

SPRINGFIELD PARISH COUNCIL
MINUTES OF THE PREMISES COMMITTEE MEETING
HELD ON TUESDAY 25TH JULY 2017 AT 7.00pm
SPRINGFIELD PARISH CENTRE

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

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

Committee Clerk

15 **APOLOGIES FOR ABSENCE** – were received and accepted from Cllr D. Lumley.

16 **CO-OPTION ONTO COMMITTEE** – Cllr Miss S Lagrue was co-opted onto the committee as a substitute for Cllr D Lumley.

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

18 **MINUTES OF THE PREMISES COMMITTEE MEETING** – held on 30th May 2017.

RESOLVED: that the Minutes of the Meeting held on 30th May 2017 be approved and signed as a correct record.

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

20 **BUDGET MONITORING** – For the period April 2017 to June 2017.

RESOLVED: that the committee received and noted a summary of expenditure within the period of April 2017 to June 2017 copy attached as Appendix A to these minutes.

21 **FINANCE & MARKETING OFFICER UPDATE**

Members received a report that include information about regular bookings and volunteers at the library.

RESOLVED: that

(a) if any hirers have any requests they should put these in writing to members of staff and email them for consideration.

(b) the information is noted.

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

RESOLVED: that the information is noted.

23 **TREE INSPECTIONS**

Members were asked to consider undertaking a tree inspection for the Parish Centre grounds to include the oaks on the Eastern Boundary, which also needed pruning, 60% of cost for this item would be recharged to ECC Library. (As indicated in the lease agreement)

RESOLVED: that

- (a) all trees within the parish centre grounds are inspected by a qualified Arboriculturist.
- (b) quotations are provided at the next meeting.

24 BREATHING BUILDINGS – NEW BUILD HEATING VETILATION SYSTEM

Following on from the last quote from breathing buildings in November 2016 (£1790 for annual service) The P & FM had received another quotation from Breathable Buildings. Members were asked to consider and decide on one of two price quotations for the annual service. (which had not been undertaken since the building was commissioned over 3 years ago).

RESOLVED: that Five Star Maintenance package be employed at a cost of £950.00 per annum to carry out maintenance on the ventilation system to be taken from N/C 6110.

25 BOWERS KITCHEN

P & FM would like to obtain quotations for replacement doors for kitchen units. The doors would replace both the existing cupboard and drawers changing from a 60cm door to an 80cm door that would replace the drawers (that are not used) to allow our hirers secure storage and slightly larger space.

RESOLVED: that quotations are obtained for replacement of the top & bottom kitchen cupboards doors.

26 CHARITY HIRING

The Mayor of Chelmsford had written to Springfield Parish Council asking the council to consider a free of charge room hire of the Bowers hall on Saturday 14th October for a charity Quiz. Members were reminded that three free places are allocated each year. One had already been allocated to Farleigh Hospice.

RESOLVED: that the Mayor of Chelmsford could have one of the free hiring spaces for a charity quiz, on the proviso that the bar must be hired at the relevant fee.

27 ITEMS FOR INFORMATION

Members were informed that:

- The air conditioning had been fixed, the drainage pipework had not been sufficient in size to deal with the system working at full capacity.
- Boiler insurance – Allianz engineers had inspected our plant, one for Electrical and one for Gas. The electrical inspection uncovered a few low cost remedials and the gas inspection revealed none. The remedial work had been carried out and Allianz informed. They would re-inspect this at their next visit.
- Three mobile phones had been purchased for use by premises manager, and two

service supervisors. Three £10 monthly contract tariffs were set up with Forrest Communications. This was all working well.

- New Logo T shirts were purchased for existing staff and our 2 newest zero contract caretakers.
- The Farleigh hospice accepted the free charity booking on 7th October 2017 and the bar would be provided by the Premises Designated Supervisor.

RESOLVED: that the information is noted.

28 ROOM HIRE – by regular hirers

A verbal report was given by the P & FM at the meeting.

RESOLVED: that the P & FM emails regular hirers Tiddlywinks and requests that the following items are resolved before the start of term in September 2017.

- (a) Chalk graffiti on the wall is removed.
- (b) Wet play panel attached to the outside wall to be moved next to chalk board.
- (c) Fence around the play shed and fixed to the car park is to be removed and made good.
- (d) Regular hirers will be provided with identifiable rubbish bags 2 per day.
- (e) P&FM to clarify the hiring times of the facilities. Any hours outside the agreed hired times will be charged as per the signed agreement.
- (f) Springfield Parish Council have been made aware of keys being given to 3rd parties. The Premises committee are concerned access could be available to other parts of the building. All hirers are being asked to return any keys.
- (g) Cupboards in the Daffodil room are to be made available for hire at the same rate as Bowers kitchen cupboards.

