



PRINCES RISBOROUGH TOWN COUNCIL

MINUTES OF A MEETING OF THE COMMERCIAL SERVICES COMMITTEE HELD ON TUESDAY 18TH JULY AT 6.30 PM AT THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH

PRESENT

Chairman Cllr I Parkinson
Cllrs S Coombs, S Marshall
Clerk – Susanne Barter
Deputy Clerk- Kirsty Pope
Deputy Brushwood Suite Manager (DBSM) – Stephanie Boyle
Bookings Officer- Tania Campbell
One member of the public was present.

1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Ball who had a work commitment and Cllr Cross who was unable to attend.

Resolved: To accept apologies from Cllrs Ball and Cross.

2. MINUTES OF THE COMMERCIAL SERVICES COMMITTEE MEETING ON THE 13TH JUNE 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 13th June 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

A representative of the U3A addressed the members regarding access to the storage unit.

5. RESPONSES TO CORRESPONDENCE RECEIVED AT THE COMMERCIAL SERVICES COMMITTEE

Correspondence has been received from U3A to seek a resolution to the keys/code problem regarding the store cupboard that they rent from the Council in Wades Centre.

The terms and conditions state that storage of items at the Wades Centre is only allowed by regular hirers and accessed only when there is a room booking, following the Town Council resolution in September 2022 (minute.13a,38/22).

The Clerk explained that due to the building work and Health & Safety, it was not possible to allow independent access to users without prior notice as the builders are using the hirers report provided and would assume that the building is empty unless previously booked and highlighted on the report.

As a one-off gesture of goodwill, it was **agreed by all present** that during the building work a small list of U3A leaders would be provided to the Council who require access to the storage unit, and they will contact the Council office to arrange a convenient time for someone to provide them access to the storage unit. This arrangement will be reviewed in January 2024 on completion of the building work.

The office is requested to send written confirmation of this agreement to the Chair of U3A. TC

6. WADES CENTRE

a) To receive and note bookings to date

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

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

Members received a report from the Deputy Brushwood Suite Manager on current and future activities planned. This included future events at the suite.

Discussion on possible future events, Cllr S Marshall asked about the possibility of showing films, DBSM advised that we would need to get a licence for the film. Cllr I Parkinson asked about an open day in the Brushwood Suite for various committees etc, the Clerk advised that due to the building work, bookings are being moved into the Brushwood Suite to accommodate hirers, so availability is tight, therefore it was recommended to postpone this initiative until after the building work has been completed.

9. COMMITTEE BUDGET

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

10. FUTURE AGENDA ITEMS

None

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 THE PREFERRED CONTRACTOR FOR A PATH AND THE PREFERRED SUPPLIER OF A COMMERCIAL FLOOR CLEANING MACHINE AT THE BRUSHWOOD SUITE

Cllr S Marshall 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 Parkinson

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.

Brushwood Suite path

The Clerk presented 3 quotations

- 1. £ 3,900 + vat
- 2. £ 6,000 + vat
- 3. £ 4,387 + vat

Cllr I Parkinson proposed to approve quotation No 1, Seconded by Cllr S Marshall.

Resolved: To approve quotation

Commercial floor cleaning machine

The Clerk presented 3 quotations

- 1. £ 3,462.90 + vat
- 2. £ 2,918.00 + vat
- 3. £ 3,426.50 + vat

Cllr I Parkinson proposed to approve quotation No 2, Seconded by Cllr S Coombs.

Resolved: To approve quotation

12. DATE OF NEXT MEETING

The date of the next meeting of the Committee is to be 12th September 2023 at 6.30pm

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