

SPRINGFIELD PARISH COUNCIL

MINUTES OF THE PREMISES COMMITTEE MEETING
HELD ON 26 MARCH 2019 AT 7.00P.M.
SPRINGFIELD PARISH CENTRE

PRESENT: Cllrs Ms S Sullivan (Chairman), R.Carson, C.Garrett, P. Hutchinson, I.Fuller and R.Lee (arrived 7.11pm)

In attendance: Premises Manager and Committee Clerk.

83 APOLOGIES FOR ABSENCE – were received and accepted from Cllr A. Chong.

84 CO-OPTION ONTO COMMITTEE – that Cllr R.Carson be co-opted onto the committee as a substitute for Cllr A.Chong.

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

86 MINUTES OF THE PREMISES COMMITTEE MEETING – held on 22nd January 2019.

RESOLVED: that the minutes of the meeting held on 22nd January 2019 be approved and signed.

87 PUBLIC QUESTION TIME – there were none.

88 BUDGETS AND FINANCE

88.1 BUDGET REPORT FOR PERIOD JANUARY 2019 -FEBRUARY 2019

RESOLVED: that

- (a) Premises Manager investigates the spend of £1,142.00 N/C 6100 Computer Software.
- (b) Premises Manager to query the spend of £2,091.82 N/C 5891 Furniture with Clerk to the Council to check that the cost would be taken from reserves.
- (c) Members discussed that during the forthcoming year the upgrade of the downstairs mens and ladies toilet facilities in the old build should be looked into and the lighting in the Bowers Hall.
- (d) the remainder of the information was received and noted the summary of expenditure within the period of November 2018 to January 2019, attached as appendix A.

88.2 FINANCE AND MARKETING OFFICER REPORT

RESOLVED: that

- (a) Members agreed to the request from the Finance and Marketing Officer to be able to promote individual hirers classes on the councils Facebook page, providing all hirers were treated equally.

(b) the remainder of the information is noted.

89 RISK ASSESSMENTS – there were no significant items of concern.

90 HEATING IN NEW BUILD & LEGIONELLA FACILITY

Members had previously authorised £460.00 for an investigation into programming on the Building Management System which controls the heating in the newer part of the

building. Members were advised that the work had been completed and the issues resolved.

Members were advised that engineers had noted that there was a legionella control facility that could be configured in the Building Management System. This would include a timed programme at which the hot water would heat to a user defined temperature for a defined period and would be a useful addition to the current programme of legionella monitoring. To achieve this software changes and a site visit to recommission the controller required. Members were asked to consider if the works could be carried out at a cost of £524.00 to be taken from N/C 5540.

RESOLVED: that

- a) The Premises Manager clarifies with Clerk to the Council to see if the £460 taken out of N/C 5832 could be moved to N/C 3101.
- b) Members agreed that the software change to the Building Management System at a cost of £524.00 could only take place providing it could be taken from N/C 3101.
- c) The remainder of the information is noted.

91 FIRE DOORS IN PARISH CENTRE

Members received a report from the Premises Manager regarding an audit that had been carried out on the fire doors. Members were asked to consider if they wished to ask two further companies to complete an audit on the doors.

RESOLVED: that one further audit should be carried out at a cost of £475.00 to be taken from N/C 5820.

92 ELECTRICAL WORKS – BOWERS HALL LIGHTS

Members received a verbal update regarding the works undertaken in the Bowers Hall.

RESOLVED: that three quotations should be obtained for the work and fittings.

93 TREE WORKS

Members to receive a verbal update on the progress of the tree works as per the Tree Condition Survey Report

RESOLVED: that the works should be carried out as soon as possible at a cost of £380.00 to be taken from N/C 5910.

94 TREE WORKS OTHER

Members were asked to consider a request from a resident in Bonington Chase to reduce the height of the Alder Trees in the Community Garden which were overhanging and making their garden dark in the summer.

RESOLVED: that the Premises Manager contacts the resident to discuss what the Tree Surgeons have advised and if it would be possible for Premises Manager to visit the residents garden in the summer.

95 SUBSIDENCE

Members received a verbal update on the subsidence claims advising that a Surveyor had looked at the trees at the front of the parish centre and the report was awaited on their findings. The Handymen unit was still being monitored by sensors that had been installed by Surveyors.

RESOLVED: that the information is noted.

96 KITCHEN HIRE COSTS

As per minute 75 of the Premises Committee held 22 January 2019, Members received a verbal update on the current position with regards to hire income. The Premises Manager suggested monitoring the situation for a 6 month period.

RESOLVED: members agreed that the Premises Manager monitors the hire income for a 6 month period.

97 BIN STORE

As per minute 76 of the Premises Committee held 22 January 2019, members were updated by the Premises Manager that the Parish Centre had 6 bins which the Parish Council were charged £17.83 per bin hire from current provider.

