



## PRINCES RISBOROUGH TOWN COUNCIL

### MINUTES OF A MEETING OF THE COMMERCIAL SERVICES COMMITTEE HELD ON TUESDAY 10<sup>th</sup> SEPTEMBER 2019 AT 6.30PM IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.

#### PRESENT

**Chairman** Cllr A Ball

Cllr N Davies, 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

Apologies were received from Cllr J Coombs who was on holiday.

#### 2. MINUTES

The minutes of the previous meeting on the 23<sup>rd</sup> July 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.**

All present agreed there was a need to contact members of local organisations to remind them that all are welcome to attend council meetings.

**SG/KP**

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

An email was received from a regular hirer of the Community Centre to query the Council's decision to apply standard hire charges to all hirers regardless of length of usage.

**All present agreed** to confirm their decision to apply standard charges to all hirers. Cllr M Walsh offered to meet with the group concerned to discuss this further and advise the availability of Minor Grant awards to local organisations.

**KP/CH**

#### 6. 39 HIGH STREET

a) Planning Application for change of Use

Cllr M Walsh advised that the Application should include both A4 and A5 use and the Clerk to the Council advised that she will chase progress of the Planning Application this week.

Cllr Walsh proposed the amendment to the Change of Use application, seconded by Cllr A Ball. **All present agreed.**

**Resolved: To include both A4 and A5 use in the Planning Application currently in hand.**

**SG**

#### 7. COMMUNITY CENTRE

a) A quotation has been received for work for a trial hole for inspection of footing and removal of blockwork for inspection of steels at £ 450.00 + vat.

This inspection is needed to determine whether it may be realistic to connect any new steel frame extension to the existing steel framework of the building, potentially reducing overall costs. Cllr M Walsh proposed this inspection should proceed and Cllr N Davies seconded the proposal.

**Resolved: To approve the quotation for the inspection of the footing, removal of blockwork and inspection of steels @ £450.00 + VAT.**

**KP**

b) Investigation options for parking enforcement

A resident had contacted the Town Council to enquire how disabled parking spaces at the Community Centre were monitored to deter inappropriate use of the designated spaces. Cllr M Walsh advised that a number of options had been considered but due to the cost and administration involved no suitable solution had been identified. A review of parking provisions would be included as part of the project to redevelop the Community Centre site.

**All present agreed** that a review of parking provision should be included as part of the redevelopment of the Community Centre. KP to advise resident of the current situation. **KP**

c) Hirer Agreements - An update from the Bookings Officer

The Bookings Officer reported that an initial review of the Hirer Agreement refers extensively to the use of keys in the Community Centre. The intention is to introduce electronic keypads to all internal meeting rooms by the end of the year to remove the need for any keys and improve security of the premises as a consequence. She recommended that any revised Hirer Agreement text be introduced once all the keypads were in place to avoid confusion.

**All present agreed** to defer the revised Hirer Agreements to the new year.

d) Hire Charges for 2020- An update from the Bookings Officer and decide on actions to be taken

The Bookings Officer had researched room hire charges for local halls and produced a list of comparative rates.

**All present agreed** to set up a working group to review room hire charges for the coming budget year, including Cllr M Walsh, Cllr A Ball, the Deputy Clerk and Bookings Officer and to report back their recommendations at the next meeting. **MW/AB/KP/CH**

## 8. FUTURE AGENDA ITEMS

a) To receive estimates for the 2020/21 budget

b) To receive an update on the plans for the redevelopment of the Community Centre.

## 9. A RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS IN ACCORDANCE WITH SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO DISCUSS AND DECIDE ON: -

1) The Preferred contractor for fire safety works at 39 High St

2) Keypads at the Community Centre

3) The Preferred consultants to provide a Community Centre Energy Feasibility Report

Cllr A Ball proposed to pass a resolution to exclude the public and press to discuss and decide on the preferred contractor for tree works identified in the tree survey report.

Seconded by Cllr N Davies. **All present agreed.**

**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.**

1) The Preferred contractor for fire safety works at 39 High St

**All agreed** to proceed with the repair of the external sander at the front of the building and to replace the faulty detectors and to re-connect the front door fire alarm point at a cost of £130 + vat **KP**

2) Keypads at the Community Centre

The Deputy Clerk has obtained prices on larger keypads in the event that the existing keypads to the main entrances prove to be a problem for users and need to be replaced. **All present agreed** to replace with larger keypads should the need arise in future at a cost of £100

Quotations have also been received for keypads for internal meeting rooms. **All present agreed** to the purchase of keypads at a cost of £565.33 **KP**

3) The Preferred consultants to provide a Community Centre Energy Feasibility Report

Quotation 1 £1,800.00 + VAT

Quotation 2 £1,650.00 + VAT

Quotation 3 Unable to quote

Cllr N Davies proposed to approve quotation 2 @ £1,650.00 + VAT

Seconded by Cllr I Pearce

**Resolved to approve quotation 2 @ £1,650.00 + VAT**

4) Lease of 39 High Street

**All present agreed** to the amendments to the Heads of Terms.

A quotation for repairs to the roof has been received for £2,500.00. **All present agreed** this should be referred to the next meeting of the Town Council for consideration and approval.

**All present agreed** that the internal office walls should be removed on Friday 27 September. The Deputy Clerk to seek volunteers to assist from the councilors who may be available. Suitable protective gear will be provided. **KP**

#### **10. DATE OF NEXT MEETING**

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

There being no further business the meeting closed at 7.30pm.

Chairman.....

Date .....

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