SPRINGFIELD PARISH COUNCIL
MINUTES OF THE PREMISES COMMITTEE MEETING
HELD ON MONDAY 23rd APRIL 2018 AT 7.30pm
SPRINGFIELD PARISH CENTRE

Present: Cllrs Ms S Sullivan (Chairman), K.Chapman, P.Hutchinson, R. Lee

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

69 **APOLOGIES FOR ABSENCE** – were received and accepted from Cllr I Fuller, C.Garrett and D.Lumley.

70 **CO-OPTION ONTO COMMITTEE** – Cllr K.Chapman be co-opted onto the committee as a substitute for Cllr D.Lumley.

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

72 **MINUTES OF THE PREMISES COMMITTEE MEETING** – held on 23rd January 2018.

RESOLVED: that the Minutes of the Meeting held on 23rd January be approved and signed as a correct record.

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

74 **BUDGET MONITORING** – For the period April 2017 to March 2018.

RESOLVED: that

(a) members expressed their thanks to the Finance and Marketing Officer for her hard work on chasing outstanding payments.

(b) the committee received and noted the expenditure within the period attached as Appendix A to these minutes.

75 **REPORT FROM THE FINANCE & MARKETING OFFICER**

Members received a verbal report from the Finance & Marketing Officer advising that invoices for April and May 2018 had been issued with a communication regarding adhering to hire times, also a note regarding paying invoices on time. This had made a significant difference to customers paying on time.

RESOLVED: that the information is noted.

76 **RISK ASSESSMENTS** – Two glazed doors in the library had been vandalised overnight on 30th January 2018 along with an external emergency light, the doors were made safe the following morning.

RESOLVED: that members noted a claim had been made via the council's insurance company.

77 **TREE INSPECTIONS**

The oak trees adjacent to the public footpath had been recently trimmed (unbeknown to staff at the centre) by a sub-contractor of Mitie – at the time an

Officer spoke with Chelmsford City Council, who informed us that as the work had been carried out on behalf of Essex County Council, no application was needed, under tree preservation orders, to approve the work.

RESOLVED: that the information is noted.

78 **DRINKING WATER IN THE NEW-BUILD AREA**

PFM would like to install a second drinking water tap in the newer part of the centre. Due to procedures for keeping the building secure. If the "old" part of the building is not hired during the weekend the cafeteria doors are locked. Should rooms in the newer part be hired for a Party during this time, they have no access to drinking water in the main foyer.

RESOLVED: that the P&F Manager obtain installation costing to present to committee with the installation cost to be charged to the Nabbotts fund.

79 **INCLEMENT WEATHER**

Two Friday morning hirers of the centre would like refunds for their cancelled classes. Due to adverse weather conditions, the centre was closed early on Thursday 1st March. On 2nd March the centre opened as usual and classes were informed that centre would open again. However, the two hirers decided that they would cancel their classes due to bad weather. The centre was shut again in the afternoon of Friday 2nd March.

RESOLVED: that the committee advise the council were unable to provide a refund, as the building was open.

80 **ITEMS FOR INFORMATION**

80.1 **PUBLIC WIFI**

Groups had complained about the lack of wi-fi throughout the building for their bookings.

80.2 **NEIGHBOURHOOD WATCH**

Neighbourhood watch thanked the council for their free sessions.

80.3 **DAFFODIL ACCESS LIGHT**

Work had been completed.

RESOLVED: that

(a) Clerk to Council to chase the contractor that had agreed to carry out the necessary work to upgrade the wi-fi.
(b) the remainder of the information is noted.

81 **RECEPTION DESK OUTSIDE LIBRARY**

The area is no longer used, members were asked to discuss ideas for its use and the space it would create.

RESOLVED: that

(a) An offer is made to the Beaulieu Community Trust to purchase the reception desk, following the P&FM determining its second - hand value.

