



PRINCES RISBOROUGH TOWN COUNCIL

MINUTES OF A MEETING OF THE COMMERCIAL SERVICES COMMITTEE HELD ON MONDAY 20TH OCTOBER 2025 AT 3.30 PM AT THE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH

PRESENT

Chairman Cllr I Parkinson
Cllrs M Walsh, A Turner
Clerk – Susanne Barter
Deputy Clerk – Kirsty Pope
Events & Community Manager (E&CM) – Stephanie Boyle

1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

Apologies were received from Cllr I McLauchlan due to work commitments.

2. MINUTES OF THE COMMERCIAL SERVICES COMMITTEE MEETING ON THE 09TH SEPTEMBER 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 9th September 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

Email complaints have been received from residents regarding large scale events at the Wades Centre

Multiple emails have been received by the Town Council from residents expressing concerns regarding noise disturbances and irresponsible parking as a result of large-scale events at the Wades Centre. The committee noted the correspondence and will discuss options further under 6. Wades Centre.

6. WADES CENTRE

a) The bookings were noted.

b) Prior to the meeting, the E&CM circulated a proposal to the committee outlining an option to host a tribute act evening in the Function Suite in April 2026. **All present agreed** to move forward with the event and asked the E&CM to look into the cancellation policy should ticket sales be low.

S.Boyle

c) The Comedy Agent has requested that the committee consider an agreement in which ticket sales exceeding 120 tickets would be shared equally between the Comedy Agent and the Town Council. **All present agreed** that this split is acceptable. The E&CM will confirm the arrangement with the Comedy Agent.

S.Boyle

d) Before the meeting, the E&CM circulated a proposal to the committee detailing services offered by a hospitality company, which could assess and review the current hire charges and operation of the function suite. Cllr Walsh proposed granting the Office authority to obtain three quotes for the 'Basic Report' option of the proposal, which would review operations, assess the local market, and provide written recommendations for improvement. Seconded by Cllr Parkinson. **All present agreed.**

S.Boyle

e) Cllr Parkinson proposed adopting a policy that limits residents to one discounted private booking of the Brushwood Suite per calendar year, without restricting the total number of times a resident may book the Brushwood Suite at full rate. Seconded by Cllr Walsh.

Resolved: A recommendation to the Town Council to adopt a policy that limits residents to one discounted private booking of the Brushwood Suite per calendar year. S.Boyle

f) After discussion, the committee agreed to defer this agenda item on limiting the size of private functions in the Brushwood Suite, to a future meeting and requested historical data on expected event capacities for past events held in the Brushwood Suite.

g) The committee discussed the viability of continuing dual bookings of the Sports Hall and Brushwood Suite. To address ongoing misuse of the Sports Hall drinks policy, Cllr Parkinson proposed allowing dual bookings to continue on the condition that the Brushwood Suite drinks policy is applied to the Sports Hall when it is dually booked. Seconded by Cllr Walsh.

Resolved: A recommendation for the Town Council to adopt a policy extending the Brushwood Suite drinks policy to the Sports Hall whenever it is booked simultaneously. S.Boyle

h) The committee discussed potential measures to implement to combat illegal parking at the Wades Centre at evening and weekend events. Cllr Parkinson proposed to enforce parking restrictions at Brushwood Suite events. Seconded by Cllr Walsh.

Resolved: Parking restrictions are enforced for Brushwood Suite events.

KD

7. ESTIMATES PROJECTS 2026/2027

Committee members considered detailed income and expenditure budget proposals for the next financial year. Estimates for the next financial year 2026/2027 were agreed for submission to the Finance Estimates.

All present agreed

8. 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 QUOTATIONS FOR SOLAR PANEL SERVICING AND CLEANING.

Cllr Walsh 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 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.

The Deputy Clerk presented two quotations for the servicing and cleaning of the Wades Centre Solar Panels

1. £1,070.00 nett
2. £950.00+VAT (unable to quote for cleaning of solar panels)
3. Supplier is unable to quote

Cllr Walsh proposed approving Quotation No. 1.

Seconded by Cllr Turner

Resolved: to approve quotation No 1.

9. FUTURE AGENDA ITEMS

To be advised.

10. DATE OF NEXT MEETING

The date of the next meeting of the Commercial Services Committee is to be advised and will be held in the Wades Centre, Stratton Road, Princes Risborough.

There being no further business, the meeting closed at 4:10 PM.

Chairman.....

Date

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