



PRINCES RISBOROUGH TOWN COUNCIL

MINUTES OF A MEETING OF THE COMMERCIAL SERVICES COMMITTEE HELD ON TUESDAY 14th FEBRUARY AT 6.30 PM AT THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH

PRESENT

Chairman Cllr I Parkinson
Cllrs J Coombs, S Coombs, A Cross
Clerk – Susanne Barter
Deputy Clerk to the Town Council – Kirsty Pope
Bookings Officer – Tania Campbell
Brushwood Suite Deputy Manager – Stephanie Boyle

No members of the public were present.

1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Marshall and Ball,
Resolved: To accept apologies from Cllrs Marshall and Ball.

2. MINUTES OF THE COMMERCIAL SERVICES COMMITTEE MEETING ON THE 24TH JANUARY 2023

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 24th January 2023.

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 from a hirer requesting a refund

The hirer requests that the hire fee is refunded as the group say that the heating was blowing cold.

All present agreed that following Donald's visit to the hirer, and his agreement that the heating was ok the following week, no credit note is to be given and we would monitor hirers comments but no further action at this point. **TC**

6. WADES CENTRE

a) To receive and note bookings to date

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

b) Cancellation Policy in the Hirer Agreement

Cllr S Coombes proposed to update the Cancellation Policy in the Terms and Conditions of the Hirers Agreement form to the following,

Cancellations received with

more than 4 weeks' notice 100% refund

1 – 4 weeks' notice 50% refund

Less than 1 weeks' notice No refund

To be reviewed in 6 months.

Seconded by Cllr I Parkinson.

Resolved: to update the Cancellation Policy in the Terms and Conditions of the Hirers Agreement form to the following,

Cancellations received with

more than 4 weeks' notice 100% refund

1 – 4 weeks' notice 50% refund

**Less than 1 weeks' notice
To be reviewed in 6 months.**

No refund

TC

c) VAT on sporting facilities

The Clerk informed the members that an e-mail had been received from BALC following a court case between Chelmsford City Council and the HMRC in regards to local authority sports services being treated as non- business and outside the scope of VAT. It is suggested that the councils stop charging VAT on sports services by 1st April 2023. JM/TC

HMRC have yet to issue any further guidance as to the basis on which they accept no significant distortion of competition would be caused, how far the interpretation of "sport and leisure services" extends or what steps councils should take to recover VAT. **All present agreed** to wait for HMRC guidance before taking any action to refund VAT charged to hirers.

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.

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 LEGAL MATTERS AND THE PREFERRED TRIBUTE ACT FOR AN EVENT ON FRIDAY 5TH MAY 2023

Cllr I Parkinson 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 John 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 about to be transacted which involves the likely disclosure of exempt information.

Legal matter

There are outstanding payments from a Hirer who has refused to pay and is no longer hiring a room in the Wades Centre. It was **agreed** that it was not cost effective to take legal action to recover the small sum outstanding. Cllr S Combes proposed that the Town Council write off the amount and add the hirer to a Blacklist and have no further dealings with the hirer. Seconded by John Coombs

Resolved: Write off the outstanding balance, and have no further dealings with the hirer.

TC

Tribute Act May 5th 2023

The Brushwood Suite Deputy Manager presented 3 quotations

- 1. £ 850+ vat (2 sets)
- 2. £ 2,350 + vat (4 piece show) £ 3000 + vat (7 piece show)
- 3. £ 2,500 +vat (6 piece show plus sound engineer 2 x 50 minute sets)

Cllr J Coombes proposed to approve quotation 1.

Seconded by Cllr A Cross

Resolved: To approve quotation 1

10. FUTURE AGENDA ITEMS

To be advised.

11. DATE OF NEXT MEETING

The date of the next meeting of the Committee is to be 14th March 2023 at 6.30pm

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

Chairman.....

Date

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