



# PRINCES RISBOROUGH TOWN COUNCIL



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

Dear Councillor,

You are summoned to attend a meeting of the Commercial Services Committee to be held at **The Princes Centre, Clifford Road, Princes Risborough** on **Tuesday 23<sup>rd</sup> July 2019 at 6.00PM** when the business set out in the following agenda will be transacted.

*Susanne Griffiths*

**Clerk to the Town Council  
17<sup>th</sup> July 2019**

## AGENDA

**1. 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.

**2. Acceptance of previous minutes of the Commercial Services Committee held on 11<sup>th</sup> June 2019**

To receive and approve as a correct record the minutes of the Commercial Services meeting held on the [11<sup>th</sup> June 2019](#)

**3. 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).

**4. 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.

**5. Correspondence**

To discuss and decide on a response to correspondence received relating to the Commercial Services Committee



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## 6. 39 High Street

- a) To receive an update from the Working Group
- b) To receive an update from the Agent
- c) To approve removal of the manager's office etc. to make the space useable (Cllr I Pearce)
- d) To investigate a separate access for occupancy of the first-floor office (Cllr I Pearce)

## 7. Community Centre

1. To discuss and decide on the following Bookings Issues
  - a) Charging deposits to users on a frequent but not regular basis
  - b) What checks should be made before deposits are refunded
  - c) Hirers Agreements – should there be a different agreement for regular and occasional users
  - d) Charges – To review the charges for 2020 including whether there should be an hourly charge.
2. To review the Fire Risk Assessment
3. To discuss and decide on the request from the caretaker to meet each Monday morning to discuss any maintenance issues
4. To discuss the maintenance issues and decide on actions to be taken

## 8. Future Agenda items

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

## 9. Date of next meeting

To be advised

**Distribution – all Councillors, Noticeboards and Council website.**

**MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND**