



PRINCES RISBOROUGH TOWN COUNCIL



MINUTES OF THE EVENTS/PUBLIC RELATIONS COMMITTEE HELD ON
TUESDAY 18th FEBRUARY 2020 AT 6.30PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.

PRESENT

Cllr Nathan Davis - Chairman

Cllr Matthew Walsh, Lee Byrne, Ian Pearce and John Coombs

In attendance

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 Cllrs A Ball and D Knights who had a previous commitments

RESOLVED: To receive and note the apologies from Cllr A Ball and D Knights

2. MINUTES

RESOLVED: To agree the minutes of the Events & PR Committees meeting held on the 21st January 2020 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

An email has been received regarding an Accessibility Statement Update

A quotation has been received at £250.00 +vat to go through the Town Council website and make accessibility amendments. All present agreed to accept the quote from our website providers, Vision ICT.

KP

6. SUMMER FESTIVAL 2020

The Projects & Communications Assistant updated the members on the entertainment that has currently been agreed, however further ideas were circulated to the members for consideration.

Cllr Coombs proposed that the Interactive Street Artist is booked at £675, seconded by Cllr Byrne. All present agreed.

AD

Cllr Walsh proposed booking Ruby Lemon a hair braiding station at £700 but to advise them that this should be aimed at the 13+ age group, seconded by Cllr Byrne. All present agreed.

AD

Cllr Walsh proposed that the office book Simon Say's Magic as a final entertainer for the day at £250, seconded by Cllr Coombs, all present agreed.

AD

In addition to these activities, the Events & PR Committee recommended two entertainment options to the Economic Regeneration Committee to consider as part of the Black Prince Event and to devise a Medieval Zone as part of Festival Day.

7. END OF SECOND WORLD WAR EVENT FRIDAY 8TH MAY

Cllr Davis updated the members on the plans for the event. The event will start at 12pm and finish 4pm. The event will be held around the Market House. Residents will be encouraged to bring a picnic and in addition the office will contact some food vendors and an also an Ice Cream Vendor.

AD

BCC are offering a free road closure for this event therefore it was agreed for the Committee to make a recommendation to the full Town Council to apply for this.

KP



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Cllr Coombs agreed to speak to a local dance school to see if they would be interested in performing. The members agreed to approach the retailers to encourage them to decorate their shop fronts red/white & blue for the week running up the event. **AD**

Cllr Davis agreed to apply for the WDC funding which has been made available for this event. **ND**

The W/G agreed to check with St Mary's regarding the national bell ringing during this event. **ND/JC**

The Deputy Clerk agreed to contact the Community Bus to see if they would be able promote this event and if they would be able to run a bus service to bring/return people to the event. **KP**

The office agreed to produce a poster to advertise and a press release for the event. **AD/KP**

8. OUTDOOR MOVIE EVENT

Cllr Coombs proposed that due to the current commitments and resources available, this event is deferred until later in the year. Seconded by Cllr Davis. All present agreed.

9. EASTER EGG DISPLAY EVENT

The Projects & Communications Assistant updated the members on the event and confirmed that the chicks will be sent out to schools next week and the date to place the chicks in the trees is 27th March. 15 retailers have currently signed up for this year's Easter Egg hunt competition.

Cllr Coombs agreed to the artwork cost at £80. Seconded by Cllr Pearce. All present agreed. **AD**

Cllr Davis agreed to the purchase of the chocolate at £130, seconded by Cllr Coombs. All present agreed. **AD**

The office is requested to liaise with the Maintenance Team to allocate time in their schedule to assist with the hanging of the chicks on the 27th March. **KP**

10. SHOP WINDOW COMPETITION

Cllr Pearce proposed that the theme for the shop windows is the "Black Prince 690th Anniversary" seconded by Cllr Walsh. All present agreed. The office is requested to advise the retailers and the reasons for the theme.

11. CROSSTALK 70

The members agreed to the content for this issue, which will be distributed w/c 16th March. In addition the following members agreed to be part of a working group to over sea the final publication for the council; - Cllrs Davis/Walsh/Coombs and to invite Cllrs Baxter & Knights to assist with the final design.

12. FUTURE AGENDA ITEMS

To be advised.

13. 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 AGREE QUOTATIONS FOR THE SUPPLIER FOR THE SOUND STAGE MANAGEMENT ON FESTIVAL DAY AND ENTERTAINMENT ACTS

Cllr Davis 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 Walsh.

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.

a) The preferred contractor for sound and pa management at the Summer Festival

The Clerk presented 2 quotations as a 3rd quote was not forthcoming.

1. £698 + VAT
2. £636.65 + vat

Cllr J Coombs proposed to approve quotation 1.

Seconded by Cllr Davis

Resolved: To approve quotation 1

KP



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14. DATE OF NEXT MEETING

To be confirmed

There being no further business to discuss, the meeting closed at 7.30pm

Chairman Date