



PRINCES RISBOROUGH TOWN COUNCIL

MINUTES OF A MEETING OF THE COMMERCIAL SERVICES COMMITTEE HELD ON TUESDAY 8TH JULY 2025 AT 7.00 PM AT THE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH

PRESENT

Chairman Cllr I Parkinson
Cllrs I McLauchlan, M Walsh, A Turner
Clerk- Susanne Barter
Events & Community Manager – Stephanie Boyle

1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

No apologies were received

2. MINUTES OF THE COMMERCIAL SERVICES COMMITTEE MEETING ON THE 10TH JUNE 2025

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 10th June 2025.

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 had registered to speak.

5. CORRESPONDENCE

An email has been received regarding a refund of a hirer charge

A hirer has requested a refund exceeding the amount permitted under the current cancellation policy. The Council is asked to consider the request and decide whether to grant an exception or uphold the existing policy. It was **agreed by all present** that the request does not meet the criteria for an exception, and the existing cancellation policy should be upheld. **The request was therefore not approved.** CH

An email has been received regarding the temperature of the Sports Hall

A hirer would like to know if the council has any plans to install air conditioning in the Sports Hall. Cllr M.W. proposed that the office be requested to obtain estimates for a range of improvements, including the installation of air conditioning for the Wades Centre and Brushwood Suite, with a view to including the costs in the budget for the 2026–2027 financial year. Seconded by Cllr I Parkinson.

Resolved to obtain estimates for the installation of air conditioning for the Wades Centre and Brushwood Suite for the 2026-2027 budget. SB

The office is requested to respond to the hirer that the council will obtain estimates for a range of improvements, including the installation of air conditioning for the Wades Centre and Brushwood Suite, with a view to including the costs in the budget for the 2026–2027 financial year. CH

An email has been received regarding late-night disturbances

A resident has raised concerns regarding repeated late-night disturbances, believed to be originating from a council-owned facility, as well as incidents of anti-social behaviour occurring in the street.

The Council is asked to investigate the matter and take appropriate action to address the concerns raised.

All present agreed that the Council will respond to the resident, advising that the matter will be investigated to ensure that all relevant policies and procedures have been properly followed. Appropriate action will be taken as necessary based on the findings. **CH**

An email has been received regarding the Brushwood Suite

A potential hirer has requested to pay a flat-rate corkage fee, which falls outside the current Policy regulations. The Council is asked to consider the request and determine whether an exception can be made or if the existing Policy should be upheld.

All present agreed that the Council will respond to the potential hirer, advising that the request to pay a flat-rate corkage fee cannot be accommodated, and that the hire must proceed following the existing policy. **CH**

6. WADES CENTRE

a) The bookings, which had previously been circulated to the members, were noted. Cllr I Parkinson requested that the bookings for the Brushwood Suite be circulated with each agenda. **TC**

7. MARKET HOUSE

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

8. COMMITTEE BUDGET

Noted.

It was noted by all present, that the rent for June remains outstanding from a tenant.

9. TERMS OF REFERENCE

Cllr I Parkinson proposed to approve the Terms of Reference for the Commercial Services Committee for recommendation to the Town Council.

Seconded by Cllr M Walsh.

Resolved: to approve the Terms of Reference for the Commercial Services Committee for recommendation to the Town Council.

10. 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 STAFF MATTERS AND LEGAL MATTERS

Cllr I Parkinson 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 A Turner

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.

Staff Matters

Recruitment of Caretaker

Members discussed the recruitment of a caretaker, with the role to include additional responsibilities relating to bar duties. It was noted that the Town Clerk/Responsible Financial Officer holds delegated authority to appoint both a caretaker and a cleaner. The appointment was considered cost-neutral, as the additional hours required for the caretaker role would be offset against the existing budget for the bar staff.

The Events & Community Manager recommended the appointment of a recently interviewed and suitable candidate to fill the vacancy, proposing 18 hours per week that would include bar duties. A proposed start date of 21st July was suggested.

Cllr M Walsh proposed that the recommended candidate be offered the position of Caretaker, including bar duties, for 18 hours per week, with a start date of 21st July.

Seconded by Cllr I McLauchlan.

Resolved: to offer the position of Caretaker to the suggested candidate, including bar duties, for 18 hours per week, with a start date of 21st July.

SBoyle/SB

Staff Absences

Cllrs M Walsh and I Parkinson agreed to meet with the Clerk, Deputy Clerk and Events & Community Manager to discuss some issues in the Brushwood Suite.

MW/IP/SB/KP/SB

Legal Matters

A tenant has requested a meeting with the Town Council to discuss a rent review.

All present agreed to offer a meeting on 15th July at 8:00 pm.

SB

11. FUTURE AGENDA ITEMS

To be advised.

12. DATE OF NEXT MEETING

The date of the next meeting of the Commercial Services Committee is to be held on the 9th September 2025 at the Wades Centre, Stratton Road, Princes Risborough.

There being no further business, the meeting closed at 7.45pm.

Chairman.....

Date