



## PRINCES RISBOROUGH TOWN COUNCIL



### MINUTES OF A MEETING OF THE COMMERCIAL SERVICES COMMITTEE HELD ON TUESDAY 12th FEBRUARY 2019 AT 3.00PM IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.

#### PRESENT

Chairman - Cllr A Ball.

Cllrs J Coombs and M Walsh

#### In attendance

Clerk to the Town Council – Susanne Griffiths

Deputy Clerk to the Town Council – Kirsty Pope

No members of the public were in attendance.

#### 1. ELECTION OF CHAIRMAN

Cllr Walsh proposed Cllr Ball as the Chairman

Seconded by Cllr Coombs

RESOLVED: Cllr Ball elected as Chairman

#### 2. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies had been received from Cllrs Davis, Pearce and Turner.

RESOLVED: To receive and note the apologies from Cllrs Davis, Pearce and Turner.

#### 3. DECLARATIONS OF INTEREST AND DISPENSATIONS

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and any relevant dispensations. None were declared.

#### 4. PUBLIC FORUM

No members of the public were present.

#### 5. ELECTION OF VICE CHAIRMAN

Cllr Ball proposed Cllr Coombs as the Vice Chairman

Seconded by Cllr Walsh

RESOLVED: Cllr Coombs elected as Vice Chairman

#### 6. RESPONSES TO CORRESPONDENCE RECEIVED AT THE COMMERCIAL SERVICES COMMITTEE

A complaint has been received from a hall hirer regarding the heating and the ladies cloakroom.

The hirer has complained that the room is cold as the heating has not been switched on early enough prior to their booking and that the ladies toilets are not all working.

The members agreed that this has been a long term issue and are taking steps to resolve this situation with a view to finding a permanent solution. CCTV drainage survey to be organised to provide a solution to the blocked toilets. **KP**

A request for clarification on discounts for bookings from the Community Association.

Clarification has been requested on whether the Town Council will continue to apply a discount to bookings for the Cherry Baker room by the Community Association.

Cllr A Ball proposed that the Town Council do not apply discounts to any bookings. Seconded by Cllr J Coombs.

Resolved: No discounts are applied to any bookings for a room or hall in the Community Centre.

#### 7. COMMUNITY CENTRE WORKING GROUP

Cllr Walsh proposed that Cllrs Ball/Walsh/Coombs form a working group, together with former Community Centre Trustees to investigate any issues and report back to the Commercial Services making recommendations for the consideration of the members. Seconded by Cllr Coombs.

Resolved: To form a Community Centre Working Group and to meet on Monday 25<sup>th</sup> February 0930 at the Community Centre. **MW/JC/AB**

#### 8. AUTHORISATION OF THE CLERK AND FINANCIAL RESPONSIBLE OFFICER REGARDING THE COMMUNITY CENTRE

Cllr Walsh proposed to approve authorisation to The Clerk and Financial Responsible Officer for her to be authorised to undertake such actions as may be necessary, to transfer the utility supplies and the website for the Community Centre to the Town Council. Seconded by Cllr Coombs.

**Resolved: For the Town Clerk and Financial Responsible Officer to be authorised to undertake such actions as may be necessary, to transfer the utility supplies and the website for the Community Centre to the Town Council.**

**9. COMMUNITY CENTRE CARETAKERS ROLE**

Cllr Coombs proposed to have a named contact for the immediate role to assist with any call outs and emergencies and for the working group to investigate the role for the long term. Seconded by Cllr Walsh.

**Resolved: to offer the role to an existing Community Centre trustees on a 3-month contract at £150 per month.** **SG**

**10. COMMUNITY CENTRE EMERGENCY CONTACT NUMBER**

Cllr Walsh proposed that the Caretaker role includes being part of the emergency contact procedures. Seconded by Cllr Ball. All present agreed.

**11. BRANDING FOR THE COMMUNITY CENTRE**

Cllr Walsh proposed some Town Council window stickers are produced for the main doors to show the PRTC logo and new contact details for the Community Centre.

Seconded: Cllr Coombs. All present agreed. **KP**

**12. FUTURE AGENDA ITEMS**

- a) **To receive a report from the Working Group and decide on any actions to be taken.**

**13. DATE OF NEXT MEETING**

The date of the next meeting of the Committee is to be advised and will be held at the Princes Centre, Clifford Road, Princes Risborough.

There being no further business the meeting closed at 3.45pm.

Chairman.....

Date .....