



# PRINCES RISBOROUGH TOWN COUNCIL



**TO: THE MEMBERS OF THE EVENTS/PR COMMITTEE (Councillors, J Biss, S Coombs, A Frost, C Morgan, I Parkinson, I McLauchlan, I Churchill, M Walsh, N Rawsthorne)**

You are summoned to attend a meeting of the Events/PR Committee of the Town Council to be held at the Wades Centre, Stratton Road, Princes Risborough on  
**Tuesday 20<sup>th</sup> May 2025 at 8.00PM**  
when the business set out in the following agenda will be transacted.

*Susanne Barter*

**Clerk to the Town Council  
14<sup>th</sup> May 2025**

## **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. Election of Vice Chair**

### **4. Acceptance of Previous minutes of the Events and PR Committees held on 8<sup>th</sup> April 2025**

To receive and approve as a correct record the minutes of the Events and PR meetings held on the 8<sup>th</sup> April 2025

### **5. 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).

### **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.



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**7. Correspondence**

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

**8. Committee Budget**

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

**9. Retailer Meeting**

To discuss and decide on the agenda and date of the next meeting

**10. Crosstalk**

To discuss and decide on the content for the next publication of Crosstalk

**11. Summer Festival 2025**

To discuss and decide on any actions to be taken

**12. Website redesign**

To discuss and decide on the actions to progress the website redesign

**13. Terms of Reference**

To review the Terms of Reference for recommendation to the Town Council

**14. 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 hire of a generator for the summer festival.

**15. Future Agenda Items**

To receive items to be included in the next agenda that fall under the remit of this Committee

**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**