



PRINCES RISBOROUGH TOWN COUNCIL



MINUTES OF A MEETING OF THE COMMERCIAL SERVICES COMMITTEE HELD ON TUESDAY 21 JANUARY 2020 AT 6.00PM IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.

PRESENT

Chairman Cllr A Ball

Cllrs N Davis, I Pearce, J Coombs, A Turner and M Walsh,
Town Clerk- Susanne Griffiths

Deputy Clerk to the Town Council – Kirsty Pope

Bookings Officer – Cate Holloway

1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

No apologies, all present.

2. MINUTES OF THE COMMERCIAL SERVICES COMMITTEE MEETING ON THE 17th December 2019.

RESOLVED: To agree and sign as a correct record the minutes of the Commercial Services Committee meeting on the 17th December 2019.

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 in attendance.

5. RESPONSES TO CORRESPONDENCE RECEIVED AT THE COMMERCIAL SERVICES COMMITTEE

None received

6. 39 HIGH STREET

a) Cllr M Walsh updated the meeting advising that the planning application submitted to Wycombe District Council has been deferred for consideration to their next meeting on 12 February 2020. The Town Council is applying for a Premises Licence and a Pavement Licence for the property and is looking at options to utilise the outdoor space.

b) Internal alterations – quotations are needed from builders to remove partition walls and a false ceiling. **KP/MW**

7. COMMUNITY CENTRE

a) Hire charges. The Bookings Officer reported that the working group produced a revised scale of charges based on an overall increase to charges of 1%. **Cllr J Coombs proposed** to refer these figures to the Estimates 2020/21 meeting for approval. Seconded by Cllr A Turner.

Resolved: To refer the revised scale of charges to the main Town Council Estimates 2020/21 meeting for approval. **KP/SG/CH**

b) Hirer Agreement. The Bookings Officer circulated a copy of a draft agreement with a number of amendments that were proposed by the Working Group to update the Agreement in line with current practices. Cllr J Coombs proposed to approve the Working Groups recommendation to accept the amendments to update the agreement. Seconded by Cllr N Davis.

Resolved: To approve the Working Groups recommendation to accept the proposed amendments to update the hirer agreement. **CH**

c) Condition report. The Bookings Officer updated the meeting on repairs likely to be required over the next financial year, including clearance of the drains outside the Centre and repairs to guttering to reduce flooding. **CH/KP**

8. COMMUNITY CENTRE EXTENSION

Cllr M Walsh reported that quotations have been received and are being reviewed. The loan application has been submitted. **SG/KP/MW**

9. MARKET HOUSE

The Bookings Officer reported that the Working Group recommended a reduction in the fees charged to encourage more bookings and to promote evening use. An additional charge would be levied to cover the costs of a Town Council representative needed to secure the premises after an evening booking.

Cllr M Walsh proposed to refer the revised hire charges and appointment of a caretaker for the evening sessions to the main Town Council for approval. Cllr N Davis seconded.

All present agreed

JM/CH/SG

10. FUTURE AGENDA ITEMS

To receive an update on 39 High Street

To receive an update on the Community Centre Extension

11. DATE OF NEXT MEETING

The date of the next meeting of the Committee is 11th February 2020 and will be held at the Princes Centre, Clifford Road, Princes Risborough.

There being no further business the meeting closed at 6.35pm.

Chairman.....

Date