



## PRINCES RISBOROUGH TOWN COUNCIL

### MINUTES OF A MEETING OF THE COMMERCIAL SERVICES COMMITTEE HELD ON TUESDAY 24<sup>th</sup> JANUARY 6.30 PM AT THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH

#### PRESENT

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

One member of the public was present.

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

Apologies were received from Cllr Marshall who was on holiday, Cllr Cross, the Brushwood Suite Deputy Manager and the Clerk to the Town Council, the latter two officers being unwell.

**Resolved: To accept apologies from Cllrs Marshall and Cross and Town Council officers.**

#### 2. MINUTES OF THE COMMERCIAL SERVICES COMMITTEE MEETING ON THE 8<sup>TH</sup> NOVEMBER 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 8<sup>TH</sup> November 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

#### 6. WADES CENTRE

a) To receive and note bookings to date

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

b) To discuss and decide on whether to implement the same policy for the Brushwood Suite hirers, to pay for a booking in advance when booking a room at the Wades Centre.

Cllr J Coombs proposed that all hirers booking rooms in the Wades Centre must pay in advance to secure their booking.

Seconded by Cllr A Ball. All present agreed.

**Resolved: proposed that all hirers booking rooms in the Wades Centre must pay in advance to secure their booking.**

c) d) e) Three hirers had requested a refund of their hire charge on days when the heating system had broken down. The Bookings Officer advised the meeting that the boilers in the Wades Centre had failed during the recent freezing weather and that supplementary heaters had been hired for the affected rooms. Each hirer's request was considered by all present and it was agreed to offer each hirer a credit to be used against future bookings for each session affected.

Cllr A Ball proposed to offer each hirer who had requested it, a credit to be used against future bookings for each session affected.

Seconded by Cllr J Coombs, All present agreed.

**Resolved: to offer each hirer who had requested it, a credit to be used against future bookings for each session affected.**

f) To discuss and decide on whether to offer a reduced rate for bulk bookings in the Carrington Room. All present noted that a previous hirer had been offered a discount of 10% for bulk bookings (10 sessions or more) that were paid for in full in advance of the first date of hire.

Cllr J Coombs proposed to confirm that a 10% discount may be offered for bulk bookings (10 sessions or more) when paid in full in advance of the first date of hire.

Seconded by Cllr A Ball. All present agreed.

**Resolved: to confirm that a 10% discount may be offered for bulk bookings (10 sessions or more) when paid in full in advance of the first date of hire.**

g) To discuss and decide on whether to refund the hire charge as there were issues regarding chairs, tables and other equipment.

The Bookings Officer advised that this was a one-off mix up but had caused disruption to the hirer.

Cllr A Ball proposed that the hirer be offered a credit to be used against a future booking as compensation for the inconvenience caused.

Seconded by Cllr J Coombs. All present agreed.

**Resolved: that the hirer be offered a credit to be used against a future booking as compensation for the inconvenience caused.**

h) To discuss and decide on whether to approve an invoice that has not been budgeted for.

The Deputy Clerk advised that there had been an emergency at the Wades Centre during the freezing weather, with burst water pipes and loss of electricity to the building. It had been essential to fix the problems as fast as possible. The level of expenditure was above the Clerks discretionary limit and was approved by the Chairman on the day. A full breakdown of costs had been provided and was considered reasonable under the circumstances.

Cllr A Ball proposed to pay the invoice in full.

Seconded by Cllr S Coombs. All present agreed.

**Resolved: That the invoice be paid in full.**

i) To discuss and decide on actions to be taken regarding issues with a hirer at the Wades Centre.

The Bookings Officer updated the meeting with the current situation including unpaid invoices on the account totalling £529.32. All present agreed that the invoices should be paid in full to clear the account and that the deposit of £150.00 should be retained to be offset against the debt

A Ball proposed that the outstanding invoices be paid in full within 14 days of the notification.

Seconded by Cllr J Coombs. All present agreed.

**Resolved: that the hirer be given notice that the outstanding invoices should be paid in full within 14 days of the notification.**

j) To discuss and decide on whether to return the deposit to a hirer who has cancelled a booking.

The Deputy Clerk advised that in the interests of consistency and fairness the cancellation clause of the Hirer Agreement might be reviewed. All present agreed to review the clause at the next meeting of the Commercial Services Committee.

Cllr J Coombs proposed to refund the £150 deposit to the hirer on this occasion.

Seconded by Cllr S Coombs. All present agreed.

**Resolved: to refund the £150 deposit to the hirer**

## **7. MARKET HOUSE**

a) To receive and note bookings to date

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

## **8. BRUSHWOOD SUITE**

a) Members received a report from the Deputy Brushwood Suite Manager on current and future activities planned.

b) To discuss and decide on the light outside the Brushwood Suite

All present agreed to refer the issue to the Maintenance Team to resolve.

## **9. 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 THE PREFERRED CONTRACTOR TO SERVICE THE AIR-SOURCE HEAT PUMP AT THE WADES CENTRE AND STAFF MATTERS**

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 A Ball

**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.**

**Staff Matters**

1. A member of staff requested a discount on the hire of the Brushwood Suite.

Cllr J Coombs proposed to recommend to the HR & Admin Committee that staff employed on a PRTC contract should be eligible for a 25% discount on the hire charge for the Brushwood Suite, but not the bar prices. Seconded by Cllr A Ball. All present agreed.

**Resolved: that a recommendation be made to the HR& Admin Committee that staff employed on a PRTC contract should be eligible for a 25% discount on the hire charge for the Brushwood Suite, but not the bar prices.**

2. New Staff structure for the Wades Centre including the Brushwood Suite

The Deputy Clerk updated the meeting with a proposed new team structure that will be considered by the HR & Admin Committee at their next meeting.

**10. FUTURE AGENDA ITEMS**

Cancellation policy in the Hirer Agreement.

**11. DATE OF NEXT MEETING**

The date of the next meeting of the Committee is to be 14<sup>th</sup> February 2023 at 6.30pm

There being no further business the meeting closed at 7.05 pm.

Chairman.....

Date .....