Meeting closed at: 8.20pm

Signed.....
Chairman

Date:

Date: 17/07/2017

Time: 15:04:03

Springfield Parish Council**Budget Report**

From: Month 1, April 2017

To: Month 4, July 2017

Appendix A

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>
Income								
4008 1st Floor Council Chamber Hire	10,465.63	27.99	24,240.00	(13,774.37)	10,465.63	27.99	24,240.00	(13,774.37)
4106 Daffodil Room (formerly Changi	3,443.37	9.21	15,000.00	(11,556.63)	3,443.37	9.21	15,000.00	(11,556.63)
4107 Miscellaneous receipts	(179.24)	(0.48)	3,080.50	(3,259.74)	(179.24)	(0.48)	3,080.50	(3,259.74)
4108 Refreshments Income	0.00	0.00	20.00	(20.00)	0.00	0.00	20.00	(20.00)
4110 Bowers Hall Income Regular	6,281.31	16.80	36,562.00	(30,280.69)	6,281.31	16.80	36,562.00	(30,280.69)
4112 Springfield Room Income Regul	1,007.42	2.69	14,140.00	(13,132.58)	1,007.42	2.69	14,140.00	(13,132.58)
4113 Springfield Room Income Occ.	689.58	1.84	3,500.00	(2,810.42)	689.58	1.84	3,500.00	(2,810.42)
4114 Chelmer Room Income Regular	5,896.05	15.77	18,180.00	(12,283.95)	5,896.05	15.77	18,180.00	(12,283.95)
4115 Chelmer Room Income Occ.	424.21	1.13	500.00	(75.79)	424.21	1.13	500.00	(75.79)
4116 Annex Income Regular	4,422.82	11.83	15,150.00	(10,727.18)	4,422.82	11.83	15,150.00	(10,727.18)
4118 Kitchen Income Regular	329.41	0.88	2,020.00	(1,690.59)	329.41	0.88	2,020.00	(1,690.59)
4119 Kitchen Income Occ.	128.64	0.34	0.00	128.64	128.64	0.34	0.00	128.64
4120 Cleaning Costs Income	314.58	0.84	1,111.00	(796.42)	314.58	0.84	1,111.00	(796.42)
4121 Library Rate 1	49.01	0.13	250.00	(200.99)	49.01	0.13	250.00	(200.99)
4133 Storage	182.78	0.49	1,010.00	(827.22)	182.78	0.49	1,010.00	(827.22)
4132 LCD Projector hire	833.38	2.23	2,222.00	(1,388.62)	833.38	2.23	2,222.00	(1,388.62)
4131 Hire of sound & light equipment	45.83	0.12	250.00	(204.17)	45.83	0.12	250.00	(204.17)
4200 Community Room	1,569.72	4.20	18,180.00	(16,610.28)	1,569.72	4.20	18,180.00	(16,610.28)
4010 Catering bar facility	1,485.00	3.97	7,140.00	(5,655.00)	1,485.00	3.97	7,140.00	(5,655.00)
	37,389.50	100.00	162,555.50	(125,166.00)	37,389.50	100.00	162,555.50	(125,166.00)
Expenditure								
5501 Publicity and Advertising	0.00	0.00	500.00	500.00	0.00	0.00	500.00	500.00
5510 Electrical - Supply Costs	1,598.57	4.28	11,100.00	9,501.43	1,598.57	4.28	11,100.00	9,501.43
5520 Electrical - Maintenance Lamps	12.18	0.03	1,200.00	1,187.82	12.18	0.03	1,200.00	1,187.82
5521 Electrical - Lamp Installation	0.00	0.00	250.00	250.00	0.00	0.00	250.00	250.00
5522 Electrical - Portable Appliance T	210.00	0.56	200.00	(10.00)	210.00	0.56	200.00	(10.00)
5523 Electrical - Circuit Testing	0.00	0.00	500.00	500.00	0.00	0.00	500.00	500.00
5530 SPC Gas costs	2,495.34	6.67	8,600.00	6,104.66	2,495.34	6.67	8,600.00	6,104.66
5540 Gas - Maintenance	1,577.93	4.22	1,300.00	(277.93)	1,577.93	4.22	1,300.00	(277.93)
5550 Water - Supplies and Services	505.69	1.35	2,000.00	1,494.31	505.69	1.35	2,000.00	1,494.31
5560 Water - Maintenance Testing	0.00	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00
5561 Water - Tank Cleaning/Chlorinat	25.30	0.07	450.00	424.70	25.30	0.07	450.00	424.70
5570 SP Centre - Rates	4,948.80	13.24	13,000.00	8,051.20	4,948.80	13.24	13,000.00	8,051.20
