

**EVENTS COMMITTEE
PRINCES RISBOROUGH TOWN COUNCIL
DRAFT MINUTES OF THE EVENTS COMMITTEE HELD ON
TUESDAY 9th JANUARY 2018 AT 7:45PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

PRESENT

Chairman – Cllr. A.Ball
Cllr. Coombs, Cllr. Knights, Cllr. Davis, Cllr. Walsh, Cllr. Summerbell Cllr. Roberts
Deputy Clerk - Kirsty Pope
Projects and Communications Assistant – Nicola Mackinnon

1. TO RECEIVE, NOTE AND AGREE APOLOGIES FOR ABSENCE

Resolved: To receive, note and accept the following apologies from Councillors for non-attendance at the meeting.

Apologies received from Iain McLauchlan due to working commitments.

2. MINUTES

Resolved: To agree the minutes of the Events Committee meeting held on the 3rd October 2017 signed as a true record.

3. DECLARATIONS OF INTEREST

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and the nature of that interest which they may have in any of the items under consideration at this meeting. None were declared.

4. CORRESPONDENCE

Email from Michael Graham Estate Agents regarding sponsorship

Michael Graham emailed the council to offer to be the main sponsors of the town events for 2018.

Resolved: the councillors would like to thank Michael Graham for their kind offer and wish to continue the sponsorship as per 2017. The councillors would like to accept an offer of £1500 +VAT for sponsorship of both Christmas and Summer events. However, it was agreed for the office to advise Michael Graham of the additional marketing exposure over & above the current agreement.

KP

Email from resident regarding Billy Pettigrove funfair incident at the Christmas light switch on event 2017

The council received an email regarding an incident whereby a child walked into the towbar between rides and got injured. When her father approached Billy Pettigrove he was said to have become verbally abusive. The resident wanted the council to be aware of the incident.

Resolved: The councillors agreed that for the office to write to the complainant to express our apologies for the incident. In addition for the office to contact Pettigrove Funfair to invite them to a meeting to discuss the complaint and plans for Summer 2018.

NM

Email regarding a commonwealth lunch.

The councillors agreed that a Commonwealth Lunch should mark Commonwealth week (12th until 22nd March) and that local groups should be contacted with a view to facilitating such an event. It was agreed that a town councillor should be present at each event.

All councillors agreed to purchase a Commonwealth flag and to approach the Lord Lieutenant to raise it. It was proposed that a board be erected to inform residents why the flag is being flown. Cllr. Davis agreed to prepare a piece for Crosstalk.

NM/ND

5. REPORT ON THE CHRISTMAS LIGHT SWITCH ON 2017

All councillors agreed that the Christmas Light Switch on was a good evening out, with the greatest number of people we have ever had in attendance. We had more stalls and more entertainment.

The following suggestions were made to improve the event for 2018:

To arrange to meet with the sound engineer with a view to improving the speakers and possibility of speakers down the High Street.

KP

To have a list of helpers that is adhered to, improved signage should we wish to run the ice rink again as people were confused as to where to purchase tickets. Helpers turning on the lights to be councillors and briefed well in advance of their role.

Page 01/18

A meeting with lamps and tubes to be arranged. **KP**
It was agreed that we should be mindful of the pinch point in the High Street where the slide and puppet stall went. We should not put anything large in this area in the future.
It was agreed that we would obtain quotes for a company to set up the stalls on the day. **NM**
Cllr Davis to have help when greeting stall holders in Duke Street.
Rotarians should be asked to stay until the end of the event and be aware on who cannot be given entry at road closures (confirmation of this to be obtained by County) Rotarian should be in attendance at our festival briefing meeting.
Thank you event with sponsors to be held half an hour before the start of the festival.
Fleeces to be handed out in advance.
Review prices for summer and winter pitch hire.
It was agreed not to do the fireworks in 2018 as logistically it was very difficult to manage on the night.
It was suggested that we have a security company to manage entrance to the market house due to people using the facility without agreement.
It was agreed that we should arrange the street closure from 11 am until 10 pm or until we deem it safe.

6. ON MERGING THE EVENTS AND PR COMMITTEE

Resolved: it was agreed not to merge the committees.

7. ON A DATE FOR THE SUMMER FESTIVAL 2018

Resolved: to hold the summer festival on Saturday 7th July 1pm to 6pm.

8. ON A DATE FOR THE CHRISTMAS LIGHTS SWITCH ON 2018

Resolved: to hold the Christmas Lights Switch On Saturday 1st December.

9. AGENDA ITEMS FOR NEXT MEETING

- a) To discuss and decide on Easter events
- b) To discuss and decide on whether to mark the Royal Wedding Celebration in May.

10. DATE OF NEXT MEETING

TBA

There being no further business to discuss, the meeting closed at 20:30

Chairman Date