

SPRINGFIELD PARISH COUNCIL
MINUTES OF THE PREMISES COMMITTEE MEETING
HELD ON 17th MAY 2021 AT 7.30 P.M.
SPRINGFIELD PARISH CENTRE

PRESENT Cllrs: Miss S. Byrne-Lagrué, R. Carson, I. Fuller, R. Lee, Mrs R. Moore, A. Potts

In attendance: Cllr A. Chong, Premises & Facilities Manager (P&FM) and Committee Clerk

1 **APOLOGIES FOR ABSENCE** – were received and accepted from Cllr Ms S. Sullivan.

2 **ELECTION OF CHAIRMAN** – Cllr I. Fuller was nominated by Cllr R. Lee and seconded by Cllr R. Carson.

3 **CO-OPTION ONTO COMMITTEE** – Cllr Miss S. Byrne-Lagrué was co-opted onto the committee as a substitute for Cllr Ms S. Sullivan.

3 **DECLARATIONS OF INTEREST & DISPENSATIONS FOR ITEMS ON THE AGENDA** – there were none.

4 **MINUTES OF THE PREMISES COMMITTEE MEETING** – held on 22nd March 2021.

RESOLVED: that the minutes of the meeting held on 22nd March 2021 be approved and signed as a correct record.

5 **PUBLIC QUESTION TIME** – there were none in attendance.

6 **BUDGETS AND FINANCE**

6.1 **BUDGET REPORT** for Period April 2021 – May 2021 members were advised that it was currently unavailable due to the end of year process.

RESOLVED: that

- (a) the information relating to the budget report be noted;
- (b) Finance and Marketing Officers report was noted.

7 **FIRE ALARM WORKS**

As requested at the last meeting and as per minute 66 (a), members were asked to advise P&FM how they wished to proceed following receipt of a quotation from the current provider to replace the upstairs fire detection equipment at a cost of £729.65.

RESOLVED: that

- (a) P&FM makes contact with the parish council insurance company to clarify the implications if the works are not carried out;
- (b) Three quotations are obtained to replace the upstairs fire detection equipment.

8 **LIBRARY STONWORK**

RESOLVED: The P&FM reported a response from ECC is still awaited.

9 **AIRCONDITIONING**

RESOLVED: it be noted that the new air conditioning in the Bowers Hall was now installed and a maintenance contract is in place. Costs of installation came from N/C 3200 Parish Centre Maintenance Reserves.

* Amended 26 July 2021

MINUTES OF THE PREMISES COMMITTEE MEETING - held on 17th May

Further to minute 11 - Energy Renewal.

Members wished the following additional information to be recorded within the minutes.
Supplier information costs had been received as follows:

No1	£5627.77	(+3.22% on present contract)		
No2	£6429.05	(+17.91%	"	)
No3	£5944.01	(+9.02%	"	)
No4	£4971.09	(- 8.83%)	"	)
No5	£4941.34	(-9.37%)	"	)

RESOLVED: (d) that the quotations showing predicted supply costs for renewable energy received by supplier No.5 (United Gas & Power) be accepted and noted that they have a carbon off setting programme;

(e) with the above amendment in place the chairman of the committee be authorised to sign the minutes as a correct record.


Signed chairman

10 **SAFEGUARDING**

Members had been circulated a draft safeguarding policy and they were advised of the need to appoint a member to be responsible for child and adult safeguarding matters as per 5.f) of the policy.

RESOLVED: that (a) the safeguarding policy attached at appendix A be approved;
(b) Cllr I. Fuller be appointed as the Council's interim safeguarding officer;
(c) P&FM to obtain a quotation from NSPCC to enable safeguard training for each council member;
(d) members suggested that all Parish Councillors be DBS checked and the item be referred to Personnel committee for consideration;
(e) the matter of the Council funding members to obtain their safeguarding level 3 qualification regardless of whether it was required for parish council purposes be referred to the Personnel committee for consideration.

11 **ENERGY RENEWAL**

Members received a verbal report regarding recommendations for the renewal of the Gas and Electricity contracts at the Parish Centre. Members were advised that the providers were quoting for renewable energy as suggested by members.

RESOLVED: that (a) members agreed the P&FM arranges switching the gas and electricity to accounts to United Gas & Power;
(b) the P&FM will email members the figures showing the savings by switching to United Gas & Power;
(c) the P&FM will identify if United Gas & Power offset their carbon and email members with the findings.

