

SPRINGFIELD PARISH COUNCIL
MINUTES OF THE PREMISES COMMITTEE MEETING
HELD ON 22 JANUARY 2019 AT 7.00P.M.
SPRINGFIELD PARISH CENTRE

PRESENT: Cllrs Ms S Sullivan (Chairman), A. Chong, P. Hutchinson, Miss S. Lagrue, R. Lee and A Potts

In attendance: Premises Manager and Committee Clerk.

65 APOLOGIES FOR ABSENCE – were received and accepted from Cllr I. Fuller and Cllr Mrs C. Garrett.

66 CO-OPTION ONTO COMMITTEE – that Cllr Miss S.Lagrue be co-opted onto the committee as a substitute for Cllr Mrs C. Garrett and Cllr A. Potts be co-opted onto the committee as a substitute for Cllr I. Fuller.

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

68 MINUTES OF THE PREMISES COMMITTEE MEETING – held on 27th November 2018.

RESOLVED: that the minutes of the meeting held on 27th November 2018 be approved and signed.

69 PUBLIC QUESTION TIME – there were none.

70 BUDGETS AND FINANCE

70.1 BUDGET REPORT FOR PERIOD TO NOVEMBER 2018

RESOLVED: the committee received and noted the summary of expenditure within the period of November to January 2019, attached as appendix A.

70.2 FINANCE AND MARKETING OFFICER REPORT

RESOLVED: that the report be received and noted.

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

72 ELECTRICAL TESTING

(a) The centres IT specialist had confirmed that the extension lead in the council chamber should be replaced with a circuit/double socket.

(b) The Electrical Contractor had clarified that there may be additional charges once some of the investigation works had been carried out.

(c) Members received a verbal update regarding the progress on electrical works and to consider costs for additional works that had been identified during remedials.

RESOLVED: that

a) Members agreed for the extension lead to be replaced to a circuit/double socket.

b) To obtain:

- (i) an update from the electricians on investigations currently taking place;
- (ii) a quote on the cost of any additional works highlighted.

- c) The cost of £639.00 to cover the work identified in the previous investigative works become from N/C 5832.

73 TREE INSPECTION

Further to minute number 38 of the Premises meeting on 25th September 2018 and minute number 54 of the Premises meeting on 27th November 2019, the Premises Manager advised that T2 had been approved by Chelmsford City Council for the necessary work to be carried out. An application had been sent to Chelmsford City Council for T1. T3 trees were not in land belonging to the parish, the Premises Manager was trying to establish who these belonged to.

RESOLVED: that the information be noted.

74 SUBSIDENCE

Members received a verbal update on the subsidence claims from the Premises Manager advising that Consultants had visited the Handymen unit and placed sensors on the front and back of the building. The report was still awaited from the Consultant on the parish centre. Members were advised that the insurance excess was £1,000 per claim.

RESOLVED: that information be noted.

75 KITCHEN HIRE COSTS

Members received a report on the hiring of the kitchen facilities.

RESOLVED: that the Premises Manager liaises with the Finance and Marketing Officer to obtain suggestions from hirers and report back to the committee with results.

76 BIN STORE

Members received quotations for a lockable bin store to be built in the car park, to hold the parish council bins.

RESOLVED: that the Premises Manager investigates what the current charge per bin is for the refuse collection.

77 MOBILE PANIC ALARM

Members were asked to consider costs to provide a mobile panic button for site staff to use.

RESOLVED: that

- (a) members felt that level of risk was adequately controlled with the existing provision.
- (b) Premises Manager to re-issue Lone Working policy to site staff.

78 20 YEAR ANNIVERSARY OF THE PARISH CENTRE

Members were asked to consider if they wished to commemorate the 20th year anniversary of the original part of the parish centre.

RESOLVED: that members would consider commemorating the 25th anniversary.

79 AUTOMATIC DOOR SERVICING

Members were asked to consider quotations for the annual servicing contract on the 3 automatic doors by the library.

RESOLVED: servicing to be carried out at a cost of £360 to be taken from N/C 5832.

80 HEATING IN EXTENSION

Members received a verbal report from the Premises Manger advising that an Engineer had visited, the issues had been rectified and the heating was working.

RESOLVED: that the information be noted.

81 DEFIBRILLATOR IN THE CENTRE

Further to minute number 52 of the Premises Minutes on 27th November 2018, members were asked to decide if they wish to fund the defibrillator.

RESOLVED: that

- (a) members agreed to the purchasing of a defibrillator at a total cost of £1641.50 (including special paediatric pack and installation costs).
- (b) Recommend to Finance and Policy Committee funds to be taken from CIL tax.

