



# PRINCES RISBOROUGH TOWN COUNCIL



**TO: THE MEMBERS OF THE EVENTS/PR COMMITTEE (Councillors, J Biss, S Coombs, A Cross, A Frost, S Marshall, C Morgan, I Parkinson, J Rampin, N Rawsthorne, A Shipley)**

You are summoned to attend a meeting of the Events/PR Committee of the Town Council to be held at the Carrington Room, Wades Centre, Stratton Road, Princes Risborough on  
**Tuesday 18<sup>th</sup> June 2024 at 7.00PM**  
when the business set out in the following agenda will be transacted.

*Susanne Barter*

**Clerk to the Town Council  
12<sup>th</sup> June 2024**

## AGENDA

**1. Election of Chair**

**2. Welcome and Apologies for Absence.**

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk.

**3. Acceptance of Previous minutes of the Events and PR Committees held on [14<sup>th</sup> May 2024](#)**

To receive and approve as a correct record the minutes of the Events and PR meetings held on the 14<sup>th</sup> May 2024

**4. Declarations of Interest and Dispensations**

To receive any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations.

- i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.
- ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure).

**5. Election of Vice Chair**

**6. Public Forum**

Ten minutes are available for the public to express a view or ask a question on relevant matters on the following Agenda, as provided for in Standing Order Number 3 (e-k). The public are welcome to stay and observe the rest of the meeting.

**7. Correspondence**

To discuss and decide on a response to correspondence received relating to the Events/PR Committee

**8. Noticeboard Maintenance**

**9. Agenda for the September Retailer Meeting**

To agree the agenda for the meeting to be held on the 5<sup>th</sup> September 2024



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- 10. Christmas Lights Switch on Event Date 2024 (Cllr Marshall)**  
To discuss and decide on whether to move the event from Saturday 30<sup>th</sup> November to Friday the 29<sup>th</sup> November
- 11. Summer Festival 2024**  
To receive an update from the E&CA officer
- 12. Farmers Market**  
To receive an update from the E&CA officer
- 13. Terms of Reference**  
To review the Terms of Reference for recommendation to the Town Council
- 14. Committee Budget**  
To note spending to date in respect of this year's budget
- 15. Future Agenda Items**  
To receive items to be included in the next agenda that fall under the remit of this Committee
- 16. Date of next meeting**  
To note the date of the next scheduled meeting of the Events/PR Committee.

**Distribution – all Councillors, Noticeboards and Council website.**

**MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND**