

SPRINGFIELD PARISH COUNCIL
MINUTES OF THE PREMISES COMMITTEE MEETING
HELD ON 16TH MAY 2022 AT 7.30 P.M.
SPRINGFIELD PARISH CENTRE

PRESENT Cllrs: R. Carson, A. Chong, I. Fuller, R. Lee, Mrs R. Moore

In attendance: Premises & Facilities Manager (P&FM)
Cllr S. Byrne Lagrue (*left at 7.35pm*)
Clerk to the Council
Committee Clerk
Two members of the public (*one left at 8.08 pm*)

1 ELECTION OF CHAIRMAN

RESOLVED: Cllr R. Carson be elected as Chairman for this meeting.

2 APOLOGIES FOR ABSENCE – were received and accepted from Cllrs S. Sullivan and A. Potts.

3 CO-OPTION ONTO COMMITTEE –

RESOLVED: that Cllr A. Chong be co-opted onto the committee as a substitute for Cllr A. Potts.

4 DECLARATIONS OF INTEREST & DISPENSATIONS FOR ITEMS ON THE AGENDA

Members were advised that Cllr Byrne-Lagrue had applied for, and been granted, a dispensation to speak and take part in the debate at minute 9 – Springfield Youth Club. The dispensation had been requested due to Cllr Byrne-Lagrue having an interest as a youth club team member, helper and organiser.

RESOLVED: that (a) the dispensation requested by Cllr Byrne-Lagrue be noted and accepted, it was also noted that Cllr Byrne-Lagrue declared a non-pecuniary interest in the Springfield Youth Club;

(b) Cllr Byrne-Lagrue would not take part in any vote (as a non-committee member) should there be a vote on any matter taken in the meeting;

(c) Cllr Byrne-Lagrue requested she be permitted to record the meeting up to the conclusion of minute 9, no objections were raised to this request.

(d) to prevent confusion the Chairman requested that Cllr Byrne-Lagrue sit in the public gallery.

(Cllr Byrne-Lagrue left the meeting)

5 MINUTES OF THE PREMISES COMMITTEE MEETING – held on 21st March 2022.

RESOLVED: that the minutes of the Meeting held on 21st March 2022, be approved and signed as a correct record.

6 PUBLIC QUESTION TIME – two members of the public were in attendance. One of which was in attendance to discuss minute 9 Youth Club.

7 RISK ASSESSMENTS

RESOLVED: that it is noted no significant risks had been identified.

8 **PREMISES UPDATE REPORTS**

Lift - The P&FM advised members that the lift had suffered several problems during its upgrade and new parts were still awaited. Payment for the refurbishment has been withheld

RESOLVED: that the information is noted.

9 **SPRINGFIELD YOUTH CLUB**

The youth club leader had attended tonight's meeting to discuss matters that had arisen over a period of months and had caused them some concerns. Each matter the leader raised was dealt with in turn and it was:

RESOLVED: that (a) the youth club be permitted to have, free of charge, 15 minutes of setting up / clear down time. The 15 minute time window would be a total time allowed to set up or clear down. There would not be a 15 minute free window either side of their hire period e.g. at the beginning and at the end;

(b) an information sheet for caretaking staff would be prepared to advise staff of the hire requirements that the Youth Club have e.g. opening of gates, ensure room is ready to use and turning on of outside lights to ensure the room is ready to use.;

(c) it is noted that the alleged gas leak had been through a Council complaints procedure and the unfounded complaint closed, an emergency 'gas leak' telephone number would be displayed in the building;

(d) the dimensions of the toilet within the annexe would be checked, if these proved unsuitable for disabled use the sign on the door would be removed, either of the two remaining toilets could be accessed;

(e) consideration would be given to inviting regular customers, who hire the facilities, to future meetings.

*(one member of the public left the meeting)
(recording of the meeting ceased)*

10 **CAFÉ SENSOR BAR**

Members were notified that one door opener that enters/exits the Café, had failed and been removed; the press button opening doors comply with disability requirements. Therefore a replacement was required. Three quotations had been obtained and each company advised that the age of the openers indicated they were nearing the end of their life and it would be prudent to change both. Each company had provided a quotation to replace two openers as follows:

Company A: £535 + VAT

Company B: £650 +VAT

Company C: £495 + VAT

RESOLVED: that Star Doors be appointed to replace two door opening mechanisms at a cost of £495 + VAT (from N/C 5831 Misc repairs).

11 **KITCHEN SHUTTER (BOWERS HALL)**

Further to minute 75 of the 24th January 2022, meeting, a quotation had been obtained. The P&FM advised that the kitchen shutter was closing intermittently. An Engineer would be visiting to investigate.

RESOLVED: that as the matter was reasonably urgent the P&FM would advise members via email, after the visit from the Engineer, of the costings to fix or replace the kitchen shutter to prevent the need to wait until the end of July.

12 **OAK TREE MAINTENANCE**

Members were advised that in association with Essex County Council the Parish Council is responsible for maintenance of the Oak trees adjacent to the library. Regular maintenance of the Oak trees is required. Appropriate planning permission had been granted (21/05/276/TPO). The following three quotations had been received:

Company A: £950 + VAT
Company B: £825.00 +VAT
Company C: £1,200 + VAT

RESOLVED: that (a) James Curry be appointed to undertake the Oak tree maintenance at a cost of £825 +VAT (to be taken from N/C 5590 - 60% library & 5910 landscape).

(b) Essex County Council (Library) would be charged 60% towards the costs as per the lease agreement.

Cllr R.Carson
Chairman

Meeting closed at 8.22 p.m.

Signed.....

..... Chairman

Date 25/7/22