



PRINCES RISBOROUGH TOWN COUNCIL



MINUTES OF THE EVENTS/PUBLIC RELATIONS COMMITTEE HELD ON TUESDAY 8TH FEBRUARY 2022 AT 6.30PM AT THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH

PRESENT

Chairman Cllr A Frost
Cllr J Coombs
Cllr A Ball
Cllr J Biss
Cllr S Coombs
Cllr S Marshall
Cllr C Campbell

In attendance

Kirsty Pope, Deputy Clerk to the Town Council
Stephanie Boyle, Events & Communications Assistant (E&CA)

1. Welcome and Apologies for Absence.

The Deputy Clerk reported that no apologies were received.

2. Acceptance of Previous minutes of the Events and PR Committees held on 16th November 2021

Resolved: To agree the minutes of the Events & PR Committee meeting held on the
16th November 2021

3. Declarations of Interest and Dispositions

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

No correspondence was received.

6. Brushwood Suite

All members present agreed to hold the Thank You/Volunteers event on Thursday 24th March 19:00-21:00. The Events and Communication Assistant (E&CA) presented the committee with catering options and quotations. Cllr Frost proposed on using The Crew Café as the event caterer, 2nd by Cllr Ball. No member opposed to having alcohol at the event.

The E&CA is requested to collate member's guest nominations, send out invitations, gain a quotation for alcohol, and liaise with the Bookings officer and Brushwood Suite Manager to manage the event.

SB

7. Farmers Market.

The Farmers Markets will continue to be held in the King George V Park.

Proposed by Cllr Frost, Seconded by Cllr J Coombs. All present agreed.

The members agreed to hold four Farmers Markets on Saturday 2nd April 2022, Saturday 11th June 2022 (Jubilee themed), Saturday 10th September 2022, and Saturday 12th November 2022.

All present agreed.

SB



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8. Summer Festival 2022

All members present agreed to hold Festival Day (Sat 9th July) in the High Street and at the same time as previous years (1pm-6pm). **All present agreed.**

All members present agreed to keep stallholder fees the same as those advertised in 2019. **All present agreed.**

Cllr A Ball requested the inclusion of the beach pit for the High Street Festival Day.

The E&CA is to contact previous organisations involved with Festival week to provide them with an update and gain an understanding as to whether they would like involvement again this year. The E&CA is to also prepare outreach marketing materials for social media in an attempt to gain interest from new organizations or community groups. **SB**

9. Platinum Jubilee of HM The Queen June 2022

Cllr J Coombs updated members with the plans for a High Street Big Lunch on Sunday 5th June. Cllr Marshall proposed that we hold a hat/headwear competition. All present agreed.

The office staff agreed to ascertain the cost of the event and to report back at the next meeting, with a view to offering guests the opportunity to book a table at the event. **KP/SB**

Cllr J Coombs to contact Risborough Rotarians and local Churches regarding volunteering opportunities for the above event. **JC**

10. Easter Trail

The E&CA updated the members on holding an Easter themed trail. The event is to be held across a week in April (Monday 11th to Sunday 17th) with maps being available both digitally and physically from local organizations based on the High Street. A small contribution of £10 would be requested from participating retailers.

All present agreed. **SB**

Office team are requested to reach out to previous window-art contact for quotation. **SB**

11. Heritage Trail

The Heritage App is to be launched in February half term.

Proposed by Cllr A Frost, seconded by Cllr A Ball. All present agreed. **SB**

12. Crosstalk

The members agreed to the content for issue No.75, which will be distributed w/c 28th March.

The Deputy Clerk to email out to the members the agreed content and dates for copy. **KP**

13. Future Agenda Items

To be advised

14. Date of next meeting

To be advised.

There being no further business to discuss, the meeting closed at 7:32pm

Chairman.....Date.....