM Office	0.00	0.00	50.00	50.00	0.00	0.00	50.00	50.00
6001 Refunds	125.45	0.32	100.00	(25.45)	125.45	0.32	100.00	(25.45)
6100 Computer Software	349.00	0.90	250.00	(99.00)	349.00	0.90	250.00	(99.00)
6110 Air Conditioning	300.00	0.77	0.00	(300.00)	300.00	0.77	0.00	(300.00)
6111 Council Chamber	0.00	0.00	400.00	400.00	0.00	0.00	400.00	400.00

Time: 11:15:11

Budget Report

From: Month 1, April 2021
To: Month 4, July 2021

Chart of Accounts: Springfield Parish Premises Committee [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
	64,031.74	164.26	248,039.09	184,007.35	64,031.74	164.26	248,039.09	184,007.35
Net Profit/(Loss):	(25,050.28)	(64.26)	(99,999.95)	74,949.67	(25,050.28)	(64.26)	(99,999.95)	74,949.67

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