RESOLVED: that

- (a) hirers are reminded the number of bags they are allowed to put in the bin each week. If further bags are required a charge of £17.83 per week would need to be agreed by the hirer for the additional bin.
- (b) Premises Manager obtains quotations for alternative bin provider.

98 AUTOMATIC DOOR REPAIRS

Members had previously authorised repairs to the push button door that allows disabled access from the Library area into the Café area. Repairs had been authorised costing £975 + vat. N/C3101 (earmarked reserve Library Extension)

In addition to the above, Members were advised that the two sliding doors by the Library had critical parts that were no longer available, should they fail. It is therefore to be noted that once these parts require repair there may be considerable costs involved to get the doors operational again. The doors were now on a maintenance schedule so an indication of their condition would be monitored on a regular basis to assist with forward planning.

RESOLVED: that the information be noted.

99 GATES

Members received a verbal update from the Premises Manager saying that an Essex County Council Officer had advised in principal that gates could be considered. Further investigations were to be carried out.

RESOLVED: that an email is awaited from an Officer at Lambert Smith Hampton and the Premises Manager should pursue a definitive response.

100 AUTOMATIC FRONT DOORS

Members were asked to consider three quotations received for replacing the existing parish centre entrance doors with sliding automatic doors. To be funded from the Community Infrastructure Levy.

RESOLVED: that the Premises Manager obtains pictures for clarification. A sliding option would be preferred.

101 HEATING SERVICE AND GAS SAFETY

Members were asked to consider three quotations for annual preventative maintenance and Gas Safety Certificate for the Parish Centre. Members were advised that the quotations did not include the Building Management System Controls.

RESOLVED: that members agreed to proceed with the quotation of £2570 from Chelmsford Gas Services (annual fixed price for the next three years to be taken from N/C 5540).

102 DEFIBRILLATOR IN THE CENTRE

A defibrillator had been ordered for the Parish Centre (to be funded from the Community Infrastructure Levy).

RESOLVED: that the information is noted.

103 ESSEX YOUTHBUILD

Essex Youthbuild were looking for projects for their young people to get involved in. Members were asked to consider the possibility of Essex Youthbuild painting the Springfield and Boleyn Rooms and possibly some common areas within the Parish Centre.

RESOLVED: that Members agreed that the Springfield and Boleyn Room be painted; if appropriate an article is included in the next Springfield Pump regarding the work the Essex Youthbuild has carried out at the Parish Centre.

104 AIRCONDITIONING REPAIRS

Following a recent service on the air-conditioning system, it had been identified that one of the outdoor units was not running correctly. Whilst this does not hugely affect the working of the system it is obviously ideal to have everything working at correct capacity. Members were asked consider approving these repairs. N/C 6110 Air Conditioning.

RESOLVED: that repairs are postponed and the two air conditioning units are monitored.

105 BOWERS HALL KITCHEN FIRE SHUTTER

The fire shutter in the kitchen had been failing to reset following weekly fire alarm tests. As this is a fire safety requirement, a new solenoid would now be fitted at the next service at a total cost of £779.15

RESOLVED: that members agreed that a new solenoid be fitted at a cost of £779.15 to be taken from N/C 5820.

106 CHARITY EVENING

Members were asked to consider a request from Farleigh Hospice to hold a charity quiz night on the 14th September 2019 in the Bowers Hall, free of charge, as had been agreed previously.

RESOLVED: that

(a) members agreed to the event taking place free of charge.

(b) Members requested the organisers are reminded that alcohol could not be brought onto the premises.

107 FENCING AT THE PARISH CENTRE BOUNDARY ADJACENT TO NEW BOWERS WAY

Members were asked to discuss the specification for the fencing that was to be installed using the Community Infrastructure Levy, so that quotations could be obtained.

RESOLVED: that the Premises Manager obtains quotations for green high security fencing to replace the current wire fencing from the boundary edge next to the field, to the building edge and green looped lower security fencing to the front of the library.

108 BLINDS IN BOWERS HALL

Members were asked to consider replacing the existing blinds in the Bowers Hall on the high-level windows, as these are very damaged and tired looking and not working properly now.

RESOLVED: that members agreed to replace the blinds (not blackout material) at a cost of £830.04 to be taken from N/C 5832.

109 DRIVERS COURSES PROCUREMENT PROCESS

Members received a verbal report on the recent tender submission for NDORS courses at the Parish Centre.

RESOLVED: that the Premises Manager emails members on the 11th April 2019 to advise the outcome.

110 ROOM HIRE RATES 2019-2010

Members were asked to confirm that they approve a 2.5% increase in room hire rates as per the 2019-20 budget.

RESOLVED: that

- (a) members confirmed the 2.5% room hire rate increase
- (b) hirers to be made aware of the improvements to the centre that will be happening during the forthcoming year.