12 **AUTOMATIC DOORS AT PARISH CENTRE**

Members were advised that the 3 automatic doors in the newer part of the building, installed in 2013, were likely to start incurring significant expense. The 2 external automatic doors are now obsolete meaning future repairs were likely to be expensive. The automatic door leading to the cafe area is seeing significant costs to be kept in service. Recent maintenance identified that a new sensor is needed at a cost of £780. Members were asked to consider obtaining quotations for replacement doors and reminded of the recent costs (over £1000) for repairs in October 2020.

RESOLVED: that
(a) during the coming week the P&FM obtains three quotations for replacing the café door sensor and emails these to members who will advise the P&FM on the quotation they wish to proceed with;
(b) 3 quotations are obtained for replacing the 3 automatic doors;
(c) P&FM to identify whether partial costs relating to the replacement of the 2 external automatic doors near the library could be recharged back to the library.

13 **POLICIES TO BE REVIEWED**

RESOLVED: that
(a) there is no change to the CCTV policy;
(b) PCI Compliance, Members were advised that the Clerk had completed this in association with the Council's bank and members approved the PCI / PDQ policy.

Meeting closed at 8.50 p.m.

Signed..... Chairman Date 20/8/21

SPRINGFIELD PARISH COUNCIL**SAFEGUARDING POLICY****APRIL 2021 (v.1)****1. Purpose**

Safeguarding and promoting the welfare of children and adults at risk from abuse or neglect.

This policy defines how Springfield Parish Centre operates to safeguard children, young people and adults at risk of abuse or neglect.

We have a duty of care and are committed to the protection and safety of customers who enter our premises including children, young people and adults at risk involved as visitors and/or participants in all activities and events. We also have a duty to safeguard and support our members, volunteers, and staff.

2. Definitions

Children and young people are defined as those persons aged under 18 years old. This policy will apply to all staff, contractors and volunteers and will be used to support their work.

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health and development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

Adult at risk of abuse or neglect

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to paragraph 14.2 of the Care Act 2015:

- Has care and support needs
- Is experiencing, or is at risk of, abuse or neglect
- As a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk.

3. Persons affected

- All members, volunteers, and staff
- All those attending any activity or service that is being delivered from Springfield Parish Centre
- All visitors and contractors

4 Policy principles

There can be no excuses for not taking all reasonable action to protect adults at risk of abuse, exploitation, radicalisation, and mistreatment. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age or illness.

Springfield Parish Centre has a zero-tolerance approach to abuse.

Springfield Parish Centre recognises that under the Care Act 2014, it has a duty for the care and protection of adults who are at risk of abuse. It also recognises its responsibilities for the safety and care of children under the Children Act 1989 and 2004.

Springfield Parish Centre is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.

Springfield Parish Centre is aware of the work of their local Safeguarding Board/Partnership and other support organisations on the development and implementation of procedures for the protection of adults vulnerable from abuse. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

Springfield Parish Centre is committed to the following principles:

- The welfare of the child, young person or adult at risk is paramount
- All children, young people and adults at risk have the right to protection from abuse
- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately.

5 Procedures

- a) All members of the committee will have signed the declaration of acceptance of office which includes a declaration that they have no convictions in relation to abuse.
- b) All members of the committee will familiarise themselves with safeguarding responsibilities, undertake training on safeguarding issues including whistleblowing where it is available and offered by their local safeguarding board/partnership or other local support organisation **and** ensure that they understand the principles set out in this policy at 3 above.
- c) All members of the committee will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.

- d) All members of the committee, helpers or other volunteers will not have unsupervised access to children or adults at risk unless appropriately vetted.
- e) The hall committee will follow safe recruitment practices.
- f) A member of the committee will be appointed to be responsible for child and adult at risk safeguarding matters. This person will have responsibility for reporting concerns that arise, as a matter or urgency, to the relevant safeguarding agency.

The named person is: Councillor Ian Fuller until this document is amended to state otherwise.

- g) All suspicions or allegations of abuse against a child or adult at risk will be taken seriously and dealt with speedily and appropriately. The appointed person will know who to contact and where to go for support and advice in relation to an allegation a concern about the quality of care or practice or a complaint. An allegation may relate to a person who works with children or adult at risk who has:
 - Behaved in a way that has harmed a child or adult at risk or may have harmed a child or adult at risk
 - Possibly committed a criminal offence against or related to a child or adult at risk; or
 - Behaved towards a child or children or adult at risk in a way that indicates they may pose a risk of harm to children.
- h) The Parish Centre committee will ensure that all hirers of the Centre have signed a hiring agreement. This will require all hirers who wish to use the hall for activities which include children and adults at risk, other than for hire for private parties arranged for invited friends and family, to produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS).
- i) The Premises committee will carry out an annual review of this policy.