



PRINCES RISBOROUGH TOWN COUNCIL



PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE EVENTS/PUBLIC RELATIONS COMMITTEE HELD ON
TUESDAY 20TH AUGUST 2019 AT 7.00PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.

PRESENT

Cllr Jan Roberts - Chairman
Cllr Matthew Walsh, Cllr Lee Byrne, Cllr Nathan Davis,
Cllr John Coombs, Cllr David Knights & Cllr Andy Ball

In attendance

Clerk to the Town Council - Susanne Griffiths
Projects & Communications Assistant – Annabelle Denbury
No members of the public were in attendance.

1. RECEIVE, NOTE AND AGREE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Ian Pearce who was on holiday

2. MINUTES

RESOLVED: To agree the minutes of the Events & PR Committees meeting held on the 24th June 2019 be 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. PUBLIC FORUM

No members of the public were present.

5. CORRESPONDENCE

Old British School Foundation

Following a meeting yesterday of the working group for the Old British School Charity (the Town Council is the sole trustee of this charity), it was agreed to request the Public Relations Committee to create a new page on the website to include the history of the charity, a photo of the building and an application form with the criteria to apply for a grant. **All present agreed** **JR/AD/DK**

Ice Cream Van attendance at Festival

Following an email that was received from the ice cream vendor at Festival, **all present agreed** that a donation be given by them of £100 for their participation **AD**

An email has been received from Love Risborough CTR Event 2020 to use Wades Park

Churches Together seek permission to use Wades Park for a "Love Risborough" event on the 23rd May 2020 and ask for help with the organisation of the event. **All present agreed** to establish a Working Group consisting of JR, DK & AD. **AD**

6. REMEMBRANCE EVENT

Cllr N Davis gave an update on the event which will be held on 21st October. Office requested to send invitation list to Cllr Davis & Cllr M Walsh so they can approve invitees **AD**

7. CHRISTMAS LIGHTS SWITCH ON EVENT

An update was given by Projects & Communications Officer. **All present agreed** for the following to be actioned.

Diddy Ponies Cllr John Coombs proposed that approve the cost and book 3 x Shetland Ponies at a cost of £200 to attend the event. Seconded by Cllr A Ball. **Page 4 /19**



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RESOLVED: To approve the costs of £200 for 3 x Shetland ponies

AD

Mechanical Ponies

Cllr A Ball proposed that we accept an offer from Lil Riders who will attend for free & donate 20% of takings to the Town Council if weather permits. Seconded by Cllr J Coombs

RESOLVED: For the office to confirm acceptance of this offer.

AD

Pitch Fees for Traders

Cllr M Walsh proposed that the pitch fees for trading at the Light Switch-on be set at the following rates: Risborough based Charity £15. Non-Risborough based Charity £25, Princes Risborough Commercial (excluding Food & Drink suppliers) £25, Non-local Commercial & Small producers £30, All food & drink traders £40. Seconded by Cllr J Coombs

RESOLVED: To agree the pitch prices as set out above the for the Light Switch-on

AD

8. FUTURE EVENTS

It was agreed not to hold a Halloween event and for us to discuss potential events at the next Committee Meeting. **All Present Agreed**

9. END OF SECOND WORLD WAR EVENT

Cllr N Davis updated the Committee on proposed plan to hold a Memorial event / Street Party to mark 75years since the end of Second World War on Friday 8th May. Seconded by Cllr J Coombs

AD

10. TOWN CENTRE DECEMBER ACTIVITY WITH THE RETAILERS

It was recommended that this be discussed within the Economic Regeneration committee.

Additionally, office to look at window dressing ideas with Retailers and potentially local schools. **AD**

11. RISSI THE REINDEER COMPETITION

Following a recent working group meeting, Cllr Davis & Cllr Coombs proposed an idea for a "Rissi the Reindeer" competition in which the Reindeer will be photographed at iconic landmarks around the world, and for this to be promoted via our Social Media Channels in the run-up to Christmas.

Seconded by Cllr Walsh.

RESOLVED: All present agreed that as per the Social Media Policy, the office work with Cllr Davis & Coombs to create the content and promote this competition

AD

12. HORNS LANE NOTICEBOARD

Cllr Walsh proposed to repair/respray the existing Noticeboard and to remove the redundant posts.

Seconded by Cllr J Coombs

Resolved: for the office to organise quotations.

KP

13. CHURCHES TOGETHER COMMUNITY EVENT

This was discussed under 5.0 Correspondence.

14. AGENDA ITEMS FOR NEXT MEETING

To note spending to date in respect of this years budget.

15. A RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS IN ACCORDANCE WITH SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.

Cllr Walsh proposed to pass a resolution to exclude the public and press to discuss and decide on the preferred suppliers for the ice rink, lighting, gazebos and entertainment.

Seconded by Cllr Davis. All present agreed.

Resolved: in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded on the grounds of the confidential nature of the business about to be transacted which involves the likely disclosure of exempt information.



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Ice Rink for Christmas Lights Switch On

Quotation 1 £2,395 + vat

Quotation 2 £2,500 + vat

Quotation 3 £1,600 + vat

Cllr Ball proposed to approve quotation 1 at £2395 + vat

Seconded by Cllr Davis

RESOLVED: to approve quotation 1 at £2395 + vat

AD

Market Stall Hire for Christmas Lights Switch On

Quotation 1 £2395 + vat

Quotation 2 £1390 + vat

Quotation 3 £3000 + vat

Cllr A Ball proposed to approve the hire of 30 x Double Market Stalls at a cost of £1,390 and for the office to look at costs for purchasing festoon lighting. Traders will not be allowed to bring their own Gazebos with the exception of Food & Drink traders. Seconded by Cllr M Walsh AD

RESOLVED: to approve quotation the costs of £1,390 plus VAT

Walkabout Entertainment for Christmas Lights Switch On

Quotation 1 £1930 + vat

Quotation 2 £1830 + vat

Quotation 3 was not forthcoming

Cllr Roberts proposed that we book the Frost Fairy to assist the animatronic Polar bear and the walkabout Ice King & Ice Queen. Seconded by Cllr D Knights.

RESOLVED: To approve the overall costs of £1830 plus VAT for Polar bear and frost fairy. AD

16. DATE OF NEXT MEETING

To be advised

There being no further business to discuss, the meeting closed at 9pm

Chairman Date