

SPRINGFIELD PARISH COUNCIL  
MINUTES OF THE PREMISES COMMITTEE MEETING HELD ON MONDAY 22nd MAY 2023  
AT 7.30 PM AT SPRINGFIELD PARISH CENTRE

PRESENT: Cllrs: B Chadwick, I Fuller, R Lee (Chairman), N. Dudley, S. Byrne-Lagrué,

IN ATTENDANCE: Cllr G. Brazendale, Premises & Facilities Manager & RFO & Deputy Clerk and 3 members of the public (left at 8.08pm)

1. **APOLOGIES FOR ABSENCE** – from Cllr S. Sullivan were received & accepted.
2. **CO-OPTION ONTO COMMITTEE** - there were none.
3. **DECLARATIONS OF INTEREST & DISPENSATIONS FOR ITEMS ON THE AGENDA** – Cllr Byrne-Lagrué declared a non-pecuniary interest by virtue of being a volunteer at Springfield youth group and pecuniary interest by virtue of being a member of Chelmer Village council.
4. **TO APPROVE AND SIGN THE MINUTES OF THE PREMISES COMMITTEE MEETING** – held on 20<sup>th</sup> March 2023

**RESOLVED:** that the minutes of the meeting held on the 20<sup>th</sup> of March 2023 be approved and signed as a correct record.

5. **PUBLIC QUESTION TIME**

5.1 A local resident had raised concerns regarding the anti-social behaviour in the parish centre carpark.

5.2 A representative of the youth group raised concerns over the Health & Safety and cleanliness of the space they hire. (Cllr B. Lagrué left 7.42pm returned 8.09pm)

5.3 Cllr Brazendale raised the question of marketing for the Springfield parish centre, and recommended leaflet drops and a banner in relation with social media marketing.

**RESOLVED – that (a)** the Premises manager and cllr R. Lee would arrange a meeting with hirers concerned. **(b)** Look at costs of installing a barrier at entry point into the parish car park be undertaken. **(c)** Cllr Lee would contact the Community Safety Engagement Officer of Chelmsford city council to see what could be done about frequent police visits to the car park.

**(d)** With Regards to Marketing P&FM mentioned that a new staff member had started in the marketing role and matters of advertising the parish centre would be looked into.

**6. RISK ASSESSMENTS**

Parish Council Grounds – no significant risks to report.

**RESOLVED-** that the above is noted.

**7. PREMISES MANAGER UPDATE**

a) New plant room pumps are awaiting a date for install.

b) 3 Portable air conditioning units had been purchased at cost of £1500.00

**RESOLVED-** that the above is noted and to enquire about charge back to Library for new pumps.

**8. FINANCIAL MATTERS**

Financial report – Unavailable at present time, due to end of year accounts.

**RESOLVED-** that the above is noted.

**9. FINANCE & MARKETING OFFICER REPORT**

Members received a F&MO report with regards to new hirers.

**RESOLVED-** that the above is noted.

**10. ADMIN CHARGES FOR CHELMERS VILLAGE HALL**

Members were asked to consider the amount to be recharged to Chelmers Village Hall for admin management done by Springfield Parish Council. The current rate is £5,750.00 per annum.

**RESOLVED-** a breakdown of costs is to be provided and discussed at the next meeting.

**11. DEFIBRILLATOR BATTERIES**

Both batteries in defibrillator need replacing at a cost of £203.00 + VAT P&FM advised there was only a budget of £100.00 for First Aid, members were asked can this be taken from CIL funds.

**RESOLVED-** Members agreed for funds to come out of CIL funds providing this is agreed with the Finance and Policy committee.

**12. SEVERE WEATHER POLICY**

Amendments had been added to include extreme hot weather.

**RESOLVED-** Members asked for the policy to be split for hirers and staff and to be reviewed at the next meeting.

**13.COMMUNITY GARDEN PROJECT APPOINT NEW VOLUNTEER CO-ORDINATOR**

Members were advised new volunteer Co-Ordinators were required further to Rose Moore & Mandy Girling leaving the council.

**RESOLVED-** Members referred the matter to the full council meeting.

**14.CCTV CAMERAS FOR SECURITY**

Further to minute number 25 (a & b) of the Premises meeting held on 25th July 2022 members were advised that the parish council would need to install an additional dedicated server at a cost of £2,500 to £3,000 to enable 24-hour CCTV monitoring for outside premises.

Minute 36.1 September 2022 (a) Members agreed in principle to have a dedicated server which would allow Chelmsford City Council to monitor the CCTV at Springfield Parish Centre 24 hours monitoring 365 days year; (b) the items are deferred to a Premises Committee meeting from April 2023 onwards.

**RESOLVED-** Members agreed that the monitoring of CCTV should be referred to Finance and Policy meeting for consideration.

**15.EMERGENCY EVACUATION PROCEDURE POLICY**

Members reviewed amendments/updates to emergency evacuation policy.

**RESOLVED-** a copy of both versions to be emailed to members for comparison and approval.

**16.AIR CON UNIT FOR CUSTOMERS**

Members were asked to consider the additional purchase x1 air con unit for the use in rooms that are used by regular hirers as the P&FM had been advised this was preventing hirers booking in summer months.

**RESOLVED-** Members agreed to go ahead with the purchase of an air condition unit that could be used for room hire by customers in hot weather.

Meeting Closed: 9.05 P.M.

Cllr R. Lee

Chairman

Signed .....

Date .....