82 DECORATING OF BOWERS HALL

RESOLVED: that

- (a) the lower part of the hall should be painted in grey and the front of the stage be painted whilst the hall is closed for electrical works.
- (b) The parish handymen would carry out the work.

Cllr S. Sullivan
Chairman

Meeting closed at 7.50.p.m

Signed..... Chairman Date

Date: 15/01/2019

Time: 14:25:11

Springfield Parish Council

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Budget Report

Appendix A

From: Month 8, November 2018

To: Month 10, January 2019

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	6,566.51	14.98	0.00	6,566.51	19,972.08	12.75	24,850.00	(4,877.92)
4106 Daffodil Room (formerly Changi	5,339.82	12.19	0.00	5,339.82	16,220.99	10.36	15,375.00	845.99
4107 Miscellaneous receipts	0.00	0.00	0.00	0.00	3,772.02	2.41	3,150.00	622.02
4108 Refreshments Income	11.27	0.03	0.00	11.27	69.45	0.04	21.00	48.45
4110 Bowers Hall Income Regular	7,185.20	16.40	0.00	7,185.20	29,776.01	19.01	37,500.00	(7,723.99)
4112 Springfield Room Income Regul	2,607.26	5.95	0.00	2,607.26	14,089.54	9.00	14,490.00	(400.46)
4113 Springfield Room Income Occ.	159.17	0.36	0.00	159.17	1,142.67	0.73	3,590.00	(2,447.33)
4114 Chelmer Room Income Regular	4,539.92	10.36	0.00	4,539.92	12,071.95	7.71	18,630.00	(6,558.05)
4115 Chelmer Room Income Occ.	507.34	1.16	0.00	507.34	1,277.49	0.82	515.00	762.49
4116 Annex Income Regular	5,547.58	12.66	0.00	5,547.58	13,688.04	8.74	15,530.00	(1,841.96)
4118 Kitchen Income Regular	261.99	0.60	0.00	261.99	1,376.14	0.88	2,070.00	(693.86)
4119 Kitchen Income Occ.	43.96	0.10	0.00	43.96	219.80	0.14	500.00	(280.20)
4125 Cleaning Costs Income	107.50	0.25	0.00	107.50	688.00	0.44	1,140.00	(452.00)
4127 Damage Deposits	0.00	0.00	0.00	0.00	46.50	0.03	0.00	46.50
4130 Library Rate 1	0.00	0.00	0.00	0.00	40.02	0.03	250.00	(209.98)
4133 Storage	422.95	0.97	0.00	422.95	1,360.86	0.87	1,030.00	330.86
4132 LCD Projector hire	652.09	1.49	0.00	652.09	1,710.40	1.09	2,300.00	(589.60)
4136 Rate Refund	0.00	0.00	0.00	0.00	29.53	0.02	0.00	29.53
4131 Hire of sound & light equipment	0.00	0.00	0.00	0.00	64.30	0.04	250.00	(185.70)
4200 Boleyn Room	5,331.12	12.17	0.00	5,331.12	22,530.76	14.39	18,650.00	3,880.76
4010 Catering bar facility	1,900.00	4.34	0.00	1,900.00	6,285.60	4.01	5,040.00	1,245.60
4202 Library Sundries (NEW)	2,637.71	6.02	0.00	2,637.71	10,186.64	6.50	0.00	10,186.64
	43,821.39	100.00	0.00	43,821.39	156,618.79	100.00	164,881.00	(8,262.21)
Expenditure								
5510 Electrical - Supply Costs	2,177.68	4.97	0.00	(2,177.68)	11,713.04	7.48	11,500.00	(213.04)
5520 Electrical - Maintenance Lamps	0.00	0.00	0.00	0.00	38.02	0.02	500.00	461.98
5522 Electrical - Portable Appliance T	0.00	0.00	0.00	0.00	45.00	0.03	75.00	30.00
5523 Electrical - Circuit Testing	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
5530 SPC Gas costs	1,513.59	3.45	0.00	(1,513.59)	3,613.53	2.31	5,000.00	1,386.47
5540 Gas - Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	1,800.00	1,800.00
5550 Water - Supplies and Services	467.95	1.07	0.00	(467.95)	1,472.31	0.94	2,000.00	527.69
5560 Water - Maintenance Testing	0.00	0.00	0.00	0.00	691.00	0.44	750.00	59.00
