



PRINCES RISBOROUGH TOWN COUNCIL



PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE EVENTS/PUBLIC RELATIONS COMMITTEE HELD ON
TUESDAY 21ST JANUARY 2020 AT 8.00PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.

PRESENT

Cllr Jan Roberts - Chairman

Cllr Matthew Walsh, Lee Byrne, Nathan Davis, Ian Pearce John Coombs and Andy Ball

In attendance

Town Clerk – Susanne Griffiths

Deputy Clerk to the Town Council – Kirsty Pope

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 Knights

RESOLVED: To receive and note the apologies from Cllr Knights

2. MINUTES

RESOLVED: To agree the minutes of the Events & PR Committees meeting held on the 12TH November 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

A request has been received for help to reintroduce the Santa Sleigh in Princes Risborough

The members agreed that it would need guidance from the Town Council insurance company about the use of the vehicle and drivers, prior to making any further decision on this request.

The office is requested to find out this information and advise the members accordingly.

KP

A request to borrow the Town Council gazebos on the 11th July 2020 has been received

The members agreed to the request, however the organisation would need to agree & sign the Hire Agreement Policy and only the old gazebos would be made available.

KP

6. SUMMER FESTIVAL 2020

a) Programme of Events

The members agreed to continue with the same format for brochure and for the office to start progressing the data for this.

KP

The members agreed to relook at costs and possible dates for a Cinema in the Park event.

AD

b) Attractions and activities for the 4th July 2020

The members agreed to a variation of activities from Fusion extreme

AD

The members agreed to hire an Inflatable Run for Duke Street.

AD

The members agreed to book a DJ/Compare for the event at £250

AD

The members agreed to book JJ Puppets at £245

AD

The members agree to book Dram Ed Events for puppet/story telling shows at £300

AD

The office is requested to make all the necessary bookings for the event.



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c) Pitch fees

Cllr Walsh proposed to increase all the fees by £5 and an additional £5 for those vendors needing electricity. Seconded by Cllr Coombs. All present agreed.

The office is requested to revise the fees as part of the booking process for the Summer Festival **AD**

d) Road closure streets

Cllr Davis proposed that the road closure is as per 2019 and includes Church Street as well as the High Street and Duke Street and that residents are advised 1 month prior about the closure.

Seconded by Cllr Coombs. All present agreed.

e) Sponsorship

Cllr Walsh proposed that we accept the sponsorship request from Michael Graham as our main sponsor for 2020. Seconded by Cllr Coombs. All present agreed.

The office is requested to contact Michael Graham to progress this request. **KP**

7. END OF SECOND WORLD WAR EVENT

a) Report from Cllr N Davis

Cllr Davis provided the members with an update on the event and proposed that a working group (w/g) is set up in order to allow the location and format of the event. The following members agreed to be part of the w/g: Cllrs Davis/Walsh/Coombs & Roberts and to report back at the next meeting.

8. EASTER

a) Easter Egg Display – environmental option

The Projects & Communication Assistant presented the members with ideas for a tree display what would be considered a more environmentally friendly option. The members requested that samples for discussion at the next meeting. **AD**

Cllr Byrne also agreed to look at various sustainable alternatives for this project **LB**

b) Easter Egg Hunt – activity with the retailers

The members agreed for the Projects & Communications Assistant to run the same event as per Easter 2019. **AD**

9. ANNUAL TOWN MEETING AND CIVIC AWARDS

a) Award categories and content for visuals

All present agreed to have the same categories as 2019 and for the recipients of each award to be agreed at the main Town Council meeting in February.

The office is requested to place details of the event on the Town Council social media sites and to start collating votes for the various categories. **AD**

b) Video and photography

A quotation has been received for £370. All present agreed to this quote. **AD**

10. LIVE ANIMALS AT FUTURE EVENTS

Cllr Davis proposed that live animals should not be used at Town Council events for the purpose of entertainment, however consideration should be given if an event is for educational reasons.

Seconded by Cllr Walsh. All present agreed.

11. FUTURE AGENDA ITEMS

a) Update on the Summer Festival

b) Update from the End of the Second World War working group

c) Easter Egg display



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12. 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 APPROVE QUOTATIONS FOR THE SUMMER FESTIVAL ATTRACTIONS/ACTIVITIES

Cllr Walsh proposed 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. Seconded by Cllr Davis.

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.

To agree the following quotes for activities for the Summer Festival:

- a) Quote for urban showcase event £1100
- b) Inflatable run £895

The following quotes were not accepted:

- a) RollerRink £1395 / Contortionist £625 / Stiltwalkers £625

13. DATE OF NEXT MEETING

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

Chairman Date