



## PRINCES RISBOROUGH TOWN COUNCIL



### MINUTES OF A MEETING OF THE COMMERCIAL SERVICES COMMITTEE HELD ON TUESDAY 23rd JULY 2019 AT 6.00PM IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.

#### PRESENT

**Chairman** Cllr A Ball

Cllr J Coombs, Cllr N Davis, Cllr I Pearce, and Cllr M Walsh

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. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

No apologies were received.

#### 2. MINUTES

The minutes of the previous meeting on the [24<sup>th</sup> June 2019](#) having been circulated were approved by the Meeting and signed by the Chairman.

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

Emails have been received from the Hearing Link organisation and a resident regarding the PA system at the Community Centre

Following a public meeting held at the Community Centre concerns have been raised regarding the quality of the PA system and the lack of a hearing loop.

All present agreed that the PA system needed to be improved. Cllr J Coombs proposed that the existing system be checked and to purchase any necessary equipment including hearing loop to ensure the system functions effectively. Seconded by Cllr N Davis. **All present agreed** **KP**

A complaint has been received from a hirer of the Community Centre regarding their regular booking being cancelled

The complainant is questioning the procedure of the booking system after their regular booking was cancelled.

The comments were noted. The Clerk explained that there were a number of historic issues connected with the bookings system but with the appointment of the new Bookings Officer and upgrade to the bookings systems due in September she expects the service to improve. Cllr M Walsh proposed to meet with the hirer attended by the Clerk and Deputy Clerk to explain the situation in person. **All present agreed** **MW/SG/KP**

#### 6. 39 HIGH STREET

a) Cllr A Ball advised that the 39 High St Working Group had not yet met.

b) Cllr M Walsh gave an update from the agent

Marketing materials for the property have been received showing rental charges of £21,000 per annum for the ground floor and £7,500 per annum for the first floor. All agreed that the rental figures should be revised, recommending that the ground floor rent set at £18,000 would make a more attractive proposition to a potential tenant.

Cllr M Walsh proposed to recommend the rental rates for the property to the full Town Council meeting in July.

**All present agreed**

c) Cllr I Pearce proposed to remove the manager's office to make the space usable. All noted that the new shop front and rendering had been finished to improve the overall appearance. The manager's office needs to be dismantled, requiring the services of an electrician and plumber. All agreed that the wall of the office could be removed without the services of a building contractor and that councillors can volunteer to undertake this work one weekend, date to be agreed. Seconded by Cllr Walsh.

**All present agreed that the electrical sockets and radiator should be removed by contractors. KP**

d) Cllr I Pearce proposed to investigate making a separate access for the occupancy of the first-floor office. Cllr I Pearce reported that in addition to a separate door for access to the first floor, there will be a need for toilet facilities on the ground floor. Seconded by Cllr Ball.

**Resolved: To approach a contractor known to the Town Council for a quotation to install a new door providing access to the first floor and for toilet facilities on the ground floor. KP**

**7. COMMUNITY CENTRE**

**1. Bookings Issues**

a) Charging deposits to users on a frequent but not regular basis. **All agreed** that future hirers should be asked to pay a damage deposit, whether regular or irregular users, to be returned either after a single booking or after a number of irregular bookings within an agreed period. Current regular hirers will not be asked for a damage deposit as a gesture of goodwill.

b) Checks that should be made before deposits are returned. **All agreed** that premises should be checked after use by the caretakers who should confirm to the Bookings Officer that a deposit may be reimbursed.

c) Regular and occasional Hirer Agreements. The Bookings Officer recommended that the Hirer Agreement be reviewed to ensure that there is clarity for all hirers, whether regular or irregular, of the terms and conditions of hire. References to keys will need to be revised or removed in due course. **All agreed** that the Bookings Officer should make revisions to the current agreement for consideration at the next meeting. Cllr M Walsh suggested that the final draft be sent to the Town Council solicitor for review. **CH**

d) Hourly charges for the year 2020. Cllr M Walsh confirmed that hire charges would not be increased during the current financial year. With the introduction of VAT on invoices adjustments are needed to net charges to ensure that the gross figure remains unchanged for hirers. Commercial hirers rates attract VAT at 20% on top of published hire charges. Net figures at the next review should be rounded to whole numbers. **All agreed** that the Bookings Officer should conduct a survey of local premises hire charges and administration charges for consideration at next meeting. **CH**

e) A process for unpaid invoices. Cllr Davis proposed that invoices should be paid in full before hirers use the Community Centre premises. Seconded by Cllr Coombs. **All present agreed**

2. Fire Risk Assessment. The Deputy Clerk advised that the report identified the need for fire advice notices to be put in place around the building. The majority had now been fixed. Cllr J Coombs will undertake additional health and safety checks. **JC**

3. Meeting the caretaker each Monday morning to discuss maintenance issues. All present agreed that the caretaker will meet with the maintenance team each week to identify issues needing immediate response or to agree a course of action. **KP/KL**

4. Actions to be taken regarding maintenance issues. It was agreed that the leak in the roof should be repaired and for the office to obtain 3 quotes for the work. The regular blockages in the ladies toilets continue to be an issue. All present agreed to contact a plumbing company to quote for a flush through the whole system. **KP**

**8. FUTURE AGENDA ITEMS**

**To be agreed.**

**9. DATE OF NEXT MEETING**

The date of the next meeting of the Committee is 17<sup>th</sup> September 2019 at 6.00pm and will be held at the Princes Centre, Clifford Road, Princes Risborough.

There being no further business the meeting closed at 7.00pm.

Chairman.....

Date .....