



PRINCES RISBOROUGH TOWN COUNCIL

MINUTES OF A MEETING OF THE COMMERCIAL SERVICES COMMITTEE HELD ON TUESDAY 9TH APRIL 2024 AT 6.30 PM

AT THE SPORTS HALL, WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH

PRESENT

Chairman Cllr I Parkinson
Cllrs A Ball, A Cross, N Rawsthorne, S Marshall
Town Clerk – Susanne Barter
Deputy Clerk - Kirsty Pope
Bookings Officer - Tania Campbell
No members of the public were present.

1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Coombs who had a personal commitment.

Resolved: To accept apologies from Cllr Coombs.

2. MINUTES OF THE COMMERCIAL SERVICES COMMITTEE MEETING ON THE 13TH FEBRUARY 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 13th February 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 wished to speak.

5. RESPONSES TO CORRESPONDENCE RECEIVED AT THE COMMERCIAL SERVICES COMMITTEE

None

6. WADES CENTRE

a) To receive and note bookings to date.

The bookings having previously been circulated to the members were noted. It was stated that having Brushwood Suite bookings detailed separately was useful.

b) Storage arrangements at the Wades Centre

The Terms and Conditions state that storage of items is only allowed by regular hirers and only accessed when there is a room booking. The Terms and Conditions are posted on the notice boards in the centre and also in the Hirers Agreement form. One group has recently accessed their storage whilst the room was hired out to another group, after previously being requested that they contact the office if they require access to their storage without a room booking, and reminded recently. Cllr Ball proposed that the lock to the storage is changed and the Office will hold the only key. The group will then need to visit the reception and request access to the storage. Seconded by Cllr Rawsthorne.

All present agreed to change the lock of Storage Room 2, and advise the group that the Office will hold the key and they will need to visit reception in office hours to request access to Storage Room 2. TC

c) Future events at the Brushwood Suite

The office requested permission to hold a further Tribute Act evening in September and in addition two Christmas Party nights in December. Cllr Parkinson proposed Brushwood Suite hosts a tribute act in September and 2 Christmas Party nights in December. Seconded by Cllr Marshall.

All present agreed Brushwood Suite to host a Tribute Act event in September and two Christmas Party nights in December.

SBOYLE

d) Price structure for a room-only rate for the Brushwood Suite

The office proposed the introduction of a new room-only rate for the Brushwood Suite for low-impact adult groups eg Pilates, Tai Chi or similar for adults only. The rate would have a caveat that if a booking is received for the whole day or morning /afternoon the class would be moved into the Sports Hall or Carrington Room. The bar and tables and chairs would not be included in the price, and the Brushwood Suite Manager would only provide a unlock and lock up service. Cllr Parkinson proposed that a new rate should be introduced at £28.00 exld VAT per hour.

Seconded by Cllr Rawsthorne.

All present agreed to introduce a new room-only rate for the Brushwood Suite of £28.00.

TC

7. MARKET HOUSE

To receive and note bookings to date

The bookings having previously been circulated to the members were noted. The members asked that look at the way the Market House was promoted in future and to include photos of previous use.

8. FUTURE AGENDA ITEMS

To be advised

9. DATE OF NEXT MEETING

The date of the next meeting of the Committee is on 14th May 2024 at 6.30 pm.

There being no further business the meeting closed at 7.00pm.

Chairman.....

Date