SPRINGFIELD PARISH COUNCIL

MINUTES OF THE PREMISES COMMITTEE MEETING
HELD ON 28 MAY 2019 AT 7.00P.M.
SPRINGFIELD PARISH CENTRE

PRESENT: Cllrs Ms S Sullivan (Chairman), Miss S. Byrne-Lagrue, A. Chong, D.Havell, and Mrs R. Moore.

In attendance: Premises Manager and Committee Clerk.

1 APOLOGIES FOR ABSENCE – were received and accepted from Cllrs Carson, Fuller and Lee.

2 CO-OPTION ONTO COMMITTEE – that Cllr D. Havell be co-opted onto the committee as a substitute for Cllr I. Fuller and Cllr Ms S. Byrne-Lagrue be co-opted onto the committee as a substitute for Cllr R. Carson.

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

4 MINUTES OF THE PREMISES COMMITTEE MEETING – held on 26th March 2019.

RESOLVED: that the minutes of the meeting held on 26th March 2019 be approved and signed.

5 PUBLIC QUESTION TIME – none in attendance.

6 BUDGETS AND FINANCE

6.1 BUDGET REPORT FOR PERIOD FEBRUARY 2019 – MARCH 2019

RESOLVED: that

(a)Premises Manager continues to investigate and resolve music license.
(b)The remainder of the information was received and noted the summary expenditure within the period of February 2019 to March 2019, attached as appendix 1.

FINANCE AND MARKETING OFFICERS REPORT

Members were advised that invoices had been sent out to customers with the annual increase applied.

Weekend evening party bookings were low at the present however there appeared to be a steady flow of children's parties in the afternoons.

A new church group were hiring on some Sundays.

RESOLVED: that the information is noted.

7 RISK ASSESSMENTS

RESOLVED: It is noted that the P&FM Manager had requested an inspection of the roof ladder and railings on the flat roof during the safety system service. It had been confirmed that all items passed inspection and were fit for purpose. Concerns had been previously raised regarding the railings however, they were working as they should. The Risk Assessment for roof work had been updated.

8 DOWNSTAIRS TOILET REFURBISHMENTS

Three companies had visited to quote for refurbishing the ladies and gents' toilets in the original part of the building. These were very positive visits with all companies confirming that the majority of the sanitary ware and the cubicles would be kept and just refreshed which would keep costs down. Premises and Facilities Manager advised members quotations would be made available once received.

RESOLVED: that the information is noted.

9 HEATING IN NEW BUILD

RESOLVED: it was noted the software upgrade to enable the legionella control to be configured in the Building Management System had been completed and the weekly programme was now running.

10 FIRE DOORS IN PARISH CENTRE

Members received a verbal report regarding the second fire door audit.

RESOLVED: that

(a) the item would be referred to the Finance and Policy Committee on the 10th June 2019 for members to consider a cost of £30,000 to be taken from reserves.
(b) Premises and Facilities Manager to action any new signage requirements from the audit.
(c) The work to be carried out in phases 1 and 2.

11 ELECTRICAL WORKS – BOWERS HALL LIGHTS

RESOLVED: that it was noted the P&FM was currently meeting with contractors to obtain quotations for the light replacement programme. Quotations would be made available once received.

12 TREE WORKS

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

RESOLVED: that it was noted the tree works could not commence until the end of June beginning of July, as advised by Chelmsford City Council.

13 TREE WORKS OTHER

Members received a verbal update at the meeting between the P&FM and the resident in Bonington Chase regarding the Alder Trees in the community garden.

RESOLVED: that members agreed to reduce the size of the Alder trees nearest to the Bonington Chase resident's boundary and monitor the situation thereafter.

14 SUBSIDENCE

Members received a verbal update on the subsidence claims for both the Handyman workshop and the Parish Centre.

RESOLVED: that

(a) Once the statutory control checks had been received the Premises and Facilities Manager would obtain quotations to fell the T1, T2, T3 Hornbeams (felling of the trees is not covered under the insurance policy.)
(b) Consideration should be given for 3 trees to be replanted in memory of past Councillors.
(c) Redecoration of the rooms to be carried out and timescale clarified.

15 BIN STORE

The P&FM had not yet written to hirers regarding disposal of rubbish but this would be done once the Finance Officer was back at work. Members were presented with three quotations for bin emptying options and asked to consider the quotations.

RESOLVED: that

(a) the Premises and Facilities Manager asks the Finance and Marketing Officer to write to hirers regarding the disposal of rubbish.
(b) quotations for waste carriers was noted and no decisions were made to amend the current provider.

16 AUTOMATIC FRONT DOORS

The order for the new automatic front door had been placed. The electricians had been asked to install the power supply and this should be done shortly, the alarm company had been contacted with regards to moving the alarm point.

