



PRINCES RISBOROUGH TOWN COUNCIL

MINUTES OF A MEETING OF THE COMMERCIAL SERVICES COMMITTEE HELD ON TUESDAY 13TH FEBRUARY 2024 AT 6.30 PM AT THE BRUSHWOOD SUITE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH

PRESENT

Chairman Cllr I Parkinson
Cllrs A Ball, S Coombs, S Marshall, N Rawsthorne
Town Clerk – Susanne Barter
Deputy Clerk - Kirsty Pope
Deputy Brushwood Suite Manager (DBSM) - Stephanie Boyle
Bookings Officer - Tania Campbell
No members of the public were present.

1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Cross who had a work commitment.

Resolved: To accept apologies from Cllr Cross.

2. MINUTES OF THE COMMERCIAL SERVICES COMMITTEE MEETING ON THE 16TH JANUARY 2024

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 16th January 2024.

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 wished to speak.

5. RESPONSES TO CORRESPONDENCE RECEIVED AT THE COMMERCIAL SERVICES COMMITTEE

North West Chilterns Community Board (NWCCB) solar panels plaque

The NWCCB has requested that a plaque be erected to acknowledge their financial contribution towards the solar panels installation.

All present agreed in principle to erect a plaque, but would like clarification of who will be paying for the plaque.

CH

Clause 35 of the Wades Centre Hirers Agreement & Clause 31 of the Brushwood Suite Hirers Agreement

A Hirer has requested that the above clause be amended as it is unfair that if the booking is cancelled any monies paid are not refunded.

All present agreed to remove the wording '*Repayment of any deposit or fee already paid will be at the discretion of the Town Council.*' From Clause 35 (Wades Centre) 31 (Brushwood Suite) on the Hirers Agreement Form. **TC**

Breast Cancer Now deposit request

A Hirer, who is a registered charity, has booked the Brushwood Suite, but due to their charitable status is not able to provide the £500.00 damage deposit.

All present agreed that the damage deposit requirement could be waived for this Hirer due to the charity status but until a Damage Deposit Policy is in place any future requests still need to be referred to the Commercial Services Committee. **TC**

6. WADES CENTRE

a) To receive and note bookings to date.

The bookings having previously been circulated to the members were noted. It was requested that the bookings for Brushwood Suite be supplied on a separate list in future.

7. MARKET HOUSE

To receive and note bookings to date

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

8. FUTURE AGENDA ITEMS

To be advised

9. DATE OF NEXT MEETING

The date of the next meeting of the Committee is on 12th March 2024 at 6.30 pm.

There being no further business the meeting closed at 7.00pm.

Chairman.....

Date