



PRINCES RISBOROUGH TOWN COUNCIL



MINUTES OF THE EVENTS/PUBLIC RELATIONS COMMITTEE HELD ON TUESDAY 8TH MARCH 2022 AT 7.00 PM 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

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 apologies from Cllr Campbell & Cllr Marshall

2. Acceptance of Previous minutes of the Events and PR Committees held on 8TH February 2022

Resolved: To agree the minutes of the Events & PR Committee meeting held on the
8th February 2022.

3. Declarations of Interest and Dispensations

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.

4. Public Forum

No members of the public were present.

5. Correspondence

An email has been received from a Farmers Market stallholder

The stallholder would like to fundraise from their stall for their cause at the Farmers Market.

All present agreed to this request

S Boyle

An email from Cllr Rampin regarding fund raising for Ukraine

The members discussed how as a town we could help the situation that is unfolding in Ukraine.

The councillors decided that the most effective action to take is for those that wish to help, to

make a financial donation to the appeal that has been launched by the UK's Disasters Emergency Committee (DEC).

Cllr Frost proposed that the Town Council homepage is updated to reflect the above.

Seconded by Cllr Ball. All present agreed

6. Farmers Market

The E&CA officer updated the members on the current situation with the stall holders for the forthcoming markets. No further action is required at this stage.

7. Volunteer/Thank you Event

The E&CA officer updated the members on the plans for the above event. The guest list has reached 62 and the refreshments have been ordered. The event will be managed by the E&CA officer and the Functions Manager and at this stage no further action is required from the Councillors.



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8. Summer Festival 2022

The E&CA officer updated the members on the progress made to date, include pitch holders numbers and programme content. The E&CA officer will schedule further social media posts and will report back at the next meeting with a further update.

9. Platinum Jubilee of HM The Queen June 2022

Cllr J Coombs updated the members of the progress made to date. It was agreed to use the Town Council owned tables & chairs and for Cllr J Coombs liaise with other local organisations for availability for additional furniture and assistance on the day. The office is requested to order the required bunting & flags. The office is requested to order a life-sized cut out of the Queen.

S Boyle

10. Easter Trail 2022

The E&CA officer updated the members on the progress made to date, include retailers' participation and promotion of the event. The event will run from 9th – 16th April and will be free event. No further action is required from the councillors at this stage.

11. Play in the Parishes

Cllr Frost proposed that this is held as a free event. Seconded by Cllr Ball

All present agreed

12. Committee Budget

The Committee received a detailed income and expenditure budget update.

Resolved: That spending in respect of the 2021/22 budget be noted

13. Future Agenda Items

Update on the Summer Festival

Update on the Platinum Jubilee

International Women's Day 2023

14. Date of next meeting

To be advised.

There being no further business to discuss, the meeting closed at 7.45pm

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