



PRINCES RISBOROUGH TOWN COUNCIL



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

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 20th January at 6.30PM
when the business set out in the following agenda will be transacted.

Susanne Barter
Clerk to the Town Council
13th January 2026

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 14th October 2025.

To receive and approve as a correct record the minutes of the Events and PR meetings held on the 14th October 2025.

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. Website Update

To approve the new Town Council Website Design



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7. Crosstalk Newsletter

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

8. Events Calendar Dates for 2026/2027

To discuss and decide on the dates of the events in the next financial year

9. Farmers Market

To discuss and decide on pitch fees

10. Summer Festival

To discuss and decide on pitch fees

11. Retailers Meeting

To discuss and decide on any actions to be taken

12. Exclusion of Public and Press

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 suppliers for the stage and sound and lighting for the Summer Festival.

13. Future Agenda Items

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

14. 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