

**EVENTS COMMITTEE
PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE EVENTS COMMITTEE HELD ON
TUESDAY 15th MAY 2018 AT 7:30PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

PRESENT

Cllr. Knights (Chairman)
Cllr. Davis, Cllr. Walsh, Cllr. Coombs, Cllr. Roberts and Cllr McLauchlan
Cllr Byrne (in attendance)
Kirsty Pope (Deputy Clerk).

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. Cllr Ball due to work commitments

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

2. MINUTES

Resolved: To agree the minutes of the Events Committee meeting held on the 9th January 2018 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

No correspondence.

5. UPDATE ON THE SUMMER FESTIVAL FROM THE WORKING GROUP

Cllr Walsh provided the members with an update on the progress to date with the planned Town Festival 1st – 7th July. A discussion was held about possible additional activities for the day and the office was asked to look at options for street entertainment i.e., street magician/puppets etc.

AD

6. DATE FOR THE INSTALLATION OF THE BUNTING & FLAGS

Resolved: to install on Wednesday 27th June.

DK/ND/JC/KL

7. PURCHASING NEW UNION FLAGS

Resolved: to purchase 15 new union flags as the existing flag are worn. The office is requested to see if these can be purchased with weights so they do not wrap around poles. The office to check with the maintenance team with regards to any replacement poles. **KP**

8. PLANS FOR THE VOLUNTEER EVENT

Resolved: agreed to hold the event on Thursday 19th July 7pm – 8.30pm at the Princes Centre. The format will include a BBQ, music, drinks on arrive. The office is requested to email all councillors to request a list of possible guests. Invitations to be sent Wednesday 6th June.

AD/KP

9. FORMAT OF THE ANNUAL TOWN MEETING

Resolved: to agree the Citizen Award winners at the January Town Council meeting and to make improvements to the certificate that is awarded. It was also agreed that all grants recipients should be requested to attend the meeting. A practice session for the event will be held prior to the actual meeting to check on the running order and presentations. The office is requested to look at possible venues and costs.

AD

10. ORGANISING A REMEMBRANCE SUNDAY BEACON LIGHTING EVENT

Resolved: for the event to take place on the evening of the 11/11. It was agreed to set up a working group to include councillors **Davis/Coombs/McLauchlan and Turner.**

11. CHRISTMAS LIGHT FIXTURES FOR 2018

Resolved: Cllr Walsh update the members on a discussion with Lamps & Tubes and the possibility of adding lights to different areas of the town, however further discussions are required and a meeting is schedule with WDC to discuss this. It was however agreed in principal, that the lights on the tree on Duke Street gardens should be enhanced with a view to this replacing the Christmas tree by the library. The office is requested to obtain a quote with a view to using existing lights from the current tree. Any changes should be communicated to The Rotary Club as part of the Tree of Light celebrations.

KP

12. AGENDA ITEMS FOR NEXT MEETING

- a) Update from the w/g on the Beacon Lighting Event
- b) Update on the Christmas Light fixture

13. DATE OF NEXT MEETING

TBA

There being no further business to discuss, the meeting closed at 8.30pm

Chairman Date