



## PRINCES RISBOROUGH TOWN COUNCIL

### MINUTES OF A MEETING OF THE COMMERCIAL SERVICES COMMITTEE HELD ON TUESDAY 14<sup>TH</sup> MAY 2024 AT 6.30 PM AT THE CARRINGTON ROOM, WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH

#### PRESENT

Chairman Cllr I Parkinson  
Cllrs A Ball, N Rawsthorne, S Marshall  
Deputy Clerk - Kirsty Pope  
Deputy Brushwood Suite Manager (DBSM) - Stephanie Boyle  
Bookings Officer - Tania Campbell  
In attendance Cllr Shipley  
3 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 and Cllr Coombs who was unwell.

**Resolved: To accept apologies from Cllrs Cross and Coombs.**

#### 2. MINUTES OF THE COMMERCIAL SERVICES COMMITTEE MEETING ON THE 9<sup>TH</sup> APRIL 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 9<sup>TH</sup> April 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

The Co-chair and a member of the U3A discussed the items raised in their email relating to Correspondence in item 5.

#### 5. RESPONSES TO CORRESPONDENCE RECEIVED AT THE COMMERCIAL SERVICES COMMITTEE

An email has been received from a local group regarding access to storage and the heating at the Wades Centre  
The members were reminded that the decision made at the Commercial Services Committee meeting on 9<sup>th</sup> April 2024 relating to storage access cannot be changed for 6 months. However, it was suggested that to help resolve the issues with access to storage, the office should liaise with the U3A to determine storage access requirements for those groups using the Cherry Baker room. In addition to council members would like to encourage the U3A groups currently not using the Wades Centre but require access to storage, to return to the Wades Centre. The members also agreed that a solution is needed as to where the key should be returned outside of office hours.

Cllr Rawsthorne proposed that the office liaise with the Co-chair of the U3A to determine the above information

**Resolved that the office liaise with the Co-chair of the U3A to determine the above information in order for a resolution to be agreed.**

TC

The office updated the members of how the heating system within the building is managed and agreed that the temperature in the room would be monitored for future hirings.

TC

An email has been received regarding noise from the Wades Centre

The comments were noted as the email has already been dealt with by the Brushwood Suite Manager.

**6. WADES CENTRE**

a) To receive and note bookings to date.

The bookings having previously been circulated to the members were noted

b) Updating the Hirer Agreement form to exempt government organisations from providing a damage deposit  
The office requested that the Terms and Conditions are updated on the Hirers Agreement forms for all the rooms of the Wades Centre including the Brushwood Suite, to exempt government organisations from providing the damage deposit. An example of the intended organisations is Bucks County Council, Oxfordshire County Council Schools, NHS etc. It is difficult for these types of organisations to raise the purchase orders for the damage deposit and having the funds returned after the booking. The risk of not getting payment for any damage if there was ever any is felt to be minimal as they are big organisations. Cllr Parkinson proposed the Hirer Agreement form is updated to exempt government organisations from providing a damage deposit. Seconded by Cllr Rawsthorne.

**Resolved the Hirer Agreement form is updated to exempt government organisations from providing a damage deposit. Cllr Ball wished it to be recorded that he abstained from the vote.**

**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 11<sup>th</sup> June 2024 at 6.30 pm.

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

Chairman.....

Date .....