



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 10th September 2024 at 7.30PM** when the business set out in the following agenda will be transacted.

Susanne Barter

**Clerk to the Town Council
3rd September 2024**

AGENDA

1. 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.

2. Acceptance of Previous minutes of the Events and PR Committees held on [9th July 2024](#)

To receive and approve as a correct record the minutes of the Events and PR meetings held on the 9th July 2024

3. 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).

4. 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.

5. Correspondence

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

6. Noticeboard Management

7. Committee Budget

To note spending to date in respect of this year's budget



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- 8. Summer Festival 2024**
To receive an update from the E&CA officer and decide on any actions to be taken
- 9. Website Provider**
To receive an update from the Deputy Clerk and decide on any actions to be taken
- 10. Christmas Lights Switch on Event 2024**
To receive an update and decide on any actions to be taken
- 11. Civic Awards Criteria**
To review the criteria for the Civic Awards for recommendation to the Town Council
- 12. Retailer Meeting**
To receive a report from the meeting held on the 5th September 2024 and decide on any actions to be taken
- 13. Business Plan Consultation**
To review the results of the Business Plan responses and decide on the priorities
- 14. Projects 2025/2026**
To agree the specification of projects to be costed for the Events & PR Committee budget for 2025/2026 to submit to the Estimates Meeting
- 15. Future Agenda Items**
To receive items to be included in the next agenda that fall under the remit of this Committee
- 16. Exclusion of Press and Public**
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 discuss and decide on the preferred supplier for the Christmas Lights Switch on Event
 1. Generator
 2. Ice Rink
 3. Snow Globe
 4. Stiltwalkers/Roaming Characters
 5. Grinch/Buddy the Elf Character
 6. Train Rides
 7. Animatronic Polar Bear
- 17. 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