111 YOUTH GROUP ROOM HIRE FOR 19-20

Members were asked to consider a request from the Springfield Youth Group to continue with the current room hire agreement.

RESOLVED: that the current subsidised room hire agreement could continue, with the overall 2.5% increase being included.

112 SEVERE WEATHER POLICY

Members were asked to note that the following wording be removed from the policy: 'for example, is the car park area and approach to the building safe.'

RESOLVED: that

- (a) The policy is reissued to all hirers.
- (b) The remainder of the information is noted.

Meeting closed at 8.35.p.m

Signed..... Chairman Date

Date: 19/03/2019

Time: 10:09:28

Springfield Parish Council

Appendix A

Budget Report

From: Month 10, January 2019

To: Month 11, February 2019

Chart of Accounts:

Springfield Parish Premises Committee [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Income								
008 1st Floor Council Chamber Hire	4,458.60	16.68	0.00	4,458.60	22,854.24	13.60	24,850.00	(1,995.76)
106 Daffodil Room (formerly Changi	3,333.28	12.47	0.00	3,333.28	16,504.27	9.82	15,375.00	1,129.27
107 Miscellaneous receipts	0.00	0.00	0.00	0.00	3,772.02	2.25	3,150.00	622.02
108 Refreshments Income	14.49	0.05	0.00	14.49	83.94	0.05	21.00	62.94
110 Bowers Hall Income Regular	5,152.95	19.28	0.00	5,152.95	32,775.81	19.51	37,500.00	(4,724.19)
112 Springfield Room Income Regul	1,776.69	6.65	0.00	1,776.69	14,784.76	8.80	14,490.00	294.76
113 Springfield Room Income Occ.	84.21	0.32	0.00	84.21	1,067.71	0.64	3,590.00	(2,522.29)
114 Chelmer Room Income Regular	1,862.70	6.97	0.00	1,862.70	12,119.29	7.21	18,630.00	(6,510.71)
115 Chelmer Room Income Occ.	202.04	0.76	0.00	202.04	1,263.05	0.75	515.00	748.05
116 Annex Income Regular	2,612.28	9.78	0.00	2,612.28	14,025.46	8.35	15,530.00	(1,504.54)
118 Kitchen Income Regular	178.10	0.67	0.00	178.10	1,455.32	0.87	2,070.00	(614.68)
119 Kitchen Income Occ.	43.96	0.16	0.00	43.96	219.80	0.13	500.00	(280.20)
125 Cleaning Costs Income	53.75	0.20	0.00	53.75	688.00	0.41	1,140.00	(452.00)
126 Damage Deposits	0.00	0.00	0.00	0.00	46.50	0.03	0.00	46.50
127 Library Rate 1	0.00	0.00	0.00	0.00	40.02	0.02	250.00	(209.98)
133 Storage	255.59	0.96	0.00	255.59	1,438.20	0.86	1,030.00	408.20
132 LCD Projector hire	491.74	1.84	0.00	491.74	1,945.58	1.16	2,300.00	(354.42)
136 Rate Refund	0.00	0.00	0.00	0.00	29.53	0.02	0.00	29.53
131 Hire of sound & light equipment	0.00	0.00	0.00	0.00	64.30	0.04	250.00	(185.70)
200 Boleyn Room	2,869.11	10.74	0.00	2,869.11	24,420.37	14.54	18,650.00	5,770.37
210 Catering bar facility	1,400.00	5.24	0.00	1,400.00	6,285.60	3.74	5,040.00	1,245.60
202 Library Sundries (NEW)	1,933.26	7.23	0.00	1,933.26	12,119.90	7.21	0.00	12,119.90
	26,722.75	100.00	0.00	26,722.75	168,003.67	100.00	164,881.00	3,122.67
Expenditure								
510 Electrical - Supply Costs	2,003.86	7.50	0.00	(2,003.86)	13,716.90	8.16	11,500.00	(2,216.90)
520 Electrical - Maintenance Lamps	155.30	0.58	0.00	(155.30)	193.32	0.12	500.00	306.68
522 Electrical - Portable Appliance T	0.00	0.00	0.00	0.00	45.00	0.03	75.00	30.00
523 Electrical - Circuit Testing	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
530 SPC Gas costs	0.00	0.00	0.00	0.00	3,613.53	2.15	5,000.00	1,386.47
540 Gas - Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	1,800.00	1,800.00
550 Water - Supplies and Services	1,127.07	4.22	0.00	(1,127.07)	2,599.38	1.55	2,000.00	(599.38)
