



## PRINCES RISBOROUGH TOWN COUNCIL

MINUTES OF A MEETING OF THE COMMERCIAL SERVICES COMMITTEE  
HELD ON TUESDAY 11<sup>th</sup> FEBRUARY 2020 AT 7.00PM  
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.

### PRESENT

Chairman Cllr A Ball

Cllrs N Davis, J Coombs, A Turner and M Walsh,

In attendance Cllr S Baxter

Deputy Clerk to the Town Council – Kirsty Pope

Bookings Officer – Cate Holloway

### 1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

Apologies were received from Cllr I Pearce who was unwell

### 2. MINUTES OF THE COMMERCIAL SERVICES COMMITTEE MEETING ON THE 21<sup>st</sup> January 2020

**RESOLVED:** To agree and sign as a correct record the minutes of the Commercial Services Committee meeting on the 21<sup>st</sup> January 2020

### 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

An email has been received from a regular hirer of the Community Centre querying the number of codes and frequency of number changes needed to access the Centre and internal rooms. **All present agreed** to advise the correspondent that the introduction of data key pads was necessary both for insurance purposes and to improve security of the premises. In addition, it would not be practical to issue code numbers on a 6-monthly basis to regular hirers.

CH

### 6. 39 HIGH STREET

Cllr M Walsh updated the committee regarding discussions with the potential tenant and the change of use conditions. An alternative idea was discussed with regards to creating additional outdoor space.

Cllr M Walsh proposed to recommend to the Town Council that it approves an amendment to the plans for 39 High Street to create additional outdoor space. Seconded by Cllr J Coombs. A vote was taken. One member abstained. It was **agreed** by all the remaining members present to make this recommendation to the Town Council. **JM**

Cllr M Walsh proposed to appoint an Architect, who would also act as the Project Manager if the Town Council approves the above recommendation, to prepare amended plans for consideration by the Town Council and if approved, submission to Wycombe District Council. Seconded by Cllr A Turner. The Deputy Clerk presented three quotations:-

- A) £2,100
- B) £1,482
- C) £2,000

Cllr M Walsh proposed to accept quotation B. Seconded by Cllr J Coombs.

**Resolved:** To accept quotation B for the appointment of an Architect/Project Manager.

KP/MW

### 7. COMMUNITY CENTRE

a) To consider locking rooms not being hired

The Bookings Officer reported that the door from the Carrington Room entrance hall into the Cherry Baker Room and the door from the Carrington Room into the Main Hall are both unlocked. At present it is possible for hirers to interrupt users in other rooms by walking through or borrowing equipment. **All present agreed** to set up a working group to review internal security at the Centre and to seek professional advice as necessary, including a Fire Risk Assessment. Cllr M Walsh proposed to set up a working group to review internal security, seconded by Cllr A Ball.

**Resolved:** to establish a working group to include Cllrs J Coombs, N Davis, A Turner.

CH/JC/ND/AT

Page 3/20

**b) Hire charges.** The Booking Officer reported that the revised hire charges effective from 1<sup>st</sup> April 2020 will now be published and circulated to regular hirers and displayed in the Community Centre. Cllr M Walsh requested that regular hirers be advised that the increase is below the rate of inflation following no increase during 2019-20. **CH**

**c) Hirer Agreement.** The Bookings Officer advised that an updated hirer agreement has been checked by the Town Council's solicitor and will be available for use shortly. It was suggested that a clause might be inserted reminding hirers that their use of any space other than that booked and covered by the hirer agreement is entirely at their own risk. **All present agreed** that this stipulation should be referred back to the solicitor to be included in the hirer agreement. **CH**

**8. COMMUNITY CENTRE EXTENSION**

Cllr M Walsh reported that the tender analysis has been undertaken by the agreed working group. This will be presented to the main Town Council to enable the members to discuss and decide on the appointment of the preferred contractor, subject to approval of the loan application.

**9. MARKET HOUSE**

The Bookings Officer reported that the appointment of an individual to close the Market House after an evening hire and to check the Community Centre after weekend evening parties is to be referred to the main Town Council for approval. **KP**

**10. FUTURE AGENDA ITEMS**

To be confirmed.

**11. DATE OF NEXT MEETING**

The date of the next meeting of the Committee is 10<sup>th</sup> March 2020 and will be held at the Princes Centre, Clifford Road, Princes Risborough.

There being no further business the meeting closed at 7.35pm.

Chairman.....

Date .....