



PRINCES RISBOROUGH TOWN COUNCIL

MINUTES OF A MEETING OF THE COMMERCIAL SERVICES COMMITTEE HELD ON THURSDAY 7TH MARCH 2019 AT 5.00PM IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.

PRESENT

Chairman - Cllr A Ball, Cllrs J Coombs, I Pearce, N Davis and M Walsh
Clerk to the Town Council – Susanne Griffiths
Deputy Clerk to the Town Council – Kirsty Pope
1 member of the public was in attendance.

1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

The Town Clerk reported that no apologies had been received.

2. 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.

3. PUBLIC FORUM

1 member of the public was present.

4. RESPONSES TO CORRESPONDENCE RECEIVED AT THE COMMERCIAL SERVICES COMMITTEE

A report has been received from a plumber regarding the drainage at the Community Centre

Previous drainage report dating back to 2015 was circulated to the members prior to the meeting. Although no obvious issues were found, the supplier did suggest re-routing some of the drainage to try and alleviate current issues.

All present agreed to progress the quote for the suggested work.

KP

An email has been received from the Risborough & District Model Railway Club regarding the Community Centre

The Club has requested that they continue to enjoy the use of some of the rooms on Festival day free of charge and would also like to know when the building extension is to start and finish.

All present agreed that the policy is not to offer rooms free of charge. With regards to the work to the building, at present no dates are firm and further updates will be provided as and when.

KP

5. 39 HIGH STREET

(1) An update from the Agents

Cllr Walsh updated the members on any progress made to date and agreed to circulate the next update when received.

(2) Visual Render Ideas

Agents have advised that a visual render would be a good idea to show prospective clients what the building may look like. **All present agreed to defer this to next meeting to see if any updates from the agent are available before money is spent on any visual work.**

(3) Proposed Schedule of Works

All present agreed for Cllr Pearce to go back to the supplier and ask for the Schedule of Works to be to be revisited to work within the agreed budget of £25,000

IP

(4) Splitting the two Floors

All present agreed for Cllr Pearce to speak to Andrew Eves Chartered Surveyors with a view to utilising the upstairs space and the options available.

IP

(5) Business Rates

All present agreed for Cllr Walsh to draft a letter to the Head of Services at WDC to dispute the payment. MW

6. RISBOROUGH COMMUNITY CENTRE

(1) Report from the Working Group

The Deputy Clerk updated the members on the action points from the previous meeting. All present agreed for Cllr Coombs to chair future meetings.

(2) Revised Plans

All present agreed to contact the architect to look at the existing plan with a view to re-modelling areas to allow for an office for the Town Council, efficiently utilise current storage facilities and to allow for more meeting rooms.

(3) Current key holders

The Clerk updated the members on the advice taken from the insurance company regarding the amount of keys in circulation. The insurance company recommended that a digital lock is fitted with a view to changing the code on a regular basis.

All present agreed for the office to investigate and to report back with costs and systems.

(4) Security of the Building

Cllr Coombs agreed to seek training on the existing CCTV systems and to report back to the committee. **JC**

(5) Terms of Reference and Letting agreement

All present agreed for the working group to look at the agreements.

(6) Appointment of a valuer to list the assets of the Community Centre

All present agreed to take advice from our current insurance company on a valuer. **SG**

(7) Timetable review

All present agreed for the working group to review the existing timetable and to report back to the committee with a recommendation.

(8) Structural Engineers Quotation

Cllr Walsh proposed to accept the quote of £4950 and for the fee to be allocated from the funds made available from Wycombe District Council. Seconded by Cllr Coombs.

Resolved: for the office to issue a work order for the structural quote. **KP**

7. FUTURE AGENDA ITEMS

To receive and update on 39 High Street

Community Centre risk assessment & asset register

To discuss and decide on the key holder procedure.

8. 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 6.00pm.

Chairman.....

Date

Page 04/19