



PRINCES RISBOROUGH TOWN COUNCIL



**TO: THE MEMBERS OF THE COMMERCIAL SERVICES COMMITTEE (Councillors
I McLauchlan, I Parkinson, A Turner, M Walsh)**

You are summoned to attend a Commercial Services Committee meeting of the Town Council at
the Wades Centre, Stratton Road, Princes Risborough
on Tuesday 14th October 2025 at 7.30 pm
when the business set out in the following agenda will be transacted.

Susanne Barter

**Clerk to the Town Council
8th October 2025**

AGENDA

1. Welcome and Apologies for Absence.

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk.

2. Acceptance of Previous minutes of the Commercial Services Committee held on the 09th September 2025

To receive and approve as a correct record the minutes of the Commercial Services meeting held on the 09th September 2025.

3. Declarations of Interest and Dispensations

To receive any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations.

- i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.
- ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure).

4. Public Forum

Ten minutes are available for the public to express a view or ask a question on relevant matters on the following Agenda, as provided for in Standing Order Number 3 (e-k). The public are welcome to stay and observe the rest of the meeting.

5. Correspondence

To discuss and decide on a response to correspondence received relating to the Commercial Services Committee



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6. Wades Centre

- a. to receive and note bookings to date
- b. to discuss and decide on future tribute evenings for the Brushwood Suite
- c. to discuss shares of ticket sale income for Brushwood Suite Comedy Evenings
- d. to discuss and decide on whether to engage a consultant to assist the Council in reviewing and assessing the current hire charges of the Brushwood Suite
- e. to discuss and decide on adopting a policy whereby bookings of the Brushwood Suite for private functions be limited to one per calendar year for a resident (Cllr Parkinson)
- f. to discuss limiting the size of private functions in the Brushwood Suite (Cllr Parkinson)
- g. to discuss and decide on whether the Council should continue to offer dual bookings of the Brushwood Suite and Sports Hall (Cllr Parkinson)
- h. to discuss and decide on measures to address illegal parking at the Wades Centre

7. Estimates Projects 2026/2027

To prepare the Commercial Services Committee budget for the year 2026/2027 to submit to the Estimates meeting

8. Exclusion of Public and Press

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.

9. Future Agenda items

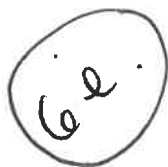
To receive items to be included in the next agenda that fall under the remit of this Committee

11. Date of next meeting

To note the date of the next scheduled meeting of the Commercial Services Committee

Distribution – all Councillors, Noticeboards and Council website.

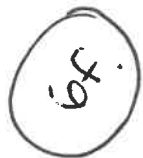
MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND



Agenda reporting sheet

Insert the date of meeting here

<p>Agenda Item:</p> <p>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</p>	<p>There should be a limit of one resident booking the BWS for private events to once per calendar year</p>
<p>Background Information:</p> <p>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why??</p>	<p>At the moment it is possible for a local resident to book the BWS many times for other non residents at a cheaper rate. The BWS was paid for by the residents of Risborough so they should benefit from any local discounts. This will prevent someone acting as a front for more than one event, for non-residents, commercial enterprises or someone with a record of damages to property.</p>
<p>Background Documents:</p> <p>Insert names of documents to be sent out with the meeting papers.</p>	



Agenda reporting sheet

Insert the date of meeting here

<p>Agenda Item:</p> <p>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</p>	<p>Should we have an upper limit of the expected number of attendees we should allow at an event at the Wade centre.</p>
<p>Background Information:</p> <p>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why??</p>	<p>Without any furniture the BWS can hold up to 250 people, less if chairs or tables are required. If the Sports Hall another 120 could be added to that so 370 plus attendees. This could be too big a number to control. At some events some attendees have left the venue and caused a disturbance to the residents of Stratton Road. With these numbers many will come by cars, it could create a demand that overwhelms the local car park.</p>
<p>Background Documents:</p> <p>Insert names of documents to be sent out with the meeting papers.</p>	



Agenda reporting sheet

Insert the date of meeting here

<p>Agenda Item:</p> <p>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</p>	<p>Should we offer a joint package of hiring the Brushwood Suite and Sports Hall together as one package, under the same conditions as a brushwood suite hire. Unless hired this way the doors between the venues would be kept closed during the event</p>
<p>Background Information:</p> <p>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why??</p>	<p>It is possible to hire both venues separately and different conditions apply, in particular about the consumption and supply of liquid refreshments. The BWS policy of no liquid refreshment except supplied from the bar, except for children under 5. This was done to prevent friction and control sources of drinks to prevent anti-social behavior. It is possible to supply privately drinks within the Sports Hall, by any of the attendees. It is possible to stop them at the connecting doors but it would be difficult to enforce. This would remove this weakness in the system.</p>
<p>Background Documents:</p> <p>Insert names of documents to be sent out with the meeting papers.</p>	