RESOVLED: that the work would be carried out during June 2019.

17 HEATING SERVICE AND GAS SAFETY

RESOLVED: Members noted a full service of the boilers and ventilation system had been completed between 7th-10th May 2019. Some remedials were required and estimates would be provided to members as soon as these were made available.

18 DEFIBRILLATOR IN THE CENTRE

RESOLVED: Members noted the defibrillator had been delivered and was operational. However, P&FM advised that they were awaiting the power supply for the cabinet to be installed so that the unit could be made available to the community.

19 ESSEX YOUTHBUILD

Essex Youthbuild had been contacted and advised that the Parish Council was interested in using their services should their young people choose the parish centre as an appropriate project.

RESOLVED: that the information is noted.

20 BOWERS HALL KITCHEN FIRE SHUTTER

The engineer had been called out to replace the solenoid, however it was reported that it was in fact the motor that was the problem. P&FM was approaching a different contractor to try and speed up the repair.

RESOLVED: that the information is noted.

21 CHARITY EVENING

Members were asked to consider a request received from a resident to hold a charity quiz night on the 10th August in the Bowers Hall, free of charge in order to raise money for Meningitis Now (803016). Members were made aware by the P&FM that the resident was related to a member of staff.

RESOLVED: that

(a) Members agreed to this request free of charge as one of their four charity of use events for the financial year 19/20.
(b) the P&FM contacts the resident to confirm the request has been approved.

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

Members were asked to consider quotations from 3 companies to replace the chain link fencing along New Bowers way with loop top railings similar in style to the school (in green) and some high-level security panels to run to the end of the boundary adjacent to the field.

Company A £3590.85 (includes rubbish removal)
Company B £4077 (includes rubbish removal)
Company C £2868 (12mm) - £3156 (16mm) (includes rubbish removal)

RESOLVED: that

(a)members agreed to proceed with Company C at a cost of C £3156 for (16mm) or £2868 (12mm) depending on diameter of poles used (includes rubbish removal) to be taken from N/C: CIL TAX 3111
(b) that the decision of 16mm or 12mm diameter poles is delegated to the Premises & Facilities Manager.

23 BLINDS IN BOWERS HALL

The order had been placed for the new blinds in the Bowers Hall, P&FM was awaiting an installation date once the blinds had been produced.

RESOLVED: that

(a) P&FM to chase the supplier for an installation date.
(b) The remainder of the information is noted.

24 DRIVERS COURSES PROCUREMENT PROCESS

Members received a verbal report from the P&FM to advise that the recent tender submission for NDORS courses at the Parish Centre had been successful and the contract has been confirmed by the Parish for a further four years review after three. The only change would be that NDORS would receive one invoice from the Parish Council including the refreshments currently provided by the Parish Councils café tenant, which had previously been invoiced directly by Heaven Scent. NDORS would continue to source their own food provider.

RESOLVED; that the information is noted.

25 COMMUNITY GARDEN FENCING

Members received a verbal update regarding the vandalism to the community garden which had resulted on the low level wooden fence adjacent to the car parking spaces being removed.

RESOLVED: that the Handyman build a low-level fence to replace the gated off fire assembly point area for Tiddlywinks nursery / youth group hirers.

26 LIFT

Following a recent service of the lift members were provided with a written report and were asked to reconsider carrying out some recommended remedials.

RESOLVED: that

(a) Members agreed to the following (phase 1) works be carried out at a total cost of £739.50 to be taken from N/C: 5920:

- Pit floor decreasing and painting.
- Supply and fitting of pit deep notice in pit area.
- Supply & fit a RCD socket in the pit area.

(b) (Phase 2) an emergency auto dialler in the lift to be taken from CIL tax if no funds available in the Nabbotts fund. Total cost of £300.

27 THE BISHOPS SCHOOL SPORTS DAY AND INFLATABLE DAY

The Bishops School would hold their Sports day on 28th June 2019 (reserve date 19th July) and an Inflatable Fun Afternoon on the 5th July (at the end of the school day). Members were asked to consider how this would impact on the activities running at the Centre and traffic congestion.

RESOLVED: that

(a) it was agreed by members that that Handymen monitor the entrance of car park (near church car park entrance) and ask each car approaching what they are coming into the centre for.

(b) P&FM confirmed that The Bishops School had confirmed they would use the toilet facilities at the Parish Centre.

(c) The P&FM to contact the school and church to advise that parking is only available in the parish centre car park on these dates for the hirers/users of the parish centre.

(d) P&FM to arrange for hirers of the parish centre to be made aware that these the events would be taking place.

