



Springfield Parish Council

Springfield Parish Centre, St Augustine's Way

Springfield, Chelmsford, Essex CM1 6GX

Tel: 01245 466313

E-mail: [clerk@springfield-pc.gov.uk](mailto:clerk@springfield-pc.gov.uk)

*Clerk to the Council: Mrs Barbara Larken*

29<sup>th</sup> August 2023

Dear Member,

SUMMONS IS GIVEN to attend a meeting of the **Premises Committee** on the 4<sup>th</sup> of September 2023, commencing at **7.00pm** in the library at the Springfield Parish Centre, St Augustine's Way Chelmsford CM1 6GX.

*B Larken*

Mrs. Barbara Larken  
(Clerk to the Council)

Members of the public and press are welcome to attend this meeting.

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Cllr Members: Cllrs B Chadwick, I Fuller, R Lee (Chairman), N. Dudley, S. Byrne-Lagrué, Ms S Sullivan

## **AGENDA**

1. **APOLOGIES FOR ABSENCE** – (Members are reminded that they are required to find a substitute member if they are unable to attend)
2. **CO-OPTION ONTO COMMITTEE** (if required)
3. **DECLARATIONS OF INTEREST & DISPENSATIONS FOR ITEMS ON THE AGENDA**
4. **TO APPROVE AND SIGN THE MINUTES OF THE PREMISES COMMITTEE MEETING** – held on 24<sup>th</sup> July 2023 (herewith)
5. **PUBLIC QUESTION TIME**
6. **RISK ASSESSMENTS**  
Parish Council Grounds – no significant risks to report.  
Parish Council Premises – no significant risks to report.

## **7. PREMISES MANAGER UPDATE**

- a) Disabled Toilet (Library side) re-painted.
- b) Daffodil, Chelmer, and Annexe rooms all re-painted
- c) Ladies' toilets ground floor re-painted

## **8. FINANCIAL MATTERS**

Not Available – Due to change of accounting systems.

## **9. FINANCE & MARKETING OFFICER REPORT**

To receive a F&MO report (herewith)

## **10. MEMBERS TO CONSIDER BARRIER/GATE**

As mentioned in May and July meetings to consider the installation of a barrier or gate to help prevent anti-social behaviour and abuse of car park after hours.

|           |          |
|-----------|----------|
| Company A | £1678.06 |
| Company B | £1995.00 |
| Company C | £2955.00 |

## **11. MARKETING PLANS**

Following to minute 24.2 discussion from July's meeting to discuss arranged options.

## **12. BAR FACILITY**

To discuss option of Designated Premises Supervisor.

## **13. EXCLUSION OF PRESS AND PUBLIC**

In accordance with the admissions to meetings act 1960, Members of the Public & Press are excluded for the following items of business due to their confidential nature and they are instructed to withdraw.

## **14. MEMBERS TO DISCUSS HIRER OPTION**

In relation to minute 32 of July's Meeting to discuss options for business customer.