5580 Refuse Services	0.00	0.00	2,800.00	2,800.00	0.00	0.00	2,800.00	2,800.00
5590 Library Sundries (NEW)	3,861.06	10.33	0.00	(3,861.06)	3,861.06	10.33	0.00	(3,861.06)
5600 Refreshment supplies (non ve	0.00	0.00	20.00	20.00	0.00	0.00	20.00	20.00
5620 Hygiene Contracts	301.62	0.81	1,500.00	1,198.38	301.62	0.81	1,500.00	1,198.38
5640 Telephone - CDM	1,881.06	5.03	1,800.00	(81.06)	1,881.06	5.03	1,800.00	(81.06)
5641 Telephone - Internet	54.60	0.15	500.00	445.40	54.60	0.15	500.00	445.40
5652 Intruder Alarm Monitoring	316.00	0.85	425.00	109.00	316.00	0.85	425.00	109.00
5660 Insurance Buildings and Conten	5,522.96	14.77	8,000.00	2,477.04	5,522.96	14.77	8,000.00	2,477.04
5670 Security - Keyholding Services	0.00	0.00	526.00	526.00	0.00	0.00	526.00	526.00
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	1,217.32	3.26	3,000.00	1,782.68	1,217.32	3.26	3,000.00	1,782.68
5720 Stationery and Equipment	220.89	0.59	600.00	379.11	220.89	0.59	600.00	379.11
5721 Postage	0.00	0.00	800.00	800.00	0.00	0.00	800.00	800.00
5750 Staff Courses	130.00	0.35	500.00	370.00	130.00	0.35	500.00	370.00
5760 Salaries - Dept 1	34,396.85	92.00	129,000.00	94,603.15	34,396.85	92.00	129,000.00	94,603.15
5790 PRS/PPL Music Licensing Fees	0.00	0.00	800.00	800.00	0.00	0.00	800.00	800.00
5801 Engineer Call Outs	129.40	0.35	0.00	(129.40)	129.40	0.35	0.00	(129.40)
5820 Fire - Fighting Equipment Maint	609.20	1.63	500.00	(109.20)	609.20	1.63	500.00	(109.20)
5830 Fire - Fighting Equipment Suppl	235.00	0.63	0.00	(235.00)	235.00	0.63	0.00	(235.00)
5831 Miscellaneous Repairs	0.00	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00
5832 General Maintenance	723.42	1.93	3,250.00	2,526.58	723.42	1.93	3,250.00	2,526.58
5840 Security System - Alarm Mainte	0.00	0.00	300.00	300.00	0.00	0.00	300.00	300.00
5841 Alarm Engineer Call Out	284.68	0.76	0.00	(284.68)	284.68	0.76	0.00	(284.68)
5851 Signage for Building	0.00	0.00	150.00	150.00	0.00	0.00	150.00	150.00
5870 Equipment Hire	0.00	0.00	200.00	200.00	0.00	0.00	200.00	200.00
5890 First Aid Supplies	0.00	0.00	100.00	100.00	0.00	0.00	100.00	100.00
5910 Landscaping Maintenance	0.00	0.00	200.00	200.00	0.00	0.00	200.00	200.00
5920 Lift Maintenance	463.25	1.24	750.00	286.75	463.25	1.24	750.00	286.75
5930 Bank Charges	0.00	0.00	600.00	600.00	0.00	0.00	600.00	600.00
5962 Petty Cash - CDM Office	0.00	0.00	50.00	50.00	0.00	0.00	50.00	50.00
6001 Refunds	0.00	0.00	100.00	100.00	0.00	0.00	100.00	100.00
6003 Christmas decorations	0.00	0.00	75.00	75.00	0.00	0.00	75.00	75.00

Time: 15:04:03

Budget Report

From: Month 1, April 2017
To: Month 4, July 2017

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>
! Vandalism/Repairs	960.00	2.57	200.00	(760.00)	960.00	2.57	200.00	(760.00)
) General Security Devices	111.17	0.30	0.00	(111.17)	111.17	0.30	0.00	(111.17)
) Computer Software	179.56	0.48	0.00	(179.56)	179.56	0.48	0.00	(179.56)
) Air Conditioning	0.00	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	3,000.00
! Council Chamber	34.57	0.09	600.00	565.43	34.57	0.09	600.00	565.43
! Sound & Light expend	0.00	0.00	200.00	200.00	0.00	0.00	200.00	200.00
	63,006.42	168.51	201,856.00	138,849.58	63,006.42	168.51	201,856.00	138,849.58
Net Profit/(Loss):	(25,616.92)	(68.51)	(39,300.50)	13,683.58	(25,616.92)	(68.51)	(39,300.50)	13,683.58