



PRINCES RISBOROUGH TOWN COUNCIL

MINUTES OF A MEETING OF THE COMMERCIAL SERVICES COMMITTEE HELD ON TUESDAY 9TH SEPTEMBER 2025 AT 6.30 PM AT THE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH

PRESENT

Chairman Cllr I Parkinson
Cllrs I McLauchlan & M Walsh
Deputy Clerk – Kirsty Pope
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 08TH JULY 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 08TH July 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 the Cherry Baker Room

A regular hirer has requested to be informed in advance if a large booking is scheduled at the Wades Centre on the same day as their session. This will allow them to plan accordingly and minimise any impact on their attendees. The request follows a large booking across the Sports Hall and Cherry Baker Room, which placed significant pressure on local parking and resulted in some attendees being unable to attend due to the lack of available spaces.

The members noted the concerns and Cllr Walsh advised that he liaising with other groups that use the area to try and minimise these disruptions in the future.

An e-mail has been received regarding the Summer Festival 2026

The Rotary Club is planning an event for next year and would like to know whether it is possible to reserve the entire community centre, including the Brushwood Suite, at a low cost or free of charge, so all activities can be moved indoors if needed.

The members agreed that a meeting with the Rotary Club would be beneficial to gain a clearer understanding of their requirements. The office was requested to arrange this meeting.

KP

6. WADES CENTRE

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

Cllr Parkinson requested a copy of the bar takings for each event.

KP

b) Prior to the meeting, the E&CM shared a proposal with the committee outlining two options for hosting a tribute act evening in the Function Suite. After discussion, the committee agreed to proceed with both events and for the E&CM to proceed with making arrangements for these events.

SBoyle

c) The E&CM provided an update on the success of the recent Comedy Night held in the Function Suite. A request from the comedy contractor to schedule another event has been received. After discussion, the committee agreed to hold a Comedy Night on a quarterly basis for the E&CM to proceed with making arrangements for these events.

d) Officers provided the committee with context surrounding this agenda item. The E&CM informed the committee that the consultant was unable to provide a proposal and quotation in time for this evening's meeting. The committee decided to defer this agenda item to the next Full Town Council Meeting/Commercial Services Meeting.

e) Cllr Parkinson proposed to update the booking policy whereby any booking for the Wades Centre is cancelled if not paid for 7 days in advance. Seconded by Cllr McLauchlan. All present agreed.

Resolved: for the Commercial Services committee to recommend to Town Council to update the bookings policy whereby any booking for the Wades Centre is cancelled if not paid for 7 days in advance. S Boyle

7. MARKET HOUSE

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

b) The Deputy Clerk/E&CM presented a proposal to decide on whether to discontinue the Market House as a meeting space. Officers have been promoting the room as a meeting space for some time, but take-up has remained very low. Members were therefore asked to consider whether they wished to continue offering the room for this purpose. A financial update was provided outlining the implications of both options. The members agreed that the space to be withdrawn as an advertised meeting space and that the broadband service should be discontinued in March when the contract is up for renewal. However, the members were still keen to use the space should community groups wish to visit for educational purposes.

Resolved: the members agreed to withdraw the space as an advertised meeting room, and that the broadband service is cancelled. The office was requested to contact the one regular hirer to update them on this decision. SBoyle/TC

8. COMMITTEE BUDGET

Noted.

9. 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

- a. whether to approve a recommendation to Town Council to use a tenant's deposit to offset an outstanding debt.
- b. to discuss and decide on the preferred supplier for the Brushwood Suite blinds.
- c. to receive the valuation report in respect of 39 High Street and decide on any actions to be taken.

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 Walsh

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.

- a. whether to approve a recommendation to Town Council to use a tenant's deposit to offset an outstanding debt.

Resolved: To recommend to the Town Council that the tenant's deposit be used to offset the outstanding debt, and that the Clerk instruct the solicitor to issue a letter to the tenant.

- b. to discuss and decide on the preferred supplier for the Brushwood Suite blinds.

The Deputy Clerk presented three quotations

1. £1260 + VAT
2. £1166.67 +VAT
3. £1204 + VAT

Cllr McLauchlan proposed to approve quotation number 2

Seconded by Cllr Walsh

Resolved to approve quotation number 2

c. to receive the valuation report in respect of 39 High Street and decide on any actions to be taken.
The members noted the valuation and the surveyor's recommendations. Cllr Parkinson highlighted that the report excluded the roof terrace on the basis that the alterations were made by the tenant. The office was requested to advise the surveyor that this is incorrect, as the improvements were made by the landlord, and that this should be reflected in the report with an updated version supplied. **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 14th October 2025 at 7:15pm in the Wades Centre, Stratton Road, Princes Risborough.

There being no further business, the meeting closed at 8.40pm.

Chairman.....

Date

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