



PRINCES RISBOROUGH TOWN COUNCIL

MINUTES OF A MEETING OF THE COMMERCIAL SERVICES COMMITTEE HELD ON TUESDAY 9th JULY 2024 AT 6.30 PM AT THE CARRINGTON ROOM, WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH

PRESENT

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

1. ELECTION OF CHAIR

Cllr Cross proposed Cllr Parkinson as Chair of the Commercial Services Committee
Seconded by Cllr Marshall

Resolved: Cllr Parkinson as Chair of the Commercial Services Committee

2. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

None were received

3. MINUTES OF THE COMMERCIAL SERVICES COMMITTEE MEETING ON THE 14TH MAY 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 14th May 2024.

4. 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.

5. ELECTION OF VICE CHAIR

Cllr Parkinson proposed Cllr Marshall as Vice Chair of the Commercial Services Committee
Seconded by Cllr Cross

Resolved: Cllr Marshall as Vice Chair of the Commercial Services Committee

6. PUBLIC FORUM

No members of the public were present.

7. RESPONSES TO CORRESPONDENCE RECEIVED AT THE COMMERCIAL SERVICES COMMITTEE

An email has been received from a hirer regarding the temperature in the Sports Hall

A request to provide some floor-standing cool air units to be used whilst playing badminton.

All present agreed to refer to the guidelines for the temperature of the sports hall and monitor it to ensure that it remains within the suggested range.

TC

8. WADES CENTRE

a) To receive and note bookings to date.

The bookings, which had previously been circulated to the members, were noted. It was requested that, when possible, the booking trends be compared to those of last year.

The members were informed that, to assist with a storage issue for a hirer, a storage area currently used for the Brushwood Suite could be partitioned to create a separate storage area with access from the Carrington Room reception area. The caretaker of the Wades Centre has confirmed his availability to carry out this work. All present agreed for this work to be completed.

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The Deputy Clerk updated the members, noting that the current electric water heaters in the three kitchens are expensive to operate. Quotes have been obtained to replace them, proposing that hot water for the kitchen areas of the rooms be supplied from the mains instead. All present agreed to include these quotes in the upcoming Estimates meeting for 25/26. KP

9. MARKET HOUSE

To receive and note bookings to date
The bookings having previously been circulated to the members were noted. The members discussed the way the Market House was promoted and possible hirers.

10. TERMS OF REFERENCE

Cllr Rawsthorne proposed to approve the Terms of Reference with a minor amendment: changing the term "working group" to "task & finish group". Seconded by Cllr Marshall
All present agreed to approve the Terms of Reference for recommendation to the Town Council. KP/JM

11. 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.

12. FUTURE AGENDA ITEMS

To be advised.

13. DATE OF NEXT MEETING

The date of the next meeting of the Committee is on 10th September 2024 at 6.30 pm.
There being no further business the meeting closed at 7pm.

Chairman.....

Date