



# PRINCES RISBOROUGH TOWN COUNCIL



**TO: THE MEMBERS OF THE EVENTS COMMITTEE (Councillors A Ball, J Roberts, N Davis, M Walsh, J Coombs, D Knights, L Byrne)**

Dear Councillor,

You are summoned to attend a meeting of the **Events Committee** to be held at **The Princes Centre, Clifford Road, Princes Risborough** on **Tuesday 15<sup>th</sup> January 2019 AT 7.15PM** when the business set out in the following agenda will be transacted.

Susanne Griffiths,  
Clerk to the Town Council  
9<sup>th</sup> January 2019

## 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 minutes of Previous Meeting of the 9<sup>th</sup> October 2018**

To receive and approve as a correct record the minutes of the Events meeting held on the 9<sup>th</sup> October 2018.

### 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. **Correspondence**

To discuss and decide on the response to correspondence received at the Town Council relating to the Events Committee

### 5. **Citizens Awards**

- a) To discuss and decide on the criteria of the Citizen Awards
- b) To discuss and decide on the introduction of new categories for the Citizens Award

### 6. **Committee Budget**

To note spending to date in respect of this year's budget (see attached)

### 7. **Christmas Lights Switch On**

To review the Christmas Lights Switch on event and decide on actions to be taken

The Princes Centre, Clifford Road, Princes Risborough, Bucks. HP27 0DP  
Tel 01844 275912 e-mail [towncouncil@princesrisboroughtowncouncil.gov.uk](mailto:towncouncil@princesrisboroughtowncouncil.gov.uk)  
Web: [www.princesrisboroughtowncouncil.gov.uk](http://www.princesrisboroughtowncouncil.gov.uk)



# PRINCES RISBOROUGH TOWN COUNCIL



- 8. Annual Town Meeting**  
To discuss and decide on the format of the 2019 Annual Town Meeting
- 9. Events Calendar**  
To discuss and decide on the dates for the Summer Festival and the Christmas Lights Switch on 2019  
To discuss and decide on additional events for the period of April 2019 – June 2019
- 10. Sponsorship packages**  
To discuss and decide on sponsorship packages
- 11. Future Agenda Items**  
To receive items to be included in the next agenda that fall under the remit of this Committee
- 12. Date of next meeting**  
To note the date of the next meeting

**Distribution – all Councillors, Noticeboards and Council website.**

**MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND**

# MICHAEL GRAHAM

## SPONSORED ROADSIDE BOARDS TERMS & CONDITIONS

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1. All board locations must be pre-agreed with land owners, highways agency or the town council prior to event taking place.
2. These permissions must be gained by the event organiser **NOT** Michael Graham.
3. The board locations must be detailed in full. Please include as much information as possible including road name, junction, postcode, landmarks etc. If you could also detail the locations on a map or Google street view this would help minimise issues. Failure to send this information will result in the forfeit of your boards.
4. Any boards which incur a fine due to land permissions will be passed on to the event organiser.
5. We ask the event organiser monitors the boards over the event period and reports of any damage or vandalism as soon as possible.
6. Should a board need attention over the event period this needs to be raised with Michael Graham. However during busy event seasons, rectifying these boards may take longer.
7. Once the event has finished, the boards must remain in the locations pre-agreed for collection. The event organiser must not take them down themselves.
8. Please remember board collection will take longer during busy event periods. Particularly over the bank holidays and summer months.
9. If a landowner/event organiser removes a board, Michael Graham needs to be notified immediately and given the full address for the board collection.
10. **DO NOT** dispose of or destroy any boards. Should this happen then we reserve the right to recoup the board(s) costs.
11. The pre-agreed board quantity must **ALL** be returned and any damage must be reported prior to our collection.
12. Michael Graham have the right to recycle the boards for future events.

Should you have any queries regarding the above please contact:

**Carly O'Brien - Marketing Manager**  
01234 244367  
carly.obrien@michaelgraham.co.uk

Or for queries relating to the board design/artwork, please contact:

**Erica Sereno - Marketing and Creative Executive**  
01234 244364  
erica.sereno@michaelgraham.co.uk

Detailed Income & Expenditure by Budget Heading 09/01/2019

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>400 Events</b>								
1120 Market Pitch Rents	1,150	1,695	0	(1,695)			0.0%	
1121 Market Stall Rents	40	0	0	0			0.0%	
1135 Donations	3,550	2,001	0	(2,001)			0.0%	
1400 Festival	9,424	11,528	2,500	(9,028)			461.1%	
<b>Events :- Income</b>	<b>14,164</b>	<b>15,224</b>	<b>2,500</b>	<b>(12,724)</b>			<b>609.0%</b>	<b>0</b>
4000 Personnel Costs	3,040	4,030	3,470	(560)		(560)	116.1%	
4065 Stationery	0	27	0	(27)		(27)	0.0%	
4080 Refreshments	16	0	0	0		0	0.0%	
4090 Travel Expenses	0	7	0	(7)		(7)	0.0%	
4395 Training - Maint. Team	230	0	0	0		0	0.0%	
4600 Festival	10,849	14,978	13,389	(1,589)		(1,589)	111.9%	
4601 Festival Winter	9,033	8,708	10,000	1,292		1,292	87.1%	
4602 Outdoor Cinema	0	3,330	0	(3,330)		(3,330)	0.0%	
4603 Beacon Lighting	0	690	0	(690)		(690)	0.0%	
4605 Art Event	738	750	750	0		0	100.0%	
4610 Christmas Lights	2,205	4,084	2,300	(1,784)		(1,784)	177.6%	
4620 Volunteers Event	0	346	1,000	654		654	34.6%	
<b>Events :- Indirect Expenditure</b>	<b>26,111</b>	<b>36,950</b>	<b>30,909</b>	<b>(6,041)</b>	<b>0</b>	<b>(6,041)</b>	<b>119.5%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(11,948)</b>	<b>(21,726)</b>						
<b>Grand Totals:- Income</b>	<b>14,164</b>	<b>15,224</b>	<b>2,500</b>	<b>(12,724)</b>			<b>609.0%</b>	
<b>Expenditure</b>	<b>26,111</b>	<b>36,950</b>	<b>30,909</b>	<b>(6,041)</b>	<b>0</b>	<b>(6,041)</b>	<b>119.5%</b>	
<b>Net Income over Expenditure</b>	<b>(11,948)</b>	<b>(21,726)</b>	<b>(28,409)</b>	<b>(6,683)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(11,948)</b>	<b>(21,726)</b>						