



## PRINCES RISBOROUGH TOWN COUNCIL



### MINUTES OF A MEETING OF THE COMMERCIAL SERVICES COMMITTEE HELD ON TUESDAY 11<sup>th</sup> JUNE 2019 AT 6.00PM IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.

#### PRESENT

Cllr Matthew Walsh, Cllr Andy Ball, Cllr Coombs, Cllr Davies  
Clerk to the Town Council – Susanne Griffiths  
Deputy Clerk to the Town Council – Kirsty Pope  
Bookings Officer – Cate Holloway  
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

Apoloies were received and accepted from Cllr D Knights, Cllr A Turner & Cllr Pearce who had previous commitments.

#### 3. MINUTES

The minutes of the previous meeting on the 12<sup>th</sup> February & 7<sup>th</sup> March having been circulated were approved by the Meeting and signed by the Chairman.

#### 4. 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.

#### 5. ELECTION OF VICE-CHAIRMAN

Cllr Walsh proposed Cllr Pearce as the Vice Chairman  
Seconded by Cllr Davies  
RESOLVED: Cllr Pearce elected as Vice Chairman

#### 6. PUBLIC FORUM

No members of the public were present.

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

##### Email from resident asking to borrow Community Centre tables

All present agreed to decline the request.

KP

##### Letter from HMRC confirming permission to opt to tax with effect from 1<sup>st</sup> April 2019

Comments noted. The Clerk confirmed that she was waiting for the Council's VAT agent's response regarding any implications for existing invoices issued this year. It was agreed that VAT should be applied to commercial invoices immediately. The office is to check any latest invoices sent to PFP.

SG/CH

##### Email from WDC regarding information needed for Community Centre

All present agreed for the Clerk & Cllr Walsh to contact WDC to discuss releasing the funding for the feasibility work and for a working group to be set up to answer the additional questions requiring a response for the money allocated to the building work.

MW/SG

#### 8. 39 HIGH STREET

##### 1. To establish a working group

All present agreed to set a Project working group. The following agreed to be part of this working group; Cllrs Pearce, Cllr Ball, Cllr Walsh and Deputy Clerk Kirsty Pope.

MW/IP/AB/KP

##### 2. Update from the agents

Cllr Walsh updated the members on a report from the agent. Although interest has been encouraging, no firm offers are forthcoming at present. Cllr Walsh will continue to liaise with the agents.

**3. Quote for the work to service the air-conditioning system**

All present agreed to accept the quote from Aircon for £599.99. The office is requested to issue the work order. **KP**

**4. Quote for work require to the fire & alarm system**

All present agreed to accept the quote form Search Fire & Security for £599. The office is requested to issue the work order. **KP**

**5. Visual rendering update**

Cllr Walsh advised the members that the work order has been issued for the shop front with an anticipated completion date of w/c 1<sup>st</sup> July.

**9. RISBOROUGH COMMUNITY CENTRE**

**1. Report form the working group.**

Cllr Coombs advised the members that the working group have not met since the last meeting and will be looking at a date within the next 10 days. A report will be provided at the next Committee meeting. Cllr Walsh updated the members on a discussion he had with the Caretaker and asked the working group to look at the current PA set-up, CCTV set up and the boiler service.

In addition a new Project working group was agreed with the following members; Cllr Walsh, Cllr Coombs, Cllr Davis, Cllr Ball and the Clerk & Deputy Clerk. The office is requested to circulate some dates for the next meeting. **MW/JC/ND/AB/SG/KP**

**2. Business Rates**

All present agreed to authorise the invoice for the Community Centre business rates. **JM**

**3. Risk assessments**

All present agreed to authorise Ardenlea Fire to carry out a fire risk assessment at the quoted price of £200, in addition a fire extinguisher service at £35 and extinguishers checks at £5 and £2 for any fire blankets.

Cllr Coombs confirmed that he now has all the information relating to the latest building risk assessment and will now carry out a new assessment. **JC/KP**

**4. Phone/Broadband contract**

All present agreed to terminate the contract for the cloud line and accept the new contact based on an annual saving of £352.20, however the office is requested to ask BT if they would be able to reduce the quoted termination fee. **KP**

**5. Contract Caretaker**

The members were advised that the current 3-month contact has come to an end and the Caretaker is keen to continue the role on a long-term basis. It was agreed for the Clerk, Cllr Walsh & Cllr Coombs to meet with the Caretaker and to report back at next meeting. **SG/MW/JC**

**10. MARKET HOUSE**

Cllr Ball asked the members to consider revisiting the hire prices for the market house meeting room to increase the room hire numbers.

**Resolved: for the working group to meet to review current hire fees and to report back with a recommendation to the Committee. The following members agreed to be part of the working group.**

**KP/AB/ND/MW and to meet on the 2<sup>nd</sup> July between Planning & Town committee meetings.**

**11. FUTURE AGENDA ITEMS**

To receive an update from all the Working Groups.

**12. A RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS IN ACCORDANCE WITH SECTION 1 (2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.**

Cllr Davis proposed to pass a resolution to exclude the public and press to discuss door access quotes and decide on any actions to be taken. Seconded by Cllr Walsh

**Resolved: in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded on the grounds of the confidential nature of the business about to be transacted which involves the likely disclosure of exempt information.**

Access Control System for the Community Centre

Quotation 1 £1600 + VAT

Quotation 2 £899 + VAT

Quotation 3 £2539 + VAT

Cllr Walsh proposed to approve quotation 2 at £899 + vat

Seconded by Cllr Davis

**Resolved: to approve quotation 2 at £899 + vat**

**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 7pm