

SPRINGFIELD PARISH COUNCIL
MINUTES OF THE PREMISES COMMITTEE MEETING
HELD ON TUESDAY 30TH MAY 2017 AT 7.00pm
SPRINGFIELD PARISH CENTRE

Present: Cllrs Ms S Sullivan (Chairman), I. Fuller, P.Hutchinson, R. Lee

In attendance: Premises and Facilities Manager (P&FM)
Committee Clerk

- 1 **APOLOGIES FOR ABSENCE** – were received and accepted from Cllrs Mrs C Garrett and D. Lumley.
- 2 **CO-OPTION ONTO COMMITTEE** – none were required.
- 3 **DECLARATIONS OF INTEREST & DISPENSATIONS FOR ITEMS ON THE AGENDA** – there were no declarations or dispensations applied for.
- 4 **MINUTES OF THE PREMISES COMMITTEE MEETING** – held on 28th March 2017.

RESOLVED: that the Minutes of the Meeting held on 28th March 2017 be approved and signed as a correct record.
- 5 **PUBLIC QUESTION TIME** – there were none in attendance.
- 6 **BUDGET MONITORING** – For the period April 2017 to May 2017.

RESOLVED: that the committee received and noted a summary of expenditure within the period of April 2017 to May 2017 copy attached as Appendix A to these minutes.
- 7 **FINANCE & MARKETING OFFICER UPDATE**

Members received a written report from the Finance & Marketing Officer as follows:

New regular Hirers

New Pilates Group – 2 hours weekly in the Boleyn Room the group had taken over from the Pole Fitness Group that left last month, they start on the 6th June 2017.

Master Brain Academy – 11+ tutoring – would be in the Bowers Hall starting Sunday 11th June for 3 hours (after Christ Embassy) they had over 50 students to tutor and felt that this would pick up and they would possibly require hiring another room in the future, possibly the Daffodil room.

NCT Groups – a lot of interest from NCT groups mainly Baby Massage which had started on the 25th April 2017 in Springfield Room for 2 hours. Interest had been expressed for NCT Antenatal classes possibly in the Daffodil Room from the new year. Discussions were currently taking place.

Groups Leaving the Centre

Talking Tots – started in January 2017, as with a lot of groups the initial interest within the community was high, but now cannot sustain a 2 hour class. Notice had been given and will leave mid June 2017.

Other News

New Booking Clerk

We would like to welcome Sharon Cerson who had taken over from Anna Hermitage as Customer Services & Administration Assistant. Sharon had been in this post for the last couple of weeks and was undergoing training and would be located in the Premises Office. Sharon's working hours would be 9am – 2pm.

RESOLVED: that the information is noted

- 8 **RISK ASSESSMENTS** – there were no matters raised from the risk assessments.

RESOLVED: that the information is noted.

- 9 **CHANGING ROOM REFURBISHMENT**

Further to minute 73 (c) of the Premises minutes on 28th March 2017, members were asked to consider who should manage the competition to rename the room and the annexe.

RESOLVED: that the refurbished room be named the Daffodil room.

- 10 **PLANT MACHINERY AND BOILER INSURANCE**

Further to minute 80 of the Premises Committee meeting held on 29th March 2016 and minute number 62 of the Premises Committee meeting held on 31st January 2017 members were advised by the Premises and Facilities Manager at the meeting that Came & Co had contacted Allianz and the combined engineering insurance quotation was £845.92p per annum. Members were asked to consider the quotation.

RESOLVED: that the quotation of £845.92p for combined engineering insurance per annum was accepted.

- 11 **PREMISES STAFF REQUIREMENTS**

- 11.1 Premises and Facilities Manager presented members options of mobile phone tariffs and handsets. Members were asked to consider this request.

RESOLVED: that

- (a) three £10.00 monthly contract tariffs to be set up from N/C 5640 from Forest Communications.
- (b) Cllr Lee to provide Premises and Facilities Manager details for Nokia handsets for Service Supervisors.
- (c) A smart phone could be provided for the Premises and Facilities Manager.
- (d) Premises and Facilities Manager advised members she would look for quotations cheaper than £148.00 smart phone handset presented to members.

