



PRINCES RISBOROUGH TOWN COUNCIL

MINUTES OF A MEETING OF THE COMMERCIAL SERVICES COMMITTEE HELD ON TUESDAY 10TH SEPTEMBER 2024 AT 6.30 PM AT THE CARRINGTON ROOM, WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH

PRESENT

Chairman Cllr I Parkinson
Cllrs S Marshall and N Rawsthorne
Deputy Clerk - Kirsty Pope
Deputy Brushwood Suite Manager (DBSM) - Stephanie Boyle
No members of the public were present.

1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

No apologies were received from Cllr A Cross.

2. MINUTES OF THE COMMERCIAL SERVICES COMMITTEE MEETING ON THE 9TH JULY 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 9th July 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 were present.

5. RESPONSES TO CORRESPONDENCE RECEIVED AT THE COMMERCIAL SERVICES COMMITTEE

An email has been received regarding using the Market House & Wades Centre for filming.

A request to utilise the Market House for camera positioning and cast area and the Wades Centre for a filming location and cast support space has been received from a filming company.

All present agreed to the requested booking and to stipulate a refundable damage deposit fee of £1,000 for the hire of the Market House and the entire Wades Centre for the requested hire period.

CH/TC

6. WADES CENTRE

The bookings, which had previously been circulated to the members, were noted.

7. BRUSHWOOD SUITE EVENTS

The Assistant to the Brushwood Suite Manager (ABSM) reported back to the committee on the progress of exploring ticketed Christmas Parties for the Brushwood Suite. It was agreed that it would not be a financially viable venture at this time. The committee requested that the ABSM investigate alternative formats for a 2024 ticketed Festive Party evening without a catered meal and with a lowered entrance fee. The committee also requested that the ABSM investigate the viability of a ticketed Summer Party for 2025.

SB

8. MARKET HOUSE

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

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.

10. BUSINESS PLAN CONSULTATION

The committee reviewed the responses and agreed to review the priorities for 25/26 as per the agenda item No.11.

11. ESTIMATES PROJECTS 2025/2026

All present agreed on the following priorities:-

- An independent power supply for The Crew Café
- Skylight Blinds for the Brushwood Suite
- Recommendations from DEC Report to improve Energy Efficiency of the Wades Centre

KP
KP
MR/SB

12. FUTURE AGENDA ITEMS

To be advised.

13. 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 RECEIVE A REPORT ON THE OUTSTANDING INVOICES FROM A TENANT AND TO DECIDE ON A RECOMMENDTION TO THE TOWN COUNCIL FOR A WAY FORWARD

Cllr N Rawsthorne 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.

Cllr N Rawsthorne provided members with an update following recent meetings between the tenant, the Town Clerk, and Cllrs Rawsthorne, Marshall, and Coombs regarding outstanding invoices. It was agreed that further analysis of the current business plan was required and that a full report be presented at the full Town Council meeting in September 2024 to discuss and decide on actions to be taken.

14. DATE OF NEXT MEETING

The date of the next meeting of the Committee is on 15th October 2024 at 6:30 pm.

There being no further business the meeting closed at 7:34pm.

Chairman.....

Date