28 WATER FOUNTAIN IN NEW BUILD

Members were asked to consider providing either a water fountain or a water cooler in the newer part of the building during periods when this was the only part of the building open, there was no access to drinking water.

RESOLVED: that this item is referred to the next Finance and Policy Committee to consider the item being purchased from CIL tax. It was noted by members that no cups should be provided to encourage users to provide and reuse their own drinks holder.

29 EXCLUSION OF PRESS & PUBLIC

In accordance with the Admission to Meetings Act 1960, members of the public and press are excluded from the following items of business and they were instructed to withdraw.

30 HIRER RATES

Following the recent increase in rates, a hirer had requested a review of their fees. Members received a report on the current fees. A letter was also made available to members at the meeting from the hirer.

RESOLVED: that on production of the hirers financial accounts. Members would consider meeting the hirer to discuss and review their rates.

Meeting closed at 8.03.p.m

Signed.. Chairman Date ....

Appendix 1

Springfield Parish Council

Budget Report

From: Month 11, February 2019
To: Month 12, March 2019

Chart of Accounts: Springfield Parish Premises Committee [PARTIAL]

	Period Actual	Period Ratio(%)	Period Budget	Period Variance	Year to Date Actual	Year to Date Ratio(%)	Year to Date Budget	Year to Date Variance
:ome								
›8 1st Floor Council Chamber Hire	3,110.24	40.89	0.00	3,110.24	24,538.95	14.18	24,850.00	(311.05)
›6 Daffodil Room (formerly Changi	125.47	1.65	0.00	125.47	16,556.88	9.57	15,375.00	1,181.88
7 Miscellaneous receipts	0.00	0.00	0.00	0.00	3,772.02	2.18	3,150.00	622.02
8 Refreshments Income	0.00	0.00	0.00	0.00	83.94	0.05	21.00	62.94
0 Bowers Hall Income Regular	626.20	8.23	0.00	626.20	33,184.72	19.18	37,500.00	(4,315.28)
2 Springfield Room Income Regul	165.10	2.17	0.00	165.10	14,716.70	8.51	14,490.00	226.70
3 Springfield Room Income Occ.	87.41	1.15	0.00	87.41	1,155.12	0.67	3,590.00	(2,434.88)
4 Chelmer Room Income Regular	121.86	1.60	0.00	121.86	12,227.61	7.07	18,630.00	(6,402.39)
5 Chelmer Room Income Occ.	0.00	0.00	0.00	0.00	1,263.05	0.73	515.00	748.05
6 Annex Income Regular	0.00	0.00	0.00	0.00	14,025.46	8.11	15,530.00	(1,504.54)
8 Kitchen Income Regular	80.84	1.06	0.00	80.84	1,479.59	0.86	2,070.00	(590.41)
9 Kichen Income Occ.	43.96	0.58	0.00	43.96	263.76	0.15	500.00	(236.24)
5 Cle[illegible] Costs Income	53.75	0.71	0.00	53.75	741.75	0.43	1,140.00	(398.25)
5 Damage Deposits	200.00	2.63	0.00	200.00	246.50	0.14	0.00	246.50
7 Library Rate 1	0.00	0.00	0.00	0.00	40.02	0.02	250.00	(209.98)
3 Storage	21.78	0.29	0.00	21.78	1,449.09	0.84	1,030.00	419.09
2 LCD Projector hire	267.25	3.51	0.00	267.25	2,084.55	1.20	2,300.00	(215.45)
5 Rate Refund	0.00	0.00	0.00	0.00	29.53	0.02	0.00	29.53
l Hire of sound & light equipment	0.00	0.00	0.00	0.00	64.30	0.04	250.00	(185.70)
) Boleyn Room	1,012.03	13.30	0.00	1,012.03	24,974.17	14.44	18,650.00	6,324.17
) Catering bar facility	0.00	0.00	0.00	0.00	6,285.60	3.63	5,040.00	1,245.60
2 Library Sundries (NEW)	1,691.25	22.23	0.00	1,691.25	13,811.15	7.98	0.00	13,811.15
	7,607.14	100.00	0.00	7,607.14	172,994.46	100.00	164,881.00	8,113.46
enditure								
) Electrical - Supply Costs	1,967.90	25.87	0.00	(1,967.90)	14,635.99	8.46	11,500.00	(3,135.99)
) Electrical - Maintenance Lamps	137.00	1.80	0.00	(137.00)	193.32	0.11	500.00	306.68