5561 Water - Tank Cleaning/Chlorina	0.00	0.00	0.00	0.00	0.00	0.00	380.00	380.00
5570 SPCentre - Rates	3,823.20	8.72	0.00	(3,823.20)	11,469.60	7.32	14,000.00	2,530.40
5580 Refuse Services	0.00	0.00	0.00	0.00	0.00	0.00	2,800.00	2,800.00
5590 PC library Sundries (NEW)	3,168.71	7.23	0.00	(3,168.71)	12,119.90	7.74	0.00	(12,119.90)
5620 Hygiene Contracts	331.58	0.76	0.00	(331.58)	579.08	0.37	600.00	20.92
5640 Telephone - CDM	316.03	0.72	0.00	(316.03)	1,665.86	1.06	1,500.00	(165.86)
5641 Telephone - Internet	318.12	0.73	0.00	(318.12)	668.92	0.43	600.00	(68.92)
5652 Intruder Alarm Monitoring	0.00	0.00	0.00	0.00	316.00	0.20	500.00	184.00
5660 Insurance Buildings and Conten	46.13	0.11	0.00	(46.13)	6,518.99	4.16	6,000.00	(518.99)
5670 Security - Keyholding Services	0.00	0.00	0.00	0.00	474.51	0.30	0.00	(474.51)
5671 Security - Keyholding Call Out C	0.00	0.00	0.00	0.00	70.00	0.04	70.00	0.00
5710 Housekeeping Consumables	1,154.79	2.64	0.00	(1,154.79)	3,504.39	2.24	3,500.00	(4.39)
5720 Stationery and Equipment	(258.49)	(0.59)	0.00	258.49	624.05	0.40	600.00	(24.05)
5721 Postage	0.00	0.00	0.00	0.00	200.00	0.13	400.00	200.00
5750 Staff Courses	0.00	0.00	0.00	0.00	214.00	0.14	400.00	186.00
5760 Salaries - Dept 1	22,943.25	52.36	0.00	(22,943.25)	102,323.29	65.33	138,000.00	35,676.71
5790 PRS/PPL Music Licensing Fees	0.00	0.00	0.00	0.00	0.00	0.00	750.00	750.00
5801 Engineer Call Outs	180.00	0.41	0.00	(180.00)	265.15	0.17	500.00	234.85
5820 Fire - Fighting Equipment Maint	0.00	0.00	0.00	0.00	435.86	0.28	800.00	364.14
5831 Miscellaneous Repairs	995.95	2.27	0.00	(995.95)	1,084.60	0.69	750.00	(334.60)
5832 General Maintenance	617.10	1.41	0.00	(617.10)	3,372.85	2.15	3,250.00	(122.85)
5840 Security System - Alarm Mainte	235.00	0.54	0.00	(235.00)	235.00	0.15	250.00	15.00
5841 Alarm Engineer Call Out	0.00	0.00	0.00	0.00	93.00	0.06	0.00	(93.00)
5851 Signage for Building	14.45	0.03	0.00	(14.45)	14.45	0.01	150.00	135.55
5870 Equipment Hire	0.00	0.00	0.00	0.00	360.66	0.23	200.00	(160.66)
5890 First Aid Supplies	0.00	0.00	0.00	0.00	48.20	0.03	50.00	1.80
5891 Furniture	779.82	1.78	0.00	(779.82)	2,091.82	1.34	0.00	(2,091.82)
5910 Landscaping Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00
5920 Lift Maintenance	0.00	0.00	0.00	0.00	463.25	0.30	750.00	286.75
5930 Bank Charges	109.60	0.25	0.00	(109.60)	478.20	0.31	300.00	(178.20)
5962 Petty Cash - CDM Office	1.24	0.00	0.00	(1.24)	1.24	0.00	50.00	48.76
6001 Refunds	46.77	0.11	0.00	(46.77)	122.37	0.08	50.00	(72.37)
6003 Christmas decorations	46.88	0.11	0.00	(46.88)	46.88	0.03	75.00	28.12

Budget Report

From: Month 8, November 2018
 To: Month 10, January 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	0.00	0.00	0.00	0.00	437.00	0.28	0.00	(437.00)
6110 Air Conditioning	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00
6111 Council Chamber	185.30	0.42	0.00	(185.30)	185.30	0.12	600.00	414.70
6225 Sound & Light expend	50.00	0.11	0.00	(50.00)	50.00	0.03	75.00	25.00
	39,264.65	89.60	0.00	(39,264.65)	168,138.54	107.36	202,475.00	34,336.46
Net Profit/(Loss):	4,556.74	10.40	0.00	4,556.74	(11,519.75)	(7.36)	(37,594.00)	26,074.25