



Springfield Parish Council

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Locum Clerk to the Council: John Watson

Springfield Parish Council Minutes of the Premises Meeting

The committee met at 7pm on Monday 9th September 2024 in the Council Chamber, Springfield Parish Centre, St Augustine's Way, Springfield, Chelmsford, Essex, CM1 6GX

Councillor R Lee chaired the meeting.

Present: Cllrs I Fuller, N Dudley, B Chadwick.

In attendance: Finance and Committee Clerk M Kingston, Premises Manager R Rayner, and two members of the public.

029/24. Apologies for Absence

The council was aware that Cllr S Byrne-Lagrué would not be at the meeting.

030/24. Declarations of interest

There were no declarations of interest.

031/24. Minutes

The minutes of the premises committee meeting held on the 15th July 2024 were received and agreed. After discussions in regards to confirming that hirers were able to bring in their own alcohol for hire of the Bowers Hall and were not restricted to only hiring the bar, Cllr R Lee edited the incorrect statement on the minutes section 026/24 Hall Hire Rates and Terms and Conditions. The minutes were then signed and dated by Cllr R Lee.

032/24. Public Question Time

Two representatives who run the Friday Tea Dance club attended the meeting to discuss the ongoing issues with car parking on a Friday afternoon.

In the previous meeting, it was agreed that the Clerk would write to the church and ask if the church car park could be used. The Premises Manager explained that he was given verbal confirmation from the Clerk that hirers could use the church car park.

The finance and committee clerk will speak to the church for written confirmation as requested by the councillors, and once that is received, contact the other hirers on a Friday to let them know to use the church car park to allow the tea dance to continue parking in the centre car park.

033/24. Premises Manager Updates

- A) There were no significant risks to report with the Parish Council Grounds.
- B) There were no significant risks to report with the Parish Council Premises.

The members of the Tea Dance asked that the council have another look at historic concerns the club made in regards to health and safety back in 2022. The Premises Manager will investigate and get back to the members.

034/24. Hall Hire Rate and Terms and Conditions

The council discussed the current hall hire rates and it was decided that this would be looked at again in December when the council has a more detailed idea of expenditure in regards to bills. It was also discussed that the current kitchen prices may need to be adjusted to reflect what the centre offers within the kitchen for hire. It was decided that a new fridge and freezer would be purchased for the kitchen to allow hirers to store a more varied option of food and drinks for parties, particularly ice/ice cream as there is currently no freezer available. The centre would also look at providing cups/cutlery for teas and coffees. The Premises Manager informed the council that there are cups available that would be suitable. Cleaning equipment would also be provided such as washing up liquid and sponges. This will also be reviewed at the next premises meeting.

The Terms and Conditions were received and discussed. In section 16 where it states that 'ready cooked food could be brought onto the premises providing the relevant hygiene certificates have been obtained', it was clarified that this only meant if a hirer was to use a outside catering company, not for just bringing in party food.

035/24. Maintenance reports Heating and Lift

The council received the contract and quote for the lift company to service and maintain the lift. This was agreed at a cost of £720.00 per year. Proposed by Cllr R Lee, seconded by I Fuller and agreed unanimously.

The heating quote for boiler, radiator and hot water repairs within the Boleyn Room, disabled toilet, boiler room and the nursery rooms were discussed, Cllr I Fuller asked for clarification on whether a part was included as a replacement or investigation. The Premises Manager will confirm with the heating company. The quote totalling £3,864.00 was agreed, proposed by I Fuller, seconded by R Lee and agreed unanimously.

The council asked the finance and committee clerk to look into whether the library is liable for paying towards the costs, this will be looked into and a copy of the contract sent to the councillors to discuss.

036/24. PPL/PRS

The quote for the PPL/PRS was received and discussed. It was agreed that the finance and committee clerk would speak to the company for clarification on what the centre needs to pay for, as some hirers pay their own music licences. This will be confirmed and reviewed at the next premises meeting.

037/24. Exclusion of the Press and Public

The Press and Public were excused from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as the matters discussed were confidential.

038/24. Historic Rates of Hire

The historic rates were discussed, and a decision was made.

With no further business to discuss, the meeting was closed at 8.45pm.

Signed.....

Date.....