- 11.2 Members were asked to consider the purchasing of replacement T Shirts for existing staff and temporary staff.

RESOLVED: that eleven T shirts are purchased at a cost of £10.75 each to be taken from N/C 5710.

12 CHARITY HIRING

Members were advised that the Parish Centre had been approached by Farleigh Hospice who wished to put on a charity night later this year and had applied for one of the free hiring spaces provided in the year. Members were asked to consider this request.

RESOLVED: that the Farleigh Hospice could have one of the free hiring spaces, if alcohol was to be consumed the bar must be hired at the relevant fee.

13 ITEMS FOR INFORMATION

- a. Policy documents –
- Emergency Plan
 - H & S Policy
 - CCTV
- had been updated and re-issued.
- b. The Administrators' computer had been upgraded.
- c. The FOB access control system was now working; it appears that an electrical fuse needed replacing in the main box.
- d. The parish centre internal office window was on order and would be replaced on Wednesday 31st May 2017.
- e. The agreed lift maintenance had been postponed until the end of May.

RESOLVED: that the information is noted.

14 ROOM HIRE

- 14.1 Members were advised that the YMCA had asked if they could switch their regular hire (term times) on a Monday evening in the Boleyn Room to the Daffodil room from 5:00pm to 8:30pm. Members were asked to consider this request.

RESOLVED: that members agreed that the YMCA could swap with immediate effect on a Monday evening to hiring the Daffodil room from 5.00pm to 8.30pm.

- 14.2 Members were advised that regular hirers Tiddlywinks had signed and dated the contract they were provided by the Clerk to the Council. A copy of their accounts had not been provided and Tiddlywinks were being charged the business room rate for the additional space (Daffodil room) Monday to Friday 8am to 12noon and Thursday afternoons term time only. Tiddlywinks had constructed a fence in the over flow car park without permission. Premises and Facilities Manager advised that Tiddlywinks had been asked to remove the fence.

RESOLVED: that

- (a) Members noted the signed contract by Tiddlywinks which did not incorporate tapering of room fees.
- (b) Tiddlywinks were asked to remove the fence in the over flow car park and ensure the area is made good by the start of the summer holiday. If the fence is not removed the council will remove the fence and make the area good and invoice Tiddlywinks the cost.

Meeting closed 8.00pm

Signed.....
Chairman

Date:

Time: 10:01:51

Budget Report

From: Future
To: Future

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>
5890 First Aid Supplies	0.00	0.00	0.00	0.00	29.46	0.02	150.00	120.54
5891 Furniture	0.00	0.00	0.00	0.00	1,822.20	1.13	1,000.00	(822.20)
5910 Landscaping Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00
5920 Lift Maintenance	463.25	8.01	0.00	(463.25)	926.50	0.58	500.00	(426.50)
5930 Bank Charges	0.00	0.00	0.00	0.00	589.02	0.37	600.00	10.98
5962 Petty Cash - CDM Office	0.00	0.00	0.00	0.00	47.22	0.03	100.00	52.78
6001 Refunds	0.00	0.00	0.00	0.00	271.47	0.17	100.00	(171.47)
6003 Christmas decorations	0.00	0.00	0.00	0.00	59.99	0.04	75.00	15.01
6004 Vandalism/Repairs	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00
6100 Computer Software	0.00	0.00	0.00	0.00	405.00	0.25	600.00	195.00
6110 Air Conditioning	0.00	0.00	0.00	0.00	58.98	0.04	3,000.00	2,941.02
6111 Council Chamber	34.57	0.60	0.00	(34.57)	34.57	0.02	600.00	565.43
6225 Sound & Light expend	0.00	0.00	0.00	0.00	382.45	0.24	200.00	(182.45)
	29,396.71	508.36	0.00	(29,396.71)	231,328.83	143.95	202,196.00	(29,132.83)
t Profit/(Loss):	(23,614.02)	(408.36)	0.00	(23,614.02)	(70,623.22)	(43.95)	(60,236.00)	(10,387.22)