

SPRINGFIELD PARISH COUNCIL
MINUTES OF THE PREMISES COMMITTEE MEETING
HELD ON 24TH JULY 2023 AT 7.15 P.M.
SPRINGFIELD PARISH CENTRE CM1 6GX

PRESENT Cllrs B Chadwick, R Lee (Chairman), N. Dudley, S. Byrne-Lagrué, Ms S Sullivan and G. Brazendale.

In attendance: Clerk to the Council.

17 APOLOGIES FOR ABSENCE – were received and accepted from Cllr I Fuller.

18 CO-OPTION ONTO COMMITTEE – Cllr G. Brazendale was co-opted onto the committee as a substitute for Cllr I Fuller.

19 DECLARATIONS OF INTEREST & DISPENSATIONS FOR ITEMS ON THE AGENDA

Cllr S. Sullivan declared a non-pecuniary interest in minute 25 as a member of Village Council of Chelmer and Hall trustee.

Cllr S. Byrne-Lagrué declared an interest in minute 29 as a volunteer with a group who hire the premises.

20 TO APPROVE AND SIGN THE MINUTES OF THE PREMISES COMMITTEE MEETING – held on 22nd May 2023

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

21 PUBLIC QUESTION TIME – there were none.

22 RISK ASSESSMENTS

Parish Council Grounds – no significant risks to report.

Parish Council Premises – no significant risks to report.

RESOLVED: that the information is noted.

23 PREMISES MANAGER UPDATE

RESOLVED: that members noted the plant room (Library Side) pumps had been replaced on the 12th of July 2023.

24 FINANCIAL MATTERS

24.1 **Budget Report**

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

RESOLVED: that the information is noted.

24.2 **Finance & Marketing Officer Report**

Members received an officer report.

RESOLVED: that (a) all members of the Council are asked, via email, for their views of ways to market the Parish Centre;

(b) responses from members will be collated and the Chairman of the committee, Cllr R. Lee, will review and discuss options with the Marketing Officer;

(c) the results of the options will be submitted in a report to a future meeting of the committee.

25 CHELMER VILLAGE HALL ADMIN RECHARGES

Amount to be set for admin charges to Chelmers Village Hall for the officer support provided by Springfield Parish Council. Members noted the current rate is £5,750.00 per annum.

RESOLVED: that (a) the admin fee for 2023 will remain unchanged at £5,750;

(b) the sum will be reviewed again in 2024;

(c) it was noted that Cllr S. Sullivan took no part in the discussion as a Trustee of the Hall.

26 NEW PLANT ROOM PUMPS- LIBRARY SHARE OF COSTS

Further to minute No.7a of Premises Meeting 22nd May 2023, members were advised that the SLA agreement with Essex County Library Service proved that ECC were not liable for any cost recharge for plant room repairs.

RESOLVED: the information be noted.

27 SEVERE WEATHER POLICY UPDATE

Members had requested separation of the policy to reflect staff and customers.

RESOLVED: it be noted that the severe weather policy had been separated into 'employee' and 'customers'.

28 BARRIER/GATE AT PREMISES ENTRANCE

Further to minute 5 of the meeting held on 22nd May costs to install a barrier at the entrance to the Parish Centre car park had been obtained.

RESOLVED: that (a) clarification is sought on whether the costs provided included required posts and installation of the gate;

(b) the costs to install bollards on the grass area adjacent to the Boleyn Room, to prevent persons driving across the grass when the gate is in a closed position be obtained;

(c) the parish handypersons are asked if they are able to install bollards on the grass area;

(d) a report is made to the next committee meeting.

29 HALL HIRE RATES TO REFINE AND REVIEW

RESOLVED: that Rate 1 for room hire rates - non-profit making organisation, parish resident, private party booking, charity and club rate for weekdays and weekend be retained;

Rate 2 room hire rates for non-parish resident private party booking, small business (non-VAT registered) be retained;

Bowers Hall/Boleyn Room Saturday rates, Cleaning and all other sundry charges to be retained.

30 MOBILE CATERING VAN REQUEST

A request had been received from a catering company to park a mobile food outlet in the car park of the premises, on a Tuesday 4pm -8pm and Saturday 12pm – 8pm.

RESOLVED: that (a) in principle there are no objections to giving permission with the proviso to the following being confirmed;

(b) contact is made with other parishes who permit the outlet to use their site to check for any potential pitfalls and whether any rental fees are taken from the outlet;

(c) enquires into the number of car parking spaces the van would require and monitoring of whether the outlet causes parish centre customers parking difficulties. If so this may prevent continued use of the space;

(d) if permitted the outlet be asked to locate in front of the gates accessing the adjoining field on the understanding that all litter and other associated waste is removed from the site;

31 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: that in accordance with the admissions to meetings act 1960, Members of the Public & Press were excluded for the following items of business due to their confidential nature.

32 BUSINESS CHARGES – REPORT AND DISCUSS

Cllr Lee reported on a meeting that he and Cllr Fuller held on 4th July, with a business customer of the Centre.

RESOLVED: that (a) the inclusive monthly rental will be £450.00;
(b) the rate will be reviewed again at the end of November 2023.

33 REGULAR HIRE (BUSINESS) RATE

Members were asked to appoint 2 members to discuss hire rates prior to budget setting in September.

RESOLVED: that (a) Cllr R. Lee and Cllr S. Byrne-Laguer be appointed to meet with business representatives prior to the committee budget setting meeting in September;

(b) confirmation is provided by the Premises Manager regarding hire rates currently being charged and dates these were agreed with members.

Cllr R. Lee – Chairman
Meeting closed 8.35 p.m.

Chairman

Date