



PRINCES RISBOROUGH TOWN COUNCIL

MINUTES OF A MEETING OF THE COMMERCIAL SERVICES COMMITTEE
HELD ON TUESDAY 10TH MARCH 2020 AT 7.00PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.

PRESENT

Chairman Cllr A Ball

Cllrs J Coombs, A Turner, I Pearce and M Walsh,

Clerk to the Town Council – Susanne Griffiths

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 N Davis who is unwell.

RESOLVED to receive and accept apologies from Cllr N Davis.

2. MINUTES OF THE COMMERCIAL SERVICES COMMITTEE MEETING ON THE 11TH FEBRUARY 2020

RESOLVED: To agree and sign as a correct record the minutes of the Commercial Services Committee meeting on the 11TH February 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

A petition has been received from CAN regarding the Community Centre

Signatories to the petition would like the extension project of the Community Centre to be as 'Green' as possible. Cllr M Walsh proposed to draft a response to the petition organisers outlining the measures the Town Council is taking and to be included as part of phase 2 of the project in accordance with best practice.

All present agreed that Cllr M Walsh should prepare a response for the petition organisers.

MW

An email has been received regarding the fee to hire the Community Centre during Festival week

The Heritage Society has booked the Carrington Room for its local history exhibition on 4 July during Festival Week. In their view, as a contributor to the Town's Festival, in addition to other initiatives the Society has supported, this booking should be exempt from the usual hire charges. Cllr M Walsh proposed that the fee should be charged in accordance with the Town Council's policy. Seconded by Cllr J Coombs. **All present agreed.** It was further **agreed** that Cllr M Walsh and the Bookings Officer should meet with the correspondent to explain the policy and decision.

MW/CH

Cllr A Turner declared an interest in the following agenda item and took no part in the discussion.

6. 39 HIGH STREET

Cllr M Walsh reported that the application for a Premises Licence has been approved. A structural engineer will be conducting a survey on 12 March 2020 in connection with the proposed outdoor seating area for which another planning application has been submitted. Cllr M Walsh proposed that the fee of £468.00 should be paid for this second planning application, seconded by Cllr J Coombs. **All present agreed.**

Resolved to pay the fee of £468.00 to Wycombe District Council for the planning application.

7. COMMUNITY CENTRE

Revised Hire agreement – The Bookings Officer confirmed that the Town Council's solicitor had reviewed the changes to the Hirer Agreement with some minor amendments and requested that the new version be approved for future use. This was proposed by Cllr A Turner and seconded by Cllr M Walsh, **all present agreed.**

Resolved to adopt the revised Hirer Agreement.

8. COMMUNITY CENTRE EXTENSION

Cllr M Walsh advised that contracts had been signed to appoint the architect and building contractor to work on the project. The building contractor started work on the site on Monday 9 March with the construction of their compound and a temporary path around the building. He had held the first of two drop-in sessions for regular hirers at the Community Centre to discuss the project plan with the second due on Thursday 12 March. **MW**

9. MARKET HOUSE

The Clerk to the Town Council confirmed that the Town Council has approved the recruitment of an individual to take responsibility for locking up the Market House after an evening or weekend booking. In addition, this role should include checking the Community Centre after evening party bookings to secure the premises and also note any damages. **All present agreed** that a job description be drawn up to recruit into this new role. **CH/SG**

10. FUTURE AGENDA ITEMS

To be confirmed.

11. TO PASS 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 A CONTRACTOR FOR AN ARCHAEOLOGICAL INVESTIGATION AT THE COMMUNITY CENTRE

Cllr J Coombs proposed to pass a resolution to exclude the public and press in accordance with section 1(2) of the public bodies (admission to meetings) act 1960. Seconded by Cllr I Pearce.

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.

The Deputy Clerk to the Town Council advised that three quotations had been received for an archaeological investigation at the Community Centre.

- 1) £4,200.00 + VAT
- 2) £2,620
- 3) £4410

Cllr A Turner proposed to accept quotation 2, seconded by Cllr J Coombs. **All present agreed.**

Resolved to accept quotation 2

KP

12. DATE OF NEXT MEETING

The date of the next meeting of the Committee is Tuesday the 14th April 2020 and will be held at the Princes Centre, Clifford Road, Princes Risborough.

There being no further business the meeting closed at 7.29 pm.