

SPRINGFIELD PARISH COUNCIL
MINUTES OF THE PREMISES COMMITTEE MEETING
HELD ON 18TH MARCH 2024 AT 7.00PM
SPRINGFIELD PARISH CENTRE CM1 6GX

PRESENT Cllrs R. Lee (Chairman), B. Chadwick, N. Dudley, Ms S. Sullivan, I. fuller

- 1. APOLOGIES FOR ABSENCE-** Cllr S. Burne-Lagrué.
- 2. CO-OPTION ONTO COMMITTEE-** There were none.
- 3. DECLARATIONS OF INTEREST & DISPENSATIONS FOR ITEMS ON THE AGENDA-**
There were none.
- 4. TO APPROVE AND SIGN THE MINUTES OF THE PREMISES MEETING-** held on 22nd
January 2024- Minutes read by counsellors and signed by R. Lee.
- 5. PUBLIC QUESTION TIME-** No members of the public present.
- 6. RISK ASSESSMENTS**
Parish Council Grounds- No significant risks to report.
Parish Council Premises- No significant risks to report.
- 7. PREMISES MANAGER UPDATE**
 - A) Re-painting is nearly complete downstairs. New clerks' office to be painted at some point. Remainder of main corridor and office to be painted.
 - B) Café painting complete.
 - C) New car park gate has been fitted with reflectors. Counsellors discussed the risk of the gate moving and causing damage. The Premises Manager has assured the counsellors that the gate locks in place when open and when closed. Mitie recently complained through Essex County Council that they were unable to gain access to the car park to empty the library bin now that the new gate is in place and not unlocked until 06.00am. After review of the CCTV, it was discovered that they have previously been arriving at the car park at 02:30am. We have explained that this is not feasible and disrupting to the neighbourhood so they will need to wait until the gate is unlocked.
 - D) Waiting for full report of the 5 year testing to come back. Main issues found have been fixed i.e. loose live wires. New CD player has been installed in the Bowers Hall, includes Bluetooth and USB so that hirers can use their phones to play music. Old unit had fuse blow the whole system so needed replacing. Socket also replaced with a new one with surge protection. Hirers have been shown how to use the new system and are happy with the update.
 - E) Both site supervisors have completed their First Aid Training and have certificates.
 - F) Water Machine near library will be removed as it is rarely used. Provides a saving of £380 a year. A sign will be posted so that customers using the centre can find the water fountain that is already installed in the main foyer outside the Bowers Hall.

A discussion took place in regards to parking outside of the centre. The Premises Manager has asked that bollards are installed on the paths to stop cars from parking there, particular during busy hours such as school run times and when the centre has several events taking place at the same time. There is a definite safety issue in regards to the volume of cars that park in places they are not supposed to. Council have asked that pictures are taken during the particularly bad times for review. This will be added to the agenda in May 2024.

An email will also be sent to regular hirers to ask that they consider car sharing, finding other forms of transport if possible, to help reduce the volume of cars in the centre and church car park.

8. FINANCIAL MATTERS

- i) Questions over whether the Budget Report is accurate due to such a big shortfall in budgeted income, for example the Springfield Room budgeted income of £16K compared to current income of £7K, and Daffodil Room budget of £17K and actual of £7K. Possibility of whether the figures were based on pre-covid income. Council however, are happy with what the centre has received compared to paid out during the year. Budgets are to be looked at and updated for the new financial year to ensure they are more accurate.
- ii) The new Booking Clerk has started and has been working on a comparison between local hall hires. Springfield has shown 2nd highest based on cost, however capacity and extras provided with the halls vary for example bar facilities, kitchen etc. Springfield is also the only centre with free unlimited parking.
- iii) The website needs updating to show correct details of activities that take place during the week, the booking clerk will now also be sending out emails after events to hirers to ask them to provide a google review. Councillors have also said they will do personal reviews if they have hired the halls themselves.
- iv) Regular hirers are coming back and booking until the end of the year. The centre has several new classes that are bringing in more revenue.
- v) A support group for sight and hearing impaired on behalf of Essex County Council have been in touch and asked for a hall for a team building day in return for advertising of the centre. Currently waiting on an email back to confirm how the advertising will happen and will then be put to council to agree.
- vi) Play in the park will go ahead as planned in August 2024.
- vii) Discussion over why payroll budget is not accurate on budget report. The new clerk will contact payroll when she starts to discuss how we can report this more accurately as we use an outside payroll company.

9. HIRER REQUEST

A hirer's request for a banner to be placed on the front fence has been denied. Council agreed that it had potential to cause issues with other hirers also wanting banners displayed which could make the fence overcrowded and messy. There is also a time limit on how long banners can be displayed for.

10. SPC HEATING

- i) Members discussed the current issues with the library boiler and have agreed it now needs replacing.
- ii) The plumber has stated that the radiators in the several rooms need additional pumps to push the water through and heat them up as they currently do not work.
- iii) 2 pumps are needed, and council have agreed that estimate 1925 can go ahead, with an estimate of £1,540 +VAT.
Estimate 1921 can also go ahead with the understanding that this will fix the issue and that if the money is spent and the problem isn't fixed, the centre may no longer use the current supplier. Estimate price of £1,201 +VAT.
- iv) Money to come from CIL fund and £1,000 left from Premises Manager's Budget. This will need to go through the finance and policy committee. As the next meeting isn't until June 2024, R. Lee will send out an email and confirm in writing that way that the plans can go ahead as discussed.

11. WHITE GOODS

Washing Machine requested to help with cleaning equipment rather than having to throw away and reorder. Members agreed a budget of £300. A clothes horse will also be purchased for drying purposes. This will be placed in a discreet area to keep centre tidy. The washing machine will go in the kitchen as there is a space and plumbing available.

12. NEW HIRER TERMS & CONDITIONS

Members have read and all agree on the café terms and conditions. Bar licence is nearly complete, and the café owner will be able to provide bar services to Springfield and Chelmer Village. Very positive feedback in regards to how the café is coming along, and hirers and staff speak highly of the service provided.

13. ENERGY CONTRACTS TO BE RENEWED

Figures not available in time for the meeting. Premises Manager will email out to members when he has them.

14. INTRUDER ALARM

Current alarm system is very old, and there are problems with the sensors and parts. This is causing expensive call out charges at nearly £1000 this year. The system keeps failing so members have agreed that this needs updating as soon as possible.

Council have agreed that the 2nd quote of £5348.44 +VAT for a complete new system is necessary rather than just updating certain parts of the old system. CIL fund to be considered again once confirmation of who has access to it has been gained. R. Lee will email the finance and policy committee to confirm whether policy states that a 2nd quote is needed, and for what figure this applies to. This will again be done over email.

Meeting closed 8.30pm.

Signed.....

Date.....