



PRINCES RISBOROUGH TOWN COUNCIL



TO: THE MEMBERS OF THE EVENTS/PR COMMITTEE (Councillors M Walsh, A Ball, David Knights, Ian Pearce, Jan Roberts, John Coombs, Lee Byrne, Nathan Davis)

Dear Councillor,

You are summoned to attend a meeting of the Event/PR Committee to be held at **The Princes Centre, Clifford Road, Princes Risborough** on **Tuesday 21st January 2020 at 8.00PM** when the business set out in the following agenda will be transacted.

Susanne Griffiths

**Clerk to the Town Council
15th January 2020**

AGENDA

1. Welcome and Apologies for Absence.

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk.

2. Acceptance of Previous [minutes](#) of the Events and PR Committees held on 12th November 2019

To receive and approve as a correct record the minutes of the Events and PR meetings held on the 12th November 2019

3. Declarations of Interest and Dispensations

To receive any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations.

- i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.
- ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure).

4. Public Forum

Ten minutes are available for the public to express a view or ask a question on relevant matters on the following Agenda, as provided for in Standing Order Number 3 (e-k). The public are welcome to stay and observe the rest of the meeting.

5. Correspondence

To discuss and decide on a response to correspondence received relating to the Events/PR Committee

6. Summer Festival 2020

- a) To discuss and decide on the programme of events
- b) To discuss and decide on the attractions and activities for the 4th July 2020
- c) To agree the pitch fees
- d) To agree on the road closure streets

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- e) To agree the sponsorship
- f) To approve payments
- 7. End of Second World War Event**
 - a) To receive a report from Cllr N Davis
 - b) To agree on a location
 - c) To agree to establish a Working Group
- 8. Easter**
 - a) Easter Tree Display -To discuss and decide on an environmental option
 - b) Easter Egg Hunt – To discuss and decide on an Easter Egg activity with the retailers
- 9. Annual Town Meeting and Civic Awards**
 - a) To discuss and decide on award categories and content for meeting visuals
 - b) To discuss and decide on the video and photography
- 10. Live Animals at Future Town Council events**

To discuss and decide on the use of live animals at future Town Council events
- 11. Future Agenda Items**

To receive items to be included in the next agenda that fall under the remit of this Committee
- 12. Exclusion of the Press and Public**

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 approve quotations for the summer festival attractions/activities
- 13. Date of next meeting**

To be advised

Distribution – all Councillors, Noticeboards and Council website.

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND