

SPRINGFIELD PARISH COUNCIL
MINUTES OF THE PREMISES COMMITTEE MEETING
HELD ON 22nd JANUARY 2024 AT 7.00 P.M.
SPRINGFIELD PARISH CENTRE CM1 6GX

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

64. APOLOGIES FOR ABSENCE – There were None.

65.CO-OPTION ONTO COMMITTEE There were None.

66.DECLARATIONS OF INTEREST & DISPENSATIONS FOR ITEMS ON THE AGENDA

Cllr S. Byrne-Lagrué stated she had been assisting in the Springfield Office regards bookings admin.

67.TO APPROVE AND SIGN THE MINUTES OF THE PREMISES COMMITTEE MEETING – held on 4th September 2023

RESOLVED: that the minutes of the meeting be approved and signed as a correct record.

68.PUBLIC QUESTION TIME - there were none.

69.RISK ASSESSMENTS

Parish Council Grounds – no significant risks to report.

Parish Council Premises – no significant risks to report.

RESOLVED: that the information is noted.

70. PREMISES MANAGER UPDATE

- a) Boleyn room and entrance Hall has been re-painted.
- b) New Car park Gate due to be installed w/c 15/1/24.
- c) A decision was made at full council meeting, to allow a payment plan for debt owed from a hirer.
- d) 5 Year testing will commence on the 1st of February 2024
- e) New café operators have been in place since December 2023 on a trial basis.

RESOLVED: that the information is noted and the P&FM to contact Chelmsford City Council to inform them of new gate and closure times.

71.FINANCIAL MATTERS

Budget Report not complete – Due to change of accounting systems.

RESOLVED: it was noted that an up-to-date budget report was not available due to the transition of the accounting system to Edge.

72.BAR FACILITY

An application has been successful for a new Designated Premises Supervisor.

RESOLVED: that the information is noted.

73.SPC HEATING -

RESOLVED- Members asked P&FM to contact other Clerks to obtain information regards who does their servicing for commercial heating and to obtain prices to compare.

74.NEW HIRER TERMS & CONDITIONS

RESOLVED: - Members agreed to include the following when setting up new contract for café hirer.

- a. General hours of 8am – 5pm
- b. 2 free hours of operation on a weekend for events and £5 per hour once 2 hours have expired.

75.ENERGY CONTRACTS TO BE RENEWED

RESOLVED: Members decided to wait and review new quotes at March Meeting

Cllr R. Lee – Chairman
Meeting closed 8.03 p.m.

Chairman

Date