



PRINCES RISBOROUGH TOWN COUNCIL



TO: THE MEMBERS OF THE COMMERCIAL SERVICES COMMITTEE (Councillors J Coombs, A Turner, A Ball, M Walsh, N Davis, T Murali,)

Dear Councillor,

You are summoned to attend a meeting of the Town Committee to be held at **The Princes Centre, Clifford Road, Princes Risborough** on **Tuesday 11th June 2019 at 6.00PM** when the business set out in the following agenda will be transacted.

Susanne Griffiths

Clerk to the Town Council
5th June 2019

AGENDA

1. **Election of Chairman**
2. **Welcome and Apologies for Absence.**
Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk.
3. **Acceptance of Previous minutes of the Commercial Services Committee held on 12th February 2019 and 7th March 2019**
To receive and approve as a correct record the minutes of the Commercial Services meetings held on the [12th February 2019](#) and [7th March 2019](#).
4. **Declarations of Interest and Dispensations**
To receive any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations.
 - i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.
 - ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure).
5. **Election of Vice Chairman**
6. **Public Forum**
Ten minutes are available for the public to express a view or ask a question on relevant matters on the following Agenda, as provided for in Standing Order Number 3 (e-k). The public are welcome to stay and observe the rest of the meeting.
7. **Correspondence**
To discuss and decide on a response to correspondence received relating to the Commercial Services Committee

The Princes Centre, Clifford Road, Princes Risborough, Bucks. HP27 0DP
Tel 01844 275912 e-mail towncouncil@princesrisboroughtowncouncil.gov.uk
Web: www.princesrisboroughtowncouncil.gov.uk



PRINCES RISBOROUGH TOWN COUNCIL



8. 39 High Street

- (1) To establish a working group
- (2) To receive an update from the Agents (Cllr M Walsh)
- (3) To approve the quotation for the work required to service the air conditioning system
- (4) To approve the quotation for the work required for the existing fire and alarm system
- (5) To discuss and decide on visual render ideas (Cllr M Walsh)

9. Risborough Community Centre

- (1) To receive a report from the Working Group and decide on any actions to be taken (Cllr J Coombs)
- (2) To discuss and decide on business rates
- (3) To review the all Risk Assessments and Asset Register
- (4) To discuss and decide on the current phone/broadband contract
- (5) To review the Caretaker contract

10. Market House

To review the hiring fees

11. Future Agenda items

To receive items to be included in the next agenda that fall under the remit of this Committee

12. Exclusion of Press and Public

To pass a resolution to exclude the public and press in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 to discuss and decide on the preferred contractor for the door access system for the Community Centre

13. Date of next meeting

To be advised

Distribution – all Councillors, Noticeboards and Council website.

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

Correspondence
Agenda Item No7

Kirsty Pope

From: bookings@princesrisboroughtowncouncil.gov.uk
Sent: Wednesday, 29 May, 2019 1:57 PM
To: susanne@princesrisboroughtowncouncil.gov.uk;
kirsty@princesrisboroughtowncouncil.gov.uk;
jayne@princesrisboroughtowncouncil.gov.uk
Subject: FW: U3A meeting June 19th

Hi Ladies,

Please see the email below asking to borrow some tables and chairs from the Community Centre, I would appreciate if you could give me the thumbs up or down on this request.
Kind Regards

Michelle Lane

Princes Risborough Town Council,
The Princes Centre,
Clifford Road, Princes Risborough
Bucks HP27 0DP
T: 01844 275912
www.princesrisboroughtowncouncil.gov.uk

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You should be aware that all emails sent to the Council are subject to the Freedom of Information Act 2000 and therefore may be disclosed to other parties under the Act.

QualityLogo_Blue

-----Original Message-----

From: [REDACTED]
Sent: Tuesday, 28 May, 2019 11:01
To: "Info" <info@risboroughcc.co.uk>
Subject: U3A meeting June 19th

I run the Food and Wine Appreciation Group at the U3A and next month, instead of meeting in the Cherry Baker Room, I am holding a garden party at my house at 64, Manor Park Avenue.
Would it be possible to borrow 2 of the tables from the Cherry Baker Room.
I could collect them in the morning at a time convenient to the centre and return at about 5.00pm
As a group leader I do have a key to the centre and the Cherry Baker Room so I don't have to bother anyone else.
It would be a great help to me if could permit me to have the tables.
Date required Wednesday June 19th.
[REDACTED] (Group Leader and President Risborough U3A.)
[REDACTED]

