

## **Springfield Parish Council**

### **Minutes of the Premises Committee**

The committee met at 7pm on Monday 15<sup>th</sup> July 2024 in the Council Chamber, Springfield Parish Centre, St Augustine's Way, Springfield, Chelmsford, Essex, CM1 6GX

Cllr N Dudley was elected to chair the meeting. Proposed by Cllr I Fuller and seconded by Cllr S Byrne-Lagrué.

Present: Cllrs N Dudley, I Fuller, B Chadwick and S Byrne-Lagrué.

In attendance: Clerk to the Council, Clare Milligan, Administration and Committee Clerk, Maisie Kingston, and two members of the public.

#### **017/24. Apologies for Absence**

Apologies were received and accepted from Cllr R Lee.

#### **018/24. Declarations of interest**

There were no declarations of interest.

#### **019/24. Election of Vice-Chair**

Cllr N Dudley was elected to be Vice-Chair. Proposed by Cllr I Fuller, seconded by Cllr B Chadwick, and agreed unanimously.

#### **020/24. Minutes**

The minutes of the Premises Committee meeting held on the 28<sup>th</sup> May 2024 were received and agreed. Cllr N Dudley signed and dated.

#### **021/24. Public Question Time**

Two representatives who run the Friday Tea Dance club attended the meeting to discuss the issues their members have with parking at the centre on a Friday afternoon. They advised how since the prayer group started, parking had become more difficult for their members as it had become far busier.

**It was resolved to move the Car Parking item forward.**

#### **022/24. Car Parking at the Centre**

Cllr N Dudley advised that she had spoken with the leader of the prayer group at the 25<sup>th</sup> Anniversary celebration, and they advised they will be contacting the church next door to the centre to see if they can use their car park instead. A discussion took place, and the committee agreed to write to the Church Warden to see if the church carpark could be used. Proposed by Cllr I Fuller, seconded by Cllr S Byrne-Lagrué and agreed unanimously.

**It was resolved to move the IT Infrastructure item forward.**

#### **023/24. IT Infrastructure**

The Clerk invited two members of the new IT Support Company to discuss the current issues with the buildings IT infrastructure. They explained how wires are not labelled correctly; the centre is currently running 4 different systems instead of one and there is no documentation or details on how any of the wires have been installed

or what they are for. This is possibly the main reason the centre has so many issues with connection to the WIFI. They also explained how currently, staff and members of the public can access the same WIFI system, which could cause a GDPR (General Data Protection Regulation) risk. The IT company had submitted a quote to undertake an investigation into the situation and possible rewiring at a cost of £3,115.00 plus VAT. The committee had an in-depth discussion and agreed the work needed to be undertaken. Proposed by Cllr S Byrne-Lagrué, seconded by Cllr B Chadwick and agreed unanimously.

#### **024/24. Premises Manager Updates**

1. Parish Council Grounds- There were no significant risks to report.
2. Parish Council Premises- There were no significant risks to report.
3. The bollards have been installed in the car park.
4. The Clerk advised she had contacted 'Spotlight Sound' regarding the speaker which is not working in the Bowers Hall. They had agreed to take down the broken speaker to see if it could be repaired and give the committee an idea of the cost. This will be taken to the next Premises meeting for an update and decision.

#### **025/24. Financial Matters**

The budget report summary up to the end of June 2024 was received and agreed as well as an income comparison report between 2023/24 and 2024/25. It was agreed that these will be completed and reviewed every 3 months.

#### **026/24. Hall Hire Rates and Terms and Conditions**

The current hall hire rates were circulated and discussed. It was decided that a new comparison of halls in the area was needed to see what other halls charge for their facilities. The Clerk will pull together a percentage increase spreadsheet, and this will be provided at the next Premises meeting alongside the comparison report for further discussion and decision.

The current terms and conditions were discussed. The Clerk suggested that rather than asking for the whole payment to secure bookings, that a non-refundable £50 deposit was to be paid and the remaining balance no later than 3 weeks before the event. The damage deposit due date should also be changed to no later than 2 weeks before the event and it would be returned to the hirer after 2 working days, to allow for the hall to be checked and any necessary damage charges to be agreed and actioned. The council discussed the adult to child ratios for events and agreed that they needed to stay in the terms and conditions for safeguarding reasons, these points will be mentioned to any hirers when booking parties. The Clerk explained that legally hirers were able to bring in their own alcohol, if requested, as long as it wasn't sold. It was felt not allowing alcohol on the premises meant the centre was losing hires. However, for the main hall, Bowers Hall, the bar would have to be hired. Outside professional food companies could also be used for parties/events as long as they have the relevant insurances and hygiene certificates. The committee

agreed that other centres which hire out their halls should be looked at to see if they allow alcohol on the premises. This item will then be brought back to the next Premises meeting for agreement.

**027/24. Private and Confidential**

It was resolved that the meeting would be closed to the public and press under the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted in the following items.

**028/24. Café Lease Agreement**

The committee received the draft lease agreement, which was discussed in-depth and slightly amended. The Clerk will recirculate to the committee and send to the Café owner for agreement.

There being no further business, the meeting was closed at 8.50pm.

Signed: .....Chair    Dated:.....