(b) Members agreed the space could be partitioned off with room for storage and the outside partition wall could be used as a revolving exhibition space for the community to display art work at no fee.
(c) P&FM to obtain costs for partitioning of the wall / storage area.
(d) P&FM to clarify with Clerk to the Council if there were sufficient funds available in the Nabbotts Fund for the work to be carried out.

82 **PARISH CENTRE UNIFORM**

PFM requested some additional shirts be allocated and the possibility of providing footwear. Members were asked to consider this request.

RESOLVED: that members agreed safety shoes and additional shirts are purchased for the Service Supervisors and Cleaners to be charged to N/C 5710.

83 **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED: that in accordance with the Admission & Meeting Act 1960, members of the Public & Press were excluded from the following items of business.

84 **BOWERS KITCHEN – cupboard doors**

RESOLVED: that

the committee agreed to pay £600 to the contractor that carried out the work.

85 **REGULAR HIRER REQUEST - Cafe**

RESOLVED: that the committee agreed £450.00 hire charge per month from January to November and the hire charge for December will be £400.00

Meeting closed at: 8.28pm

Signed.. Date: ....
Chairman

Date: 12/04/2018
Time: 10:00:17

Springfield Parish Council
Budget Report

Appendix A

From: Month 1, April 2017
To: Month 12, March 2018

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	24,668.35	13.44	24,240.00	428.35	24,668.35	13.44	24,240.00	428.35
4020 Insurance claim	2,240.00	1.22	0.00	2,240.00	2,240.00	1.22	0.00	2,240.00
4106 Daffodil Room (formerly Changi	13,090.05	7.13	15,000.00	(1,909.95)	13,090.05	7.13	15,000.00	(1,909.95)
4107 Miscellaneous receipts	3,820.76	2.08	3,080.50	740.26	3,820.76	2.08	3,080.50	740.26
4108 Refreshments Income	76.93	0.04	20.00	56.93	76.93	0.04	20.00	56.93
4110 Bowers Hall Income Regular	33,593.61	18.30	36,562.00	(2,968.39)	33,593.61	18.30	36,562.00	(2,968.39)
4111 Bowers Hall Income Occ.	(10.90)	(0.01)	0.00	(10.90)	(10.90)	(0.01)	0.00	(10.90)
4112 Springfield Room Income Regul	10,049.20	5.47	14,140.00	(4,090.80)	10,049.20	5.47	14,140.00	(4,090.80)
4113 Springfield Room Income Occ.	6,417.81	3.50	3,500.00	2,917.81	6,417.81	3.50	3,500.00	2,917.81
4114 Chelmer Room Income Regular	15,509.12	8.45	18,180.00	(2,670.88)	15,509.12	8.45	18,180.00	(2,670.88)
4115 Chelmer Room Income Occ.	1,299.34	0.71	500.00	799.34	1,299.34	0.71	500.00	799.34
411 nex Income Regular	22,926.04	12.49	15,150.00	7,776.04	22,926.04	12.49	15,150.00	7,776.04
4118 Kitchen Income Regular	1,661.63	0.91	2,020.00	(358.37)	1,661.63	0.91	2,020.00	(358.37)
4119 Kichen Income Occ.	300.16	0.16	0.00	300.16	300.16	0.16	0.00	300.16
4125 Cleaning Costs Income	813.18	0.44	1,111.00	(297.82)	813.18	0.44	1,111.00	(297.82)
41 Damage Deposits	435.00	0.24	0.00	435.00	435.00	0.24	0.00	435.00
41 Library Rate 1	455.76	0.25	250.00	205.76	455.76	0.25	250.00	205.76
4133 Storage	1,598.93	0.87	1,010.00	588.93	1,598.93	0.87	1,010.00	588.93
4132 LCD Projector hire	1,938.01	1.06	2,222.00	(283.99)	1,938.01	1.06	2,222.00	(283.99)
4131 Hire of sound & light equipment	151.24	0.08	250.00	(98.76)	151.24	0.08	250.00	(98.76)
4200 Boleyn Room	22,268.31	12.13	18,180.00	4,088.31	22,268.31	12.13	18,180.00	4,088.31
4010 Catering bar facility	7,140.00	3.89	7,140.00	0.00	7,140.00	3.89	7,140.00	0.00
4202 Library Sundries (NEW)	13,159.51	7.17	0.00	13,159.51	13,159.51	7.17	0.00	13,159.51
