



# 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 **Monday 24th June 2019 at 6.45PM** when the business set out in the following agenda will be transacted.

*Susanne Griffiths*

**Clerk to the Town Council  
18<sup>th</sup> June 2019**

## AGENDA

- 1. Election of Chairman**
- 2. 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.
- 3. Acceptance of Previous minutes of the Events and PR Committees held on [16<sup>th</sup> April 2019](#) and [16<sup>th</sup> April 2019](#)** To receive and approve as a correct record the minutes of the Events and PR meetings held on the 16<sup>th</sup> April 2019
- 4. 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).
- 5. Election of Vice Chairman**
- 6. 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.
- 7. Correspondence**

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



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8. To approve the Terms of Reference for the Events/PR Committee
9. To receive an update from the Festival working group
10. To receive an update on events for the next 3 months
  - a) Plans for Halloween
  - b) To discuss attractions for Christmas Light's Switch On
  - c) To discuss a Shop Local event to coincide with the December Farmers Market
11. To discuss and decide on plans for the Remembrance Event on the 21<sup>st</sup> October (Cllr Davis)
12. To discuss and decide upon holding an event to mark 75 years since the end of the Second World War (Cllr Davis)
13. To discuss and decide on the content of Crosstalk Issue No. 70
14. **Future Agenda Items**  
To receive items to be included in the next agenda that fall under the remit of this Committee
15. **Exclusion of 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 discuss and decide on the preferred contractor for the stage sound system.
16. **Date of next meeting**  
To be advised

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

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