



PRINCES RISBOROUGH TOWN COUNCIL

MINUTES OF A MEETING OF THE COMMERCIAL SERVICES COMMITTEE HELD ON TUESDAY 23rd AUGUST 6.30 PM AT THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH

PRESENT

Chairman Cllr I Parkinson
Cllrs J Coombs, S Coombs, A Ball,
Clerk to the Town Council – Susanne Barter
Deputy Clerk to the Town Council – Kirsty Pope
Bookings Officer – Tania Campbell

No members of the public were present.

1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Marshall and Frost.

2. MINUTES OF THE COMMERCIAL SERVICES COMMITTEE MEETING ON THE 14th JUNE 2022

All present agreed to accept the minutes as a correct record.

Resolved: To agree and sign as a correct record the minutes of the Commercial Services Committee meeting on the 14th June 2022

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 addressed the committee.

5. RESPONSES TO CORRESPONDENCE RECEIVED AT THE COMMERCIAL SERVICES COMMITTEE

An email has been received regarding the alcohol policy at the Brushwood Suite

A hirer has raised a concern with the no alcohol ruling as opposed to the previous corkage charge.

All present agreed comments noted.

An email has been received regarding blackout blinds in the Brushwood Suite

A hirer wishes to know how the Town Council is going to overcome the problem of the lack of blackout blinds whilst using the projectors. **All present agreed** the Main Hall in the Wades Centre would be a better venue as it has no windows. Adding blackout blinds to the Brushwood Suite windows would be costly and difficult when the doors are opened.

TC

An email has been received regarding the disabled bays at Wades Park

A complaint has been received that car owners are parking in the disabled bays without displaying a blue badge. The Clerk advised that Buckinghamshire Council will start to enforce the parking restrictions and ticket non-blue badge vehicles in the near future. **All present agreed** to respond to the resident informing them of Buckinghamshire Council's plans.

TC

An email has been received regarding a rent review

The company leasing the land for the Health Clinic Stratton Road has calculated the increase in rent due for the land as per the existing lease. The revised figure has been calculated at £825.19 pa with effect from the 21st December 2021. The Clerk confirmed that this figure is correct.

Cllr J Coombs proposed that the rent for the land for the Health Clinic Stratton Road increases to the revised figure of £825.19 p.a. as per the terms of the existing lease.

Seconded by Cllr S Coombs.

Resolved: The rent for the land for the Health Clinic Stratton Road increases to the revised figure of £825.19 p.a. as per the terms of the existing lease.

SB

A request has been received to use the Brushwood Suite when the Main Hall is being used

A request has been received to use the Brushwood Suite when the Main Hall is being used for the Blood Donor Clinic.

All present agreed. Offer alternative rooms for the same hire charge, but dependent on the floor in the Brushwood Suite not being damaged. **TC**

A complaint has been received regarding excessive noise at the Wades Centre

A resident has complained that there was excessive noise at the Wades Centre on a Saturday night.

The Brushwood Suite Manager had advised that the event finished at midnight and so did not exceed our licence, control measures were in place with the sound levels of the disco checked throughout the afternoon and evening.

It was a summer evening with the doors open and the wind in the direction of the complainant's residence. **All present agreed** for the office to respond accordingly. **TC**

6. WADES CENTRE

a) To receive and note bookings to date

The bookings having previously been circulated to the members were noted.

Comments from hirers of the Brushwood Suite in July and August were circulated to the members and noted.

b) Storage Hire charge policy

Cllr I Parkinson proposed a recommendation to the Town Council to amend the Terms and Conditions to clearly show that storage of items at the Wades Centre is only allowed by regular hirers and accessed only when there is a room booking. Seconded by Cllr A Ball.

Resolved: To make a recommendation to the Town Council to amend the Terms and Conditions to clearly show that storage of items at the Wades Centre is only allowed by regular hirers and accessed only when there is a room booking. **TC/JM**

c) Wades Centre hire charge policy

Cllr J Coombs proposed a recommendation to the Town Council to amend the three levels of charges for the Wades Centre to bring in line with the Brushwood Suite charging Structure. There would be no change to be made to the Local/Residents or Commercial rates, but the addition of a non-residents rate for the Wades Centre, Seconded by Cllr S Coombs.

Resolved: To make a recommendation to the Town Council to amend the three levels of charges for the Wades Centre to bring in line with the Brushwood Suite charging Structure **TC/JM**

d) Maintenance issues in The Crew Café

The Café has experienced problems over the past ten weeks due to a part for the water heater being unavailable and a shortage of engineers from the warranty company. Despite continuous chasing by the office, the matter is still unresolved. Due to the problems that the tenants have experienced over a long period of time, Cllr A Ball proposed as a gesture of goodwill, to offer the Crew Café a one-month rent-free period for the inconvenience of the issues to get the water heater fixed. Seconded by Cllr S Coombs.

Resolved: As a gesture of goodwill, to offer the Crew Café a one-month rent-free period for the inconvenience of the issues to get the water heater fixed. **SB/JM**

e) Christmas and New Year opening hours for the Wades Centre and the Brushwood Suite

Cllr J Coombs proposed to close the Wades Centre and the Brushwood Suite on Christmas Day and Boxing Day Seconded by Cllr I Parkinson

Resolved: To close the Wades Centre and the Brushwood Suite on Christmas Day and Boxing Day **TC**

f) Changing the name of the Main Hall to the Sports Hall

Cllr A Ball proposed to make a recommendation to the full Town Council that the name of the Main Hall is changed to the Sports Hall, to avoid confusion with the Brushwood Suite.

Seconded by Cllr I Parkinson

Resolved: To make a recommendation to the full Town Council that the name of the Main Hall is changed to the Sports Hall, to avoid confusion with the Brushwood Suite. **JM/TC**

7. MARKET HOUSE

a) To receive and note bookings to date

The bookings having previously been circulated to the members were noted.

b) Whether to charge hirers a damage deposit

Cllr I Parkinson proposed to introduce a damage deposit of £50.00 for hirers of the Market House

Seconded by Cllr A Ball

Resolved: To charge £50 damage deposit **TC**

8. COMMITTEE BUDGET

The Committee members had received detailed expenditure budget reports to date which were circulated to the members in advance of the meeting. Noted by the members.

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 THE PREFERRED CONTRACTOR FOR AN ELECTRICAL INSPECTION REPORT AT THE WADES CENTRE

Cllr A Ball proposed to pass a resolution to exclude the public and press.

Seconded by Cllr S Coombs

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

The Clerk presented 3 quotations for the preferred contractor for an electrical inspection report at the Wades Centre

1. £1,399.00
2. £1020.00 + vat
3. Unable to quote

Cllr J Coombs proposed to approve quotation number 2

Seconded by Cllr S Coombs

Resolved: To approve quotation 2

KP

10. FUTURE AGENDA ITEMS

To be advised.

11. DATE OF NEXT MEETING

The date of the next meeting of the Committee is to be 11th October 2022 at 6.30pm

There being no further business the meeting closed at 7pm.

Chairman.....

Date