	183,602.04	100.00	162,555.50	21,046.54	183,602.04	100.00	162,555.50	21,046.54
Expenditure								
5501 Publicity and Advertising	72.80	0.04	500.00	427.20	72.80	0.04	500.00	427.20
5510 Electrical - Supply Costs	11,881.60	6.47	11,100.00	(781.60)	11,881.60	6.47	11,100.00	(781.60)
5520 Electrical - Maintenance Lamps	283.28	0.15	1,200.00	916.72	283.28	0.15	1,200.00	916.72
5521 Electrical - Lamp Installation	1,968.00	1.07	250.00	(1,718.00)	1,968.00	1.07	250.00	(1,718.00)
5522 Electrical - Portable Appliance T	130.00	0.07	200.00	70.00	130.00	0.07	200.00	70.00
5523 Electrical - Circuit Testing	0.00	0.00	500.00	500.00	0.00	0.00	500.00	500.00
5530 SPC Gas costs	5,963.51	3.25	8,600.00	2,636.49	5,963.51	3.25	8,600.00	2,636.49
554 as - Maintenance	3,098.66	1.69	1,300.00	(1,798.66)	3,098.66	1.69	1,300.00	(1,798.66)
55 ater - Supplies and Services	1,941.31	1.06	2,000.00	58.69	1,941.31	1.06	2,000.00	58.69
5560 Water - Maintenance Testing	375.00	0.20	1,000.00	625.00	375.00	0.20	1,000.00	625.00
5561 Water - Tank Cleaning/Chlorinat	350.30	0.19	450.00	99.70	350.30	0.19	450.00	99.70
5570 SPCentre - Rates	12,409.20	6.76	13,000.00	590.80	12,409.20	6.76	13,000.00	590.80
5 efuse Services	2,809.53	1.53	2,800.00	(9.53)	2,809.53	1.53	2,800.00	(9.53)
5590 SPC library Sundries (NEW)	13,159.51	7.17	0.00	(13,159.51)	13,159.51	7.17	0.00	(13,159.51)
5602 - Refreshment supplies (non ve	0.00	0.00	20.00	20.00	0.00	0.00	20.00	20.00
5620 Hygiene Contracts	439.12	0.24	1,500.00	1,060.88	439.12	0.24	1,500.00	1,060.88
5630 Cleaning - Daily/Periodic	2.24	0.00	0.00	(2.24)	2.24	0.00	0.00	(2.24)
5640 Telephone - CDM	3,145.70	1.71	1,800.00	(1,345.70)	3,145.70	1.71	1,800.00	(1,345.70)
5641 Telephone - Internet	629.00	0.34	500.00	(129.00)	629.00	0.34	500.00	(129.00)
5652 Intruder Alarm Monitoring	351.00	0.19	425.00	74.00	351.00	0.19	425.00	74.00
5660 Insurance Buildings and Conten	5,522.96	3.01	8,000.00	2,477.04	5,522.96	3.01	8,000.00	2,477.04
5670 Security - Keyholding Services	459.51	0.25	526.00	66.49	459.51	0.25	526.00	66.49
5671 Security - Keyholding Call Out C	0.00	0.00	210.00	210.00	0.00	0.00	210.00	210.00
5710 Housekeeping Consumables	4,449.14	2.42	3,000.00	(1,449.14)	4,449.14	2.42	3,000.00	(1,449.14)
5720 Stationery and Equipment	776.38	0.42	600.00	(176.38)	776.38	0.42	600.00	(176.38)
5721 Postage	300.00	0.16	800.00	500.00	300.00	0.16	800.00	500.00
5730 Professional Consultations	295.00	0.16	0.00	(295.00)	295.00	0.16	0.00	(295.00)
5750 Staff Courses	375.00	0.20	500.00	125.00	375.00	0.20	500.00	125.00
5760 Salaries - Dept 1	134,672.64	73.35	129,000.00	(5,672.64)	134,672.64	73.35	129,000.00	(5,672.64)
5790 PRS/PPL Music Licensing Fees	740.88	0.40	800.00	59.12	740.88	0.40	800.00	59.12
5801 Engineer Call Outs	105.00	0.06	0.00	(105.00)	105.00	0.06	0.00	(105.00)
5820 Fire - Fighting Equipment Maint	1,119.20	0.61	500.00	(619.20)	1,119.20	0.61	500.00	(619.20)
5830 Fire - Fighting Equipment Suppli	236.49	0.13	0.00	(236.49)	236.49	0.13	0.00	(236.49)
5831 Miscellanious Repairs	254.91	0.14	1,000.00	745.09	254.91	0.14	1,000.00	745.09
5832 General Maintenance	961.16	0.52	3,250.00	2,288.84	961.16	0.52	3,250.00	2,288.84
5840 Security System - Alarm Mainte	566.53	0.31	300.00	(266.53)	566.53	0.31	300.00	(266.53)
5841 Alarm Engineer Call Out	652.68	0.36	0.00	(652.68)	652.68	0.36	0.00	(652.68)
5851 Signage for Building	0.00	0.00	150.00	150.00	0.00	0.00	150.00	150.00
5870 Equipment Hire	398.22	0.22	200.00	(198.22)	398.22	0.22	200.00	(198.22)
5880 First Aid Supplies	0.00	0.00	100.00	100.00	0.00	0.00	100.00	100.00

