

**EVENTS COMMITTEE
PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE EVENTS COMMITTEE HELD ON
TUESDAY 26th JUNE 2018 AT 7:30PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

PRESENT

Cllr.Andy Ball – Chairman
Cllr J Coombs, Cllr M Walsh, Cllr Ian Pearce, Cllr Lee Byrne, Cllr Nathan Davis, Cllr Jan Roberts, Cllr David Knights
Clerk to the Council – Susanne Griffiths
Deputy Clerk – Kirsty Pope
Projects & Communications Assistant – Annabelle Denbury
0 member of the public was in attendance.

1. ELECTION OF CHAIRMAN

To elect the Chairman
Cllr Walsh proposed Cllr Ball
Seconded by Cllr Roberts
A vote was taken

RESOLVED: That Cllr Ball be duly elected Chairman for the year 2018/2019
Cllr Ball in the Chair.

2. TO RECEIVE, NOTE AND AGREE APOLOGIES FOR ABSENCE

No apologies were received.

3. MINUTES

RESOLVED: To agree the minutes of the Events Committee meeting held on the 15th May 2018 be signed as a true record.

4. 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.

5. ELECTION OF VICE CHAIRMAN

To elect the Vice Chairman
Cllr Ball proposed Cllr Roberts I
Seconded by Cllr Davis
A vote was taken

RESOLVED: That Cllr Roberts be duly elected Vice Chairman for the year 2018/2019

6. CORRESPONDENCE

Email from residents regarding the road closure in Church Lane for Festival Day

To respond with confirmation that emergency vehicle access will be available at all times and that the committee have a plan should an emergency happen. In addition provisions have been made for 1st Aiders to be on site throughout the duration of the event.

7. UPDATE ON THE SUMMER FESTIVAL FROM THE WORKING GROUP

Cllr Walsh updated the members on the plans for festival week, including the need to produce a rota for the Town Council stand on the Saturday and a list of those councillors/officers that are able to attend the events happening between 2nd – 6th July.

Rota for the stand as follows: 12pm – 2pm AB/IP/SG/AS 2pm – 4pm DW/JM/JR/Mark Roberts, 4pm – 6pm AT/DK. In addition it was agreed that Cllr Walsh will be on the stand between 1pm – 2pm and Cllr Davis will be present 2pm – 3pm. Kirsty & Annabelle will step in as & when required.

8. TO RECEIVE AN UPDATE ON THE VOLUNTEER RECOGNITION EVENT

Cllr Walsh updated the members on the event and confirmed that the invites have been sent and final numbers should be available by the end of w/c 2nd July. It was agreed that that Mayor should meet each guest upon arrival.

Cllr Knights offered the use of his BBQ for the event. It was agreed to also purchase salads. The office is look at the possibility of having a Jazz pianist for the event and running a raffle during the event.

9. TO RECEIVE AN UPDATE ON THE REMEMBRANCE SUNDAY BEACON LIGHTING EVENT

Cllr Davis update the members of the plans today following a meeting of the working group. The event will be held at 7pm on the 11th Nov. A beacon will be lit on Whiteleaf Hill, with a spectator area in the SMG. A screen projecting footage from the war will be in place. The local cadets/scouts/brownies will be present to read out name of those that sacrificed their life. Rev. D Williams will be in attendance and Cllr Walsh will be present to make a speech. Order of ceremony to be handed out to spectators. A list of guests should be circulated to the committee. As permission for the beacon has been agreed by the Chiltern Society, the office is therefore requested to order the beacon.

Cllr Walsh suggested a test run to ensure the beacon is visual from the SMG. **ND/JC/AT**

10. CHRISTMAS LIGHTS FIXTURES FOR 2018

Resolved: Cllr Walsh confirmed that he has spoken to the Rotarians regarding the tree of light on Duke Street and they are happy with our plans to enhance the existing lighting. The office is requested to speak to Lamps & Tubes to find out how many of the older decorations we are able to upgrade once we have purchased the new fixtures for the tree. **KP**

11. HOLDING A POP UP CINEMA EVENT

Resolved: to accept the offer from Churchill Homes to sponsor a pop-up cinema event. The members agreed to show the Greatest Showman on Friday 7th September. The office is requested to contact local food retailers to see if they would like to be present. In addition the office is requested to investigate the hire of a Big Top tent and possible entertainment. The tickets for the event should be managed via Eventbrite. The office needs to investigate the licence fees and how they change depending on the number of people in attendance. **AD**

12. AGENDA ITEMS FOR NEXT MEETING

- a) To discuss and decide on holding a Christmas tree event, similar to the Easter Egg event.

13. DATE OF NEXT MEETING

TBA

There being no further business to discuss, the meeting closed at 8.40pm

Chairman Date