! Electrical - Portable Appliance T	0.00	0.00	0.00	0.00	45.00	0.03	75.00	30.00
; Electrical - Circuit Testing	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
) SPC Gas costs	2,393.35	31.46	0.00	(2,393.35)	6,006.88	3.47	5,000.00	(1,006.88)
Gas - Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	1,800.00	1,800.00
Water - Supplies and Services	171.00	2.25	0.00	(171.00)	2,684.88	1.55	2,000.00	(684.88)
Water - Maintenance Testing	410.00	5.39	0.00	(410.00)	1,101.00	0.64	750.00	(351.00)
Water - Tank Cleaning/Chlorina	0.00	0.00	0.00	0.00	0.00	0.00	380.00	380.00
SPCen[illegible] - Rates	0.00	0.00	0.00	0.00	11,469.60	6.63	14,000.00	2,530.40
Refu[illegible]vices	0.00	0.00	0.00	0.00	0.00	0.00	2,800.00	2,800.00
SPC library Sundries (NEW)	1,677.41	22.05	0.00	(1,677.41)	14,164.64	8.19	0.00	(14,164.64)
Hygiene Contracts	0.00	0.00	0.00	0.00	579.08	0.33	600.00	20.92
Telephone - CDM	475.25	6.25	0.00	(475.25)	2,141.11	1.24	1,500.00	(641.11)
Telephone - Internet	152.43	2.00	0.00	(152.43)	843.71	0.49	600.00	(243.71)
Intruder Alarm Monitoring	0.00	0.00	0.00	0.00	316.00	0.18	500.00	184.00
Insurance Buildings and Conten	0.00	0.00	0.00	0.00	6,518.99	3.77	6,000.00	(518.99)
Security - Keyholding Services	0.00	0.00	0.00	0.00	472.01	0.27	0.00	(472.01)
Security - Keyholding Call Out C	0.00	0.00	0.00	0.00	70.00	0.04	70.00	0.00
Housekeeping Consumables	764.79	10.05	0.00	(764.79)	4,531.68	2.62	3,500.00	(1,031.68)
Stationery and Equipment	87.45	1.15	0.00	(87.45)	891.23	0.52	600.00	(291.23)
Postage	0.00	0.00	0.00	0.00	200.00	0.12	400.00	200.00
Staff Courses	0.00	0.00	0.00	0.00	214.00	0.12	400.00	186.00
Salaries - Dept 1	23,342.69	306.85	0.00	(23,342.69)	137,461.06	79.46	138,000.00	538.94
PRS/PPL Music Licensing Fees	0.00	0.00	0.00	0.00	0.00	0.00	750.00	750.00
Engineer Call Outs	0.00	0.00	0.00	0.00	461.15	0.27	500.00	38.85
Fire - Fighting Equipment Maint	0.00	0.00	0.00	0.00	942.86	0.55	800.00	(142.86)
Miscellanious Repairs	0.00	0.00	0.00	0.00	1,084.60	0.63	750.00	(334.60)
General Maintenance	1,754.06	23.06	0.00	(1,754.06)	6,153.56	3.56	3,250.00	(2,903.56)
Security System - Alarm Mainte	269.50	3.54	0.00	(269.50)	504.50	0.29	250.00	(254.50)
Alarm Engineer Call Out	0.00	0.00	0.00	0.00	93.00	0.05	0.00	(93.00)
Signage for Building	117.38	1.54	0.00	(117.38)	140.75	0.08	150.00	9.25
Equipment Hire	0.00	0.00	0.00	0.00	360.66	0.21	200.00	(160.66)
First Aid Supplies	0.00	0.00	0.00	0.00	48.20	0.03	50.00	1.80
Furniture	0.00	0.00	0.00	0.00	2,091.82	1.21	0.00	(2,091.82)
Landscaping Maintenance	0.00	0.00	0.00	0.00	675.00	0.39	200.00	(475.00)
Lift Maintenance	0.00	0.00	0.00	0.00	463.25	0.27	750.00	286.75
Bank Charges	109.60	1.44	0.00	(109.60)	642.60	0.37	300.00	(342.60)
Petty Cash - CDM Office	15.67	0.21	0.00	(15.67)	85.20	0.05	50.00	(35.20)
Refunds	0.00	0.00	0.00	0.00	122.37	0.07	50.00	(72.37)
Christmas decorations	0.00	0.00	0.00	0.00	46.88	0.03	75.00	28.12

Time: 14:52:19

Budget Report

From: Month 11, February 2019
To: Month 12, March 2019

Chart of Accounts: Springfield Parish Premises Committee [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
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	280.00	3.68	0.00	(280.00)	1,142.00	0.66	0.00	(1,142.00)
6110 Air Conditioning	180.00	2.37	0.00	(180.00)	180.00	0.10	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
	34,305.48	450.96	0.00	(34,305.48)	220,045.10	127.20	202,475.00	(17,570.10)
Net Profit/(Loss):	(26,698.34)	(350.96)	0.00	(26,698.34)	(47,050.64)	(27.20)	(37,594.00)	(9,456.64)