Time: 10:00:17

Budget Report

From: Month 1, April 2017
To: Month 12, March 2018

Chart of Accounts: Springfield Parish Premises Committee [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
5891 Furniture	702.30	0.38	0.00	(702.30)	702.30	0.38	0.00	(702.30)
5910 Landscaping Maintenance	0.00	0.00	200.00	200.00	0.00	0.00	200.00	200.00
5920 Lift Maintenance	821.05	0.45	750.00	(71.05)	821.05	0.45	750.00	(71.05)
5930 Bank Charges	575.37	0.31	600.00	24.63	575.37	0.31	600.00	24.63
5962 Petty Cash - CDM Office	12.50	0.01	50.00	37.50	12.50	0.01	50.00	37.50
6001 Refunds	57.98	0.03	100.00	42.02	57.98	0.03	100.00	42.02
6003 Christmas decorations	67.49	0.04	75.00	7.51	67.49	0.04	75.00	7.51
6004 Vandalism/Repairs	2,996.76	1.63	200.00	(2,796.76)	2,996.76	1.63	200.00	(2,796.76)
6080 General Security Devices	567.33	0.31	0.00	(567.33)	567.33	0.31	0.00	(567.33)
6100 Computer Software	179.56	0.10	0.00	(179.56)	179.56	0.10	0.00	(179.56)
6110 Air Conditioning	1,185.00	0.65	3,000.00	1,815.00	1,185.00	0.65	3,000.00	1,815.00
6111 Council Chamber	34.57	0.02	600.00	565.43	34.57	0.02	600.00	565.43
6225 Sound & Light expend	0.00	0.00	200.00	200.00	0.00	0.00	200.00	200.00
	218,095.37	118.79	201,856.00	(16,239.37)	218,095.37	118.79	201,856.00	(16,239.37)
Net Profit/(Loss):	(34,493.33)	(18.79)	(39,300.50)	4,807.17	(34,493.33)	(18.79)	(39,300.50)	4,807.17