



PRINCES RISBOROUGH TOWN COUNCIL



**MINUTES OF THE EVENTS/PUBLIC RELATIONS COMMITTEE
HELD ON TUESDAY 14th FEBRUARY 2023 AT 7.00PM AT THE PRINCES CENTRE,
CLIFFORD ROAD, PRINCES RISBOROUGH**

PRESENT

Cllr A Frost Chairman

Cllrs C Campbell, J Coombs, S Coombs, J Biss, J Rampin, A Shipley

In attendance

Kirsty Pope, Deputy Clerk to the Town Council

Stephanie Boyle, Events and Communications Assistant (E&CA)

1. Welcome and Apologies for Absence.

The Deputy Clerk reported apologies from Cllrs Marshall and Ball.

Resolved: To accept apologies from Cllrs Marshall and Ball.

2. Acceptance of Previous minutes of the Events and PR Committees held on 24th January 2023

Resolved: To agree to the minutes of the Events & PR Committee meeting held on 24th January 2023.

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.

None received.

4. Public Forum

No members of the public were present

5. Correspondence

The Deputy Clerk presented a request from St Mary's Church to be involved in the 2023 Easter Window Art Trail.

Resolved: All present agreed to approve the request.

SBOYLE

6. Farmers Market

The E&CA confirmed that all committee members had seen the circulated copies of the old booking form and terms & conditions and the proposed updated version. Cllr S Coombs proposed to approve the updated version. Seconded by Cllr J Coombs.

Resolved: All present agreed to the updated version.

SBOYLE

7. High Street Retailer Meeting

Cllr J Rampin provided the committee with an update on the planning of the High Street retailers meeting on the 22nd February at 0800 and confirmed that Three Chairs Salon would be happy to hold the meeting and that pastries would be provided by Godwin's Bakery free of charge.

Cllr Frost proposed to hold the meeting at Three Chairs Grooming with the following councillors in attendance; Cllrs Rampin, Frost, Ball, J Coombs, & Shipley. The meeting will be to discuss forthcoming events and how retailers would like to interact with said events. Seconded by Cllr J Coombs.

Resolved: To meet with retailers at Three Chairs Grooming to discuss forthcoming events and how retailers would like to interact with said events.

The E&CA is to communicate these details to High Street Retailers.

SBOYLE

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8. International Women’s Day

The E&CA provided the committee with details of speakers who have shown interest in attending an International Women’s Day event, a variety of women’s charities, and possible formats. The committee discussed the event format and themes. Cllr J Coombs proposed the event be held on Wednesday 8 March from 19:15 for 19:30 start at the Brushwood Suite with the event ending at 21:00. The theme to be Health, Welfare, and Sociology with four speakers each providing a 15-minute presentation finishing with a full panel Q&A session. Cllr J Biss Seconded.

Resolved: to hold a speaker event on the 8th March in the Brushwood Suite to celebrate International Women’s Day.

Cllr J Coombs proposed to ticket the event with tickets purchased online ahead of time costing £5 and tickets sold on the door for £7. All proceeds are to be split between various women’s charities. Cllr A Frost Seconded.

Resolved: To charge £5 per ticket prior to the event and £7 at the door, with all proceeds to be split between various women’s charities. **SBOYLE**

9. Thursday Market

The committee made the decision to defer this item to a later agenda following further information from Town Committee.

10. Future Agenda Items

To be advised.

11. Date of next meeting

The date of the next meeting of the Events/PR Committee is Tuesday 14th March 2023 and will be held at the Princes Centre, Princes Risborough, Buckinghamshire.

There being no further business the meeting closed at 8.18pm.