560 Water - Maintenance Testing	410.00	1.53	0.00	(410.00)	1,101.00	0.66	750.00	(351.00)
561 Water - Tank Cleaning/Chlorina	0.00	0.00	0.00	0.00	0.00	0.00	380.00	380.00
570 SPC Centre - Rates	1,274.40	4.77	0.00	(1,274.40)	11,469.60	6.83	14,000.00	2,530.40
580 House Services	0.00	0.00	0.00	0.00	0.00	0.00	2,800.00	2,800.00
590 SPC library Sundries (NEW)	1,301.73	4.87	0.00	(1,301.73)	12,890.63	7.67	0.00	(12,890.63)
520 Hygiene Contracts	68.75	0.26	0.00	(68.75)	579.08	0.34	600.00	20.92
540 Telephone - CDM	105.26	0.39	0.00	(105.26)	1,771.12	1.05	1,500.00	(271.12)
541 Telephone - Internet	174.79	0.65	0.00	(174.79)	843.71	0.50	600.00	(243.71)
552 Intruder Alarm Monitoring	0.00	0.00	0.00	0.00	316.00	0.19	500.00	184.00
560 Insurance Buildings and Conten	0.00	0.00	0.00	0.00	6,518.99	3.88	6,000.00	(518.99)
570 Security - Keyholding Services	(2.50)	(0.01)	0.00	2.50	472.01	0.28	0.00	(472.01)
571 Security - Keyholding Call Out C	0.00	0.00	0.00	0.00	70.00	0.04	70.00	0.00
710 Housekeeping Consumables	696.34	2.61	0.00	(696.34)	4,127.73	2.46	3,500.00	(627.73)
720 Stationery and Equipment	287.72	1.08	0.00	(287.72)	803.78	0.48	600.00	(203.78)
721 Postage	0.00	0.00	0.00	0.00	200.00	0.12	400.00	200.00
750 Staff Courses	0.00	0.00	0.00	0.00	214.00	0.13	400.00	186.00
760 Salaries - Dept 1	23,217.35	86.88	0.00	(23,217.35)	125,540.64	74.72	138,000.00	12,459.36
790 PRS/PPL Music Licensing Fees	0.00	0.00	0.00	0.00	0.00	0.00	750.00	750.00
301 Engineer Call Outs	0.00	0.00	0.00	0.00	461.15	0.27	500.00	38.85
320 Fire - Fighting Equipment Maint	507.00	1.90	0.00	(507.00)	942.86	0.56	800.00	(142.86)
331 Miscellaneous Repairs	0.00	0.00	0.00	0.00	1,084.60	0.65	750.00	(334.60)
332 General Maintenance	1,731.65	6.48	0.00	(1,731.65)	5,104.50	3.04	3,250.00	(1,854.50)
340 Security System - Alarm Mainte	0.00	0.00	0.00	0.00	235.00	0.14	250.00	15.00
341 Alarm Engineer Call Out	0.00	0.00	0.00	0.00	93.00	0.06	0.00	(93.00)
351 Signage for Building	126.30	0.47	0.00	(126.30)	140.75	0.08	150.00	9.25
370 Equipment Hire	0.00	0.00	0.00	0.00	360.66	0.21	200.00	(160.66)
390 First Aid Supplies	0.00	0.00	0.00	0.00	48.20	0.03	50.00	1.80
391 Furniture	0.00	0.00	0.00	0.00	2,091.82	1.25	0.00	(2,091.82)
310 Landscaping Maintenance	675.00	2.53	0.00	(675.00)	675.00	0.40	200.00	(475.00)
320 Lift Maintenance	0.00	0.00	0.00	0.00	463.25	0.28	750.00	286.75
330 Bank Charges	109.60	0.41	0.00	(109.60)	587.80	0.35	300.00	(287.80)
362 Petty Cash - CDM Office	63.30	0.24	0.00	(63.30)	64.54	0.04	50.00	(14.54)
301 Refunds	0.00	0.00	0.00	0.00	122.37	0.07	50.00	(72.37)
302 Christmas decorations	0.00	0.00	0.00	0.00	46.69	0.03	75.00	28.31

Budget Report

From: Month 10, January 2019
To: Month 11, February 2019

Chart of Accounts:

Springfield Parish Premises Committee [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
6004 Vandalism/Repairs	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00
6080 General Security Devices	0.00	0.00	0.00	0.00	31.22	0.02	0.00	(31.22)
6100 Computer Software	705.00	2.64	0.00	(705.00)	1,142.00	0.68	0.00	(1,142.00)
6110 Air Conditioning	180.00	0.67	0.00	(180.00)	180.00	0.11	2,000.00	1,820.00
6111 Council Chamber	0.00	0.00	0.00	0.00	185.30	0.11	600.00	414.70
6225 Sound & Light expend	0.00	0.00	0.00	0.00	50.00	0.03	75.00	25.00
	34,917.92	130.67	0.00	(34,917.92)	201,197.32	119.76	202,475.00	1,277.68
Net Profit/(Loss):	(8,195.17)	(30.67)	0.00	(8,195.17)	(33,193.65)	(19.76)	